

2015

School Committee - Budget Subcommittee
School Building Committee
School Curriculum subcommittee
School Policy Subcommittee
School Committee
Bournedale Elementary School
Peebles Elementary
Bourne Public –Time on Learning Adhoc Group
BMS School Council
BHS School Council
SEPAC –
SWOP-Special Workshop Opportunities

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: JANUARY 15, 2015
UPDATED: 1-13-2015

TIME: 6:00 PM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

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

2015 JAN 13 PM 12 32
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: JANUARY 22, 2015
UPDATED: 1-13-2015

TIME: 6:00 PM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

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

2015 JAN 13 PM 3 20
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MARCH 2, 2015
UPDATED: 2-26-2015

TIME: 6:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of January 22, 2015
2. Review FY15 Budget Status
3. Update FY16 Budget Priorities and Planning Schedule
4. Update on FY15 Military Mitigation Education Funding
5. Update on Town Finance Project Working Group
6. Discuss future agenda items

2015 FEB 26 AM 11 23
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MARCH 2, 2015
UPDATED: 2-26-2015

TIME: 6:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of January 22, 2015
2. Review FY15 Budget Status
3. Update FY16 Budget Priorities and Planning Schedule
4. Update on FY15 Military Mitigation Education Funding
5. Update on Town Finance Project Working Group
6. Discuss future agenda items

2015 FEB 26 PM 4 19
TOWN CLERK'S OFFICE
BOURNE, MASS.

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Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MARCH 19, 2015
UPDATED: 3-16-2015

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of March 02, 2015
2. Review FY15 Budget and Spending Status
3. Review FY15 Q3 Quarterly Report and Line Item Transfers
4. Discuss FY16 Budget Priorities and Feedback
5. Update on FY15 Military Mitigation Education Funding
6. Update on Town Finance Project Working Group
7. Discuss future agenda items

2015 MAR 16 PM 1 34
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: APRIL 23, 2015
UPDATED: 4-17-2015

TIME: 6:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of March 19, 2015
2. Review FY15 Budget and Spending Status
3. Discuss FY16 Budget Planning
4. Review FY15 Q3 Financial (SWOT) Report
5. Update on FY15 Military Mitigation Education Funding
6. Update on Town Finance Project Working Group
7. Discuss Status of Current BPS Revolving Accounts
8. Discuss future agenda items

2015 APR 17 AM 8 55
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MAY 21, 2015

TIME: 6:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept April Minutes
2. Review FY15 Budget and Spending Status
3. Discuss FY16 Budget Planning
4. Review FY16 Upcoming Service Contracts
5. Update on FY15/16 Military Mitigation Education Funding
6. Update on Town Finance Project Working Group
7. Discuss Status of Current BPS Revolving Accounts
8. Discuss future agenda items

2015 MAY 19 PM 12 46
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: JULY 1, 2015
UPDATED: 6-29-2015

TIME: 6:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2015 JUN 29 PM 10 47
TOWN CLERK'S OFFICE
BOURNE MASS

1. Accept April & May Minutes
2. Review FY15 Budget and Spending Status
3. Update on FY15/16 Military Mitigation Education Funding
4. Discuss FY16 Budget Override Impacts
5. Update on Town Finance Project Working Group
6. Discuss Status of Current BPS Revolving Accounts
7. Discuss future agenda items

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

Members:

Judith Froman
Mitch McClain, Vice Chair
Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: JULY 16, 2015

UPDATED: 7-14-2015

TIME: 6:00 PM

PLACE: BOURNE VETERAN'S COMMUNITY BUILDING

AGENDA

1. Accept April, May & June Minutes
2. Review FY15 Budget and Spending Status
3. Update on FY15/16 Military Mitigation Education Funding
4. Discuss FY16 Budget Override Request Impacts
5. Update on Town Finance Project Working Group
6. Discuss future agenda items

2015 JUL 14 PM 12 50
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Judith Froman

Mitch McClain, Vice Chair

Matthew Stuck, Chair

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

2015 DEC 14 PM 2 03

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: DECEMBER 16, 2015

TIME: 6:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept outstanding minutes
2. Welcome Board of Selectmen Representatives
3. Review FY16 Budget Status
4. Special Town Meeting Status
5. Update on the Status of the Town Finance Project Working Group
6. Preliminary FY17 Budget planning timeline
7. Preliminary FY17 Status
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

BOURNE SCHOOLBUILDING COMMITTEE

AGENDA

DATE: WEDNESDAY, JANUARY 21, 2015

TIME: 6:00PM

PLACE: BOURNE VETERAN'S COMMUNITY CENTER

2015 JAN 16 AM 11 28

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call to order
2. Committee Organization
3. Review of MSBA Process
4. Review of MSBA Feasibility study document 1/9/2015
4. Future Agenda Items
5. Confirm time and date of next meeting

"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."

BOURNE SCHOOL BUILDING COMMITTEE

2015 JAN 16 AM 8 44

AGENDA

TOWN CLERK'S OFFICE
DATE: WEDNESDAY, JANUARY 22, 2015
BOURNE, MASS

TIME: 6:00PM

PLACE: BOURNE VETERAN'S COMMUNITY CENTER

AGENDA

1. Call to order
2. Committee Organization
3. Review of MSBA Process
4. Review of MSBA Feasibility study document 1/9/2015
4. Future Agenda Items
5. Confirm time and date of next meeting

"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."

Peebles Elementary School Building Committee

2015 FEB 3 AM 8 49

TOWN CLERK'S OFFICE
BOURNE, MASS

Notice of Meeting

Thursday Feb. 05, 2015 at 7PM

Bournedale Elementary School

Meeting Agenda:

1. Call to order
2. Discuss amendments/changes to the Contract for Project Management Services document "OPM Contract" and vote to submit to MSBA.
3. Old business
4. New Business
5. Next meeting place and time

Submitted by

Jim Potter

Chairman Peebles Elementary School Building Committee

School Building Committee

Notice of Meeting

Thursday Feb. 26, 2015 at 7PM

Bourne High School - Professional Library

Meeting Agenda:

1. Call to order
2. Status update on Bourne Feasibility Study received by MSBA.
3. Discuss and vote on the 5 representative subcommittee members that will narrow down and interview OPM candidates.
4. Old business
5. New Business
6. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

2015 FEB 18 AM 8 28
TOWN CLERK'S OFFICE
BOURNE, MASS

Chapman, Wendy

From: onsetjp@juno.com
Sent: Thursday, February 26, 2015 2:50 PM
To: Chapman, Wendy
Subject: School Building Committee

Hi Wendy,

The School Building Committee meeting for Thursday Feb 26th @ 7pm, at BHS has been rescheduled to Thursday March 5th @ 7pm at the Bournedale Elementary School. I believe the updated meeting time and date is already posted.

Thanks,
Jim Potter
Chairman, School Building Committee

Old School Yearbook Pics

View Class Yearbooks Online Free. Search by School & Year. Look Now!
classmates.com

2015 FEB 26 PM 3 12
TOWN CLERK'S OFFICE
BOURNE, MASS

School Building Committee

Notice of Meeting

Thursday March 5, 2015 at 7PM

(Rescheduled from Feb. 26th)

Bournedale Elementary School – Conference Room

Meeting Agenda:

1. Call to order
2. Status update on Bourne Feasibility Study received by MSBA.
3. Discuss and vote on the 5 representative subcommittee members that will narrow down and interview OPM candidates.
4. Old business
5. New Business
6. Next meeting place and time

2015 FEB 25 AM 11 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Submitted by

Jim Potter

Chairman , School Building Committee

Chapman, Wendy

From: onsetjp@juno.com
Sent: Thursday, March 5, 2015 3:18 PM
To: Chapman, Wendy
Subject: Fw: School Building Committee

2015 MAR 5 PM 3 05
TOWN CLERK'S OFFICE
BOURNE, MASS

WJH

WPH

Hi Wendy,

*Amended
Time*

The school building committee meeting tonight will be cancelled and rescheduled to Monday March 9th @ the Community Building, 7PM. Let me know if you can update the existing posting or if you need another one from me.

Thanks,
Jim Potter

2015 MAR 6 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Man, 63, Avoids Wrinkles

63 Yr Old Man Shares Simple DIY Skin Tightening Method He Uses At Home
healthylivinglifeguide.com

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Sent: Thursday, March 5, 2015 3:18 PM
To: Chapman, Wendy
Subject: Fw: School Building Committee

2015 MAR 5 PM 3 05
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BOURNE, MASS

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Subject: Thursday, March 5, 2015 3:18 PM
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Fw: School Building Committee

2015 MAR 5 PM 3 05
TOWN CLERK'S OFFICE
BOURNE, MASS

Jim
WPM

Amended
Time

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Thanks,
Jim Potter

School Building Committee

Notice of Meeting

Thursday March 5, 2015 at 7PM

(Rescheduled from Feb. 26th)

Bournedale Elementary School – Conference Room

2015 MAR 5 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting Agenda:

1. Call to order
2. Status update on Bourne Feasibility Study received by MSBA.
3. Discuss and vote on the 5 representative subcommittee members that will narrow down and interview OPM candidates.
4. Old business
5. New Business
6. Next meeting place and time

2015 FEB 25 AM 11 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Submitted by

Jim Potter

School Building Committee

2015 MAR 24 PM 1 21

TOWN CLERK'S OFFICE
BOURNE, MASS

Notice of Meeting

Thursday March 26, 2015 at 6:30PM

Bournedale School – Conference Room

Meeting Agenda:

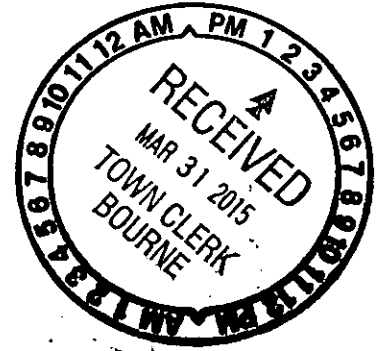
1. Call to order
2. Executive Session - Purpose 7, "To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements",
for
963 CMR 2.00: School Building Grant Program
 - M.G.L. c. 149, § 44A½.-OPM Law
 - M.G.L c.7, §§38A 1/2-O-Designer Selection Law
3. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

School Building Committee



Notice of Meeting

Thursday April 2, 2015 at 6:30PM

Bournedale School – Conference Room

Meeting Agenda:

1. Call to order
2. Executive Session - Purpose 7, "To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements",
for
963 CMR 2.00: School Building Grant Program
 - M.G.L. c. 149, § 44A½.-OPM Law
 - M.G.L c.7, §§38A1/2-O-Designer Selection Law
3. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

School Building Committee

OPM Designer Selection Subcommittee

Notice of Meeting 2015 APR 6 PM 2 48

TOWN CLERK'S OFFICE
BOURNE, MASS

Wednesday April 8, 2015 at 6:00PM

Bourne Middle School – Media Center

Meeting Agenda:

1. Call to order
2. OPM Candidate Interview – KVA Architects– 6:00PM
3. OPM Candidate Interview – SMMA Associates – 7:00PM
4. OPM Candidate Interview – Skanska – 8:00PM
5. Executive Session - Purpose 7, "To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements",
for
963 CMR 2.00: School Building Grant Program
 - M.G.L. c. 149, § 44A½.-OPM Law
 - M.G.L c.7, §§38A 1/2-O-Designer Selection Law
6. Adjournment

Submitted by

Jim Potter

Chairman , School Building Committee

School Building Committee

Notice of Meeting

Thursday April 16, 2015 at 7PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Discussion and recommendation from the 5 subcommittee members about the favored OPM candidate.
3. Vote to approve new OPM Consultant and to enter contract negotiations
4. Old Business
5. New Business
6. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

2015 APR 14 AM 10 59
TOWN CLERK'S OFFICE
BOURNE, MASS

School Building Committee

Notice of Meeting

Monday April 27, 2015 at 6PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Discussion about the chosen OPM candidate- SMMA contract negotiations and any further Voting as necessary.
3. Old Business – Approve meeting minutes from April 2015.
4. New Business
5. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

2015 APR 22 PM 2 00
TOWN CLERK'S OFFICE
BOURNE, MASS

School Building Committee

Notice of Meeting

Tuesday April 28, 2015 at 6PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Discussion about the chosen OPM candidate- SMMA contract negotiations and any further Voting as necessary.
3. Old Business – Approve meeting minutes from April 2015.
4. New Business
5. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

*Cancelled
per James Potter
on 4/27/15*

Johnson, Barry

From: onsetjp@juno.com
Sent: Tuesday, April 28, 2015 8:14 AM
To: Johnson, Barry
Cc: Chapman, Wendy; Meier, Marie
Subject: Fw: School Bldg Committee
Attachments: Peebles Committee 4-28-15 TENV.pdf

Hi Barry,

Tonight's (4/28) School Building Committee meeting is cancelled. We were able to hold the meeting last night.

Thank you,
Jim Potter

Please note: forwarded message attached

From: "onsetjp@juno.com" <onsetjp@juno.com>
To: BJohnson@townofbourne.com
Cc: mmeier@townofbourne.com, wchapman@townofbourne.com
Subject: School Bldg Committee
Date: Fri, 24 Apr 2015 19:48:17 GMT

Hi Barry,

In case our meeting does not draw a quorum on Monday, I am also submitting the same meeting to happen for Tuesday. Most likely this will be cancelled and Monday's will be fine, but submitting this for posting just in case.

Thanks!
Jim Potter

Sushi Safe to Eat?

Learn Which 4 Fish to NEVER Eat (avoid these like the plague!)
InflammationSolution.com

School Building Committee

Notice of Meeting

2015 APR 28 AM 9 56

TOWN CLERK'S OFFICE
BOURNE, MASS

Tuesday April 28, 2015 at 6PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Discussion about the chosen OPM candidate- SMMA contract negotiations and any further Voting as necessary.
3. Old Business – Approve meeting minutes from April 2015.
4. New Business
5. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

School Building Committee

Notice of Meeting

Tuesday April 28, 2015 at 6PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Discussion about the chosen OPM candidate- SMMA contract negotiations and any further Voting as necessary.
3. Old Business – Approve meeting minutes from April 2015.
4. New Business
5. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

2015 APR 24 PM 4 00
TOWN CLERK'S OFFICE
BOURNE, MASS

School Building Committee

Notice of Meeting

Tuesday May 26, 2015 at 6PM

Community Building – Conference Room

Meeting Agenda:

1. Call to order
2. Introduction to Joel Seeley of SMMA
3. Joel Seeley will present a draft of the RFS for Designer Services
4. Old Business – Approve meeting minutes from April 2015 as necessary.
5. New Business
6. Next meeting place and time

Submitted by

Jim Potter

Chairman , School Building Committee

2015 MAY 7 PM 3 04
TOWN CLERK'S OFFICE
BOURNE, MASS

RECEIVED

2017 SEP 15 AM 8:57

PROJECT MINUTES

TOWN CLERK BOURNE

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	5/26/2015
Re:	School Building Committee Meeting	Meeting No.:	1
Location:	Bourne Veteran's Memorial Community Center	Time:	6:00pm
Distribution:	School Building Committee Members, (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Chairman, Board of Selectmen	Voting Member
	Christopher Hyldborg	Chairman, School Committee	Voting Member
✓	Laura Scena	Member, School Committee	Voting Member
✓	Christine Crane	Former Member, School Committee/Finance Committee	Voting Member
	Richard A. Lavoie	Member, 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	Non-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, BPS	Non-Voting Member
	Elizabeth A. Carpenito	Principal	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

Item #	Action	Discussion
1.1	Record	Call to Order, 6:10 PM, meeting opened.
1.2	Record	J. Seeley introduced himself and the firm and provided an overview of the Feasibility Study process, the role of the OPM and the role of the MSBA.
1.3	J. Seeley	J. Seeley distributed and reviewed the draft Request for Designer Services, attached, and reviewed the designer selection process. A motion was made by P. Meier and seconded by L. Scena to approve the draft Request for Designer Services. No discussion, motion passed unanimously. J. Seeley to forward the draft Request for Designer Services to the MSBA for comments after the MSBA OPM Panel meeting on 6/8/15.
1.4	E. Donoghue	J. Potter reviewed the status of the OPM selection process. The MSBA reviewed the evaluation and selection documents submitted by the OPM Selection Committee and determined the fourth ranked firm was to be ranked third, based on the mathematical ranking. E. Donoghue has been in contact with the fourth ranked firm, who has indicated they will provide written confirmation that they will withdraw from the process. Once the confirmation is received, E. Donoghue will forward to the MSBA along with an opinion from Town Counsel.
1.5	Record	Next SBC Meeting: July 16, 2015 at 7:00 pm at the Bourne Veteran's Memorial Community Center.
1.6	Record	A Motion was made by L. Scena and seconded by C. Crane to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, draft Request for Designer Services

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.

2015 JUL 2 PM 1 02

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	7/16/2015
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	7:00 PM
Prepared by:	Joel Seeley	Meeting No.:	2
Distribution:	Committee Members (MF)		

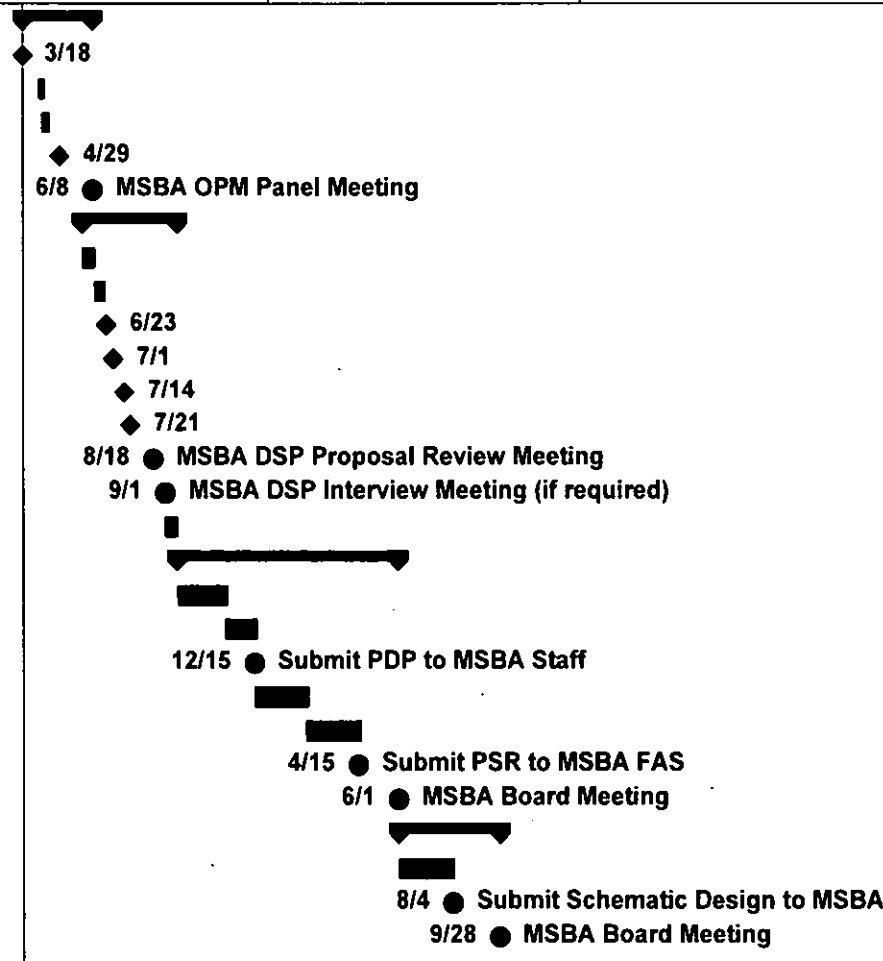
1. Call to Order
2. Welcome William Towne to the School Building Committee
3. Approval of Minutes
4. Approval of Invoices and Commitments
5. Designer Procurement Status
6. Selection of Designer Proposal Review Subcommittee
7. Selection of DSP Representatives
8. Committee Questions
9. Public Comments
10. Next Meeting
11. Adjourn

JGS/sat/P:\2015\15041\04-MEETINGS\4.2 Agendas\School Building Committee\2_16July2015\Agenda_16July2015.Docx

Updated: June 25, 2015

TOWN OF BOURNE, MASSACHUSETTS
PEEBLES ELEMENTARY SCHOOL
 PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	2015	2016	2017
1	RETAIN OPM	58 days	3/18/2015	6/8/2015			
2	Submit OPM Proposals	0 days	3/18/2015	3/18/2015			
3	OPM Interview	2 days	4/8/2015	4/9/2015			
4	Negotiate OPM Contract	7 days	4/9/2015	4/17/2015			
5	Submit Documents to MSBA OPM Panel	0 days	4/29/2015	4/29/2015			
6	MSBA OPM Panel Meeting	0 days	6/8/2015	6/8/2015			
7	RETAIN DESIGNER	80 days	5/27/2015	9/15/2015			
8	Draft Designer RFS and Submit to MSBA	11 days	5/27/2015	6/10/2015			
9	MSBA Approve Draft RFS	9 days	6/10/2015	6/22/2015			
10	Submit to Central Register	0 days	6/23/2015	6/23/2015			
11	Notice in Central Register	0 days	7/1/2015	7/1/2015			
12	Briefing Session	0 days	7/14/2015	7/14/2015			
13	Submit Designer Proposals	0 days	7/21/2015	7/21/2015			
14	MSBA DSP Proposal Review Meeting	0 days	8/18/2015	8/18/2015			
15	MSBA DSP Interview Meeting (if required)	0 days	9/1/2015	9/1/2015			
16	Negotiate Designer Contract	11 days	9/1/2015	9/15/2015			
17	FEASIBILITY STUDY (FS)	183 days	9/15/2015	6/1/2016			
18	Develop Preliminary Design Program (PDP)	44 days	9/15/2015	11/13/2015			
19	Community Presentations	22 days	11/13/2015	12/15/2015			
20	Submit PDP to MSBA Staff	0 days	12/15/2015	12/15/2015			
21	Develop Preferred Schematic Report (PSR)	44 days	12/15/2015	2/16/2016			
22	Community Presentations	44 days	2/16/2016	4/15/2016			
23	Submit PSR to MSBA FAS	0 days	4/15/2016	4/15/2016			
24	MSBA Board Meeting	0 days	6/1/2016	6/1/2016			
25	SCHEMATIC DESIGN (SD)	85 days	6/1/2016	9/28/2016			
26	Develop Schematic Design	47 days	6/1/2016	8/4/2016			
27	Submit Schematic Design to MSBA	0 days	8/4/2016	8/4/2016			
28	MSBA Board Meeting	0 days	9/28/2016	9/28/2016			
29	LOCAL VOTES						
32	DESIGN AND CONSTRUCTION (TBD)						



AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	9/29/2015
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	6:00 PM
Prepared by:	Joel Seeley	Meeting No.:	3
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Designer Introduction
5. Committee Questions
6. Public Comments
7. Next Meeting
8. Adjourn

2015 SEP 24 PM 8 29
TOWN CLERK'S OFFICE
BOURNE, MASS

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

September 11, 2015
 Project No: 15041.00
 Invoice No: 0043438

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

Professional Services from August 1, 2015 to August 28, 2015

Fee

Total Fee	105,000.00			
Percent Complete	7.00	Total Earned	7,350.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	7,350.00	
		Total Fee		7,350.00
		Total this Invoice		\$7,350.00

Billings to Date

	Current	Prior	Total
Fee	7,350.00	0.00	7,350.00
Totals	7,350.00	0.00	7,350.00

Authorized

Joel Seeley



2015 SEP 24 AM 8 34
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Updated: June 25, 2015
 Revised: September 16, 2015

TOWN OF BOURNE, MASSACHUSETTS
 PEEBLES ELEMENTARY SCHOOL
 PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	2015	2016	2017
1	RETAIN OPM	58 days	3/18/2015	6/8/2015			
2	Submit OPM Proposals	0 days	3/18/2015	3/18/2015	◆ 3/18		
3	OPM Interview	2 days	4/8/2015	4/9/2015			
4	Negotiate OPM Contract	7 days	4/9/2015	4/17/2015			
5	Submit Documents to MSBA OPM Panel	0 days	4/29/2015	4/29/2015	◆ 4/29		
6	MSBA OPM Panel Meeting	0 days	6/8/2015	6/8/2015	6/8 ● MSBA OPM Panel Meeting		
7	RETAIN DESIGNER	86 days	5/27/2015	9/23/2015			
8	Draft Designer RFS and Submit to MSBA	11 days	5/27/2015	6/10/2015			
9	MSBA Approve Draft RFS	9 days	6/10/2015	6/22/2015			
10	Submit to Central Register	0 days	6/23/2015	6/23/2015	◆ 6/23		
11	Notice in Central Register	0 days	7/1/2015	7/1/2015	◆ 7/1		
12	Briefing Session	0 days	7/14/2015	7/14/2015	◆ 7/14		
13	Submit Designer Proposals	0 days	7/21/2015	7/21/2015	◆ 7/21		
14	MSBA DSP Proposal Review Meeting	0 days	9/1/2015	9/1/2015	9/1 ● MSBA DSP Proposal Review Meeting		
15	MSBA DSP Interview Meeting (if required)	0 days	9/15/2015	9/15/2015	9/15 ● MSBA DSP Interview Meeting (if required)		
16	Negotiate Designer Contract	5 days	9/17/2015	9/23/2015			
	FEASIBILITY STUDY (FS)	183 days	9/15/2015	6/1/2016			
18	Develop Preliminary Design Program (PDP)	44 days	9/15/2015	11/13/2015			
19	Community Presentations	22 days	11/13/2015	12/15/2015			
20	Submit PDP to MSBA Staff	0 days	12/15/2015	12/15/2015	12/15 ● Submit PDP to MSBA Staff		
21	Develop Preferred Schematic Report (PSR)	44 days	12/15/2015	2/16/2016			
22	Community Presentations	44 days	2/16/2016	4/15/2016			
23	Submit PSR to MSBA FAS	0 days	4/15/2016	4/15/2016	4/15 ● Submit PSR to MSBA FAS		
24	MSBA Board Meeting	0 days	6/1/2016	6/1/2016	6/1 ● MSBA Board Meeting		
25	SCHEMATIC DESIGN (SD)	85 days	6/1/2016	9/28/2016			
26	Develop Schematic Design	47 days	6/1/2016	8/4/2016			
27	Submit Schematic Design to MSBA	0 days	8/4/2016	8/4/2016	8/4 ● Submit Schematic Design to MSBA		
28	MSBA Board Meeting	0 days	9/28/2016	9/28/2016	9/28 ● MSBA Board Meeting		
29	LOCAL VOTES						
32	DESIGN AND CONSTRUCTION (TBD)						

2015 SEP 24 AM 8 33
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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School Building Committee
Meeting Minutes

2017 SEP 15 AM 8:56

Bourne Veterans Town Clerk Center
Bourne

239 Main St. Buzzards Bay, MA 02532

Meeting No. 2 - July 16, 2015

I. Call to order

Chairman Potter called to order the meeting of the School Building Committee at 7:00 PM on July 16, 2015.

II. Roll call

Each member introduced themselves to its newest member, Dr. William Towne. Dr. Towne shared some of his background with the group.

Members Present: James Potter, Chairman, Selectman, Peter Meier, William Meier, Jonathan Nelson (arrived 7:08 PM), Rick Howe, Edward Donoghue, Liz Carpenito, Superintendent Steven Lamarche, Dr. William Towne, Richard Lavoie and Joel Seeley of SMMA.

Members Excused: Laura Scena and Mary Jo Coggeshall

Documents: Agenda, Peebles Elementary School Project Schedule

III. Agenda Items

1. Approval of Minutes

Mr. Seeley had emailed the members the Minutes from the May 26, 2015 meeting. **Mr. Meier motioned to accept the Minutes of May 26, 2015. Mr. Howe seconded.** The Minutes were approved 6-0-3. Dr. Towne, Mr. Lavoie and Mr. Meier abstained.

2. Approval of Invoices and Commitments

None to Approve

3. Designer Procurement Status

Mr. Seeley explained that since the group's last meeting on May 26, 2015, at which the draft RFS (Request for Services) was reviewed. The RFS was finalized and submitted to the (MSBA) Massachusetts School Building Authority for approval. Mr. Meier, Mr. Donoghue, Superintendent Lamarche

RECEIVED

and Mr. Seeley attended the MSBA Owner's Project Manager Review Panel. The panel confirmed SMMA as the OPM. MSBA approved the draft RFS and a public notice was placed in the local newspaper as well as the Central Register for designer selection and the availability of the RFS. It was also available to be downloaded from the SMMA's procurement website. An informational meeting was held at Peebles. Fourteen architects, three engineers and one landscape architect attended. Mr. Donoghue and Mr. Seeley gave them all an overview of the project and provided a tour through Peebles. They then toured Bournedale.

Proposals will be submitted on July 21, 2015. Mr. Seeley will submit them to the MSBA who will then schedule a time to review the submitted proposals with their Designer Selection Panel. (DSP)

Mr. Seeley then offered an explanation of the process. He explained that the hiring of the architect is done at the state level. The MSBA has a Designer Selection Panel of which there are 13 members comprised of MSBA staff, appointees from building trades and the A.G.'s Office. He added that we collect the proposals from the architects at the local level, the state oversees the selection of the architect. Three appointed members from our committee will be the representatives to the DSP. The DSP will then review all of the proposals and numerically rank them. Usually the top two or three are asked to return two weeks later for an interview. Prior to delivering the proposals to the MSBA, Mr. Seeley will contact the references from the amount of firms who submitted proposals.

Mr. Seeley added that this is a very structured process. The proper steps need to be followed accordingly and have been thus far.

August 18th has been tentatively selected as the date to meet with the DSP.

Mr. Seeley then took a few minutes to review the Project Schedule.

Mr. Lavoie asked about the timeline of selecting the architect, if it's before or after the decision is made to rehab or build new. Mr. Seeley stated it would be before. This ensures the architect has the expertise in both new construction and/or renovation and other criteria. Mr. Seeley added that we shouldn't have any preconceived notions yet; the process will unfold those.

Once an architect is hired, they will have to study a renovation only option, a renovation and addition option and a new construction option. We have three alternatives that we've agreed to with MSBA; a K-4 250 student alternative, a K-4 725 student alternative and a K-5 885 student alternative.

The architect will have to understand and develop options meeting those requirements.

There are three reports that MSBA is looking for.

The first report, the Preliminary Design Program (PDP), will reflect a myriad of all options and the implications and costs for them. The report will need to indicate the community's top 3 options. This report is reviewed by MSBA at the staff level.

The second report, the Preferred Schematic Report (PSR), refines those top 3 with the ultimate selection of a top 1. This report is submitted for MSBA Board of Directors approval.

The third report, the Schematic Design report (SD), is the refinement of top 1, with the final cost estimate and final analysis. This also requires MSBA Board of Directors approval. All costs are finalized which will then be presented at Town Meeting, provided MSBA Board of Directors approves the project.

Mr. P. Meier inquired as to the debt exclusion and if it goes down, would there be reimbursement or would the process have to start over again? Mr. Seeley explained that for the communities who don't have a successful Town vote, the MSBA's position is that they will work with the Town. A brief discussion transpired concerning the pending override.

Mr. Potter stated that Town Meeting had voted to move forward with this project. He feels that once an architect is selected and real proposals are narrowed down, that will be the time to engage the community and engaging other boards such as Board of Selectmen and Finance Committee. He feels that keeping the community informed will be the best approach so there aren't any surprises.

Mr. W. Meier inquired as to whether the MSBA has ever rejected an architect? Mr. Seeley advised that all of the architects submitting proposals are recognized for their work in the public school market. Mr. Potter asked for a list of which companies attended the informational session. Mr. Seeley will send to the group a list of those who actually submit a proposal.

4. Selection of Designer Proposal Review Subcommittee / Selection of DSP Representatives

Mr. Seeley explained that 3 -5 committee members would need to be selected to form a subcommittee to review the submitted proposals. In addition to the

subcommittee, the group needs to select 3 committee members to represent the group at the DSP Proposal Review Meeting. After a brief discussion, **Mr. Howe motioned to appoint Mr. Lavoie, Dr. Towne and Mr. Donoghue to the subcommittee and Mr. Potter, Mr. Lamarche and Mr. Nelson as the representatives. Mr. Peter Meier seconded.** The motion carried unanimously. Mr. Potter would like to open the subcommittee review meetings up to whoever from the committee wants to attend.

5. Committee Questions

None

6. Public Comment

None

Mr. Potter added that the calculation error with MSBA has been rectified.

7. Next Meeting Date

Open – TBD

The newly formed subcommittee decided to meet on August 20, 2015 at 7:00 PM at the Veterans Memorial Venter to review the submitted proposals. Mr. Seeley will reschedule the DSP Proposal Review Meeting which was tentatively scheduled for 8/18/15.

IV. Adjournment

Mr. P. Meier motioned to adjourn. Mr. Lavoie seconded. The motion carried unanimously. The meeting adjourned at 7:47 PM

Minutes submitted by: Carol Mitchell

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Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

September 15, 2015

Steven Lamarche, Superintendent of Schools
Bourne Public Schools
24 Perry Avenue
Buzzards Bay, MA 02532-3441

2015 SEP 24 AM 8 33
TOWN CLERK'S OFFICE
BOURNE, MASS

RE: Designer Selection

**James F Peebles Elementary School
MSBA ID: 201400360010**

Dear Superintendent Lamarche:

On Tuesday, September 15, 2015, the Massachusetts School Building Authority Designer Selection Panel ("DSP") interviewed the finalists for the above-referenced project. The following individuals represented the Town of Bourne on the DSP:

- James Potter, School Building Committee Chair
- Jonathan Nelson, Director of Facilities
- Steven Lamarche, Superintendent of Schools

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted unanimously to rank the finalists, in order of qualifications, as follows for the subject project:

1. Flansburgh Associates, Inc.
2. Jonathan Levi Architects LLC
3. Arrowstreet Inc.

The DSP determined that Flansburgh Associates, Inc. possesses the requisite skills and experience for this project, particularly in light of their extensive experience in the design and construction of schools in Massachusetts.

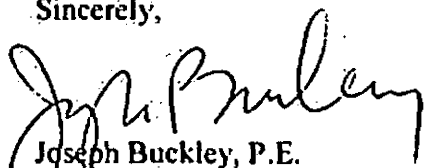
The Town of Bourne should now take the appropriate local steps necessary to award the contract for designer services to the first-ranked firm and authorize fee and contract negotiations. Please know that the Town of Bourne must use the MSBA's standard contract for designer services, a copy of which can be downloaded from our website, MassSchoolBuildings.org.

Before beginning the contract and fee negotiations, however, and in order to remain eligible for the reimbursement of a portion of the designer services fee, please have your Owner's Project

Designer Selection Panel Interview Results Letter
James F. Peebles Elementary School, Bourne, MA
September 15, 2015
Page 2

Manager contact the MSBA Project Manager for this project, Caulen Finch, to discuss the MSBA's guidelines. Upon completion of contract and fee negotiations with the first-ranked firm, please forward a copy of the fully executed contract to Kathryn DeCristofaro, Capital Program Manager, at the MSBA.

Sincerely,



Joseph Buckley, P.E.
Chief Engineer

cc:

Legislative Delegation
James Potter, Bourne School Building Committee Chair
Jonathan Nelson, Bourne Director of Facilities
Kent Kovacs, Flansburgh Associates, Inc.
Jonathan Levi, Jonathan Levi Architects LLC
Laurence Spang, Arrowstreet Inc.
Joel Seeley, OPM, Symmes Maini & McKee Associates, Inc.
Caulen Finch, MSBA Project Manager
File 4.3 Feasibility Study (R6)

2015 SEP 24 AM 8 34
TOWN CLERK'S OFFICE
BOURNE, MASS

WARRANT NO. 1

Project:	Peebles Elementary School, Bourne, Massachusetts	Project No.:	15041
Prepared by:	Joel G. Seeley, AIA	Date:	9/23/2015

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>Comments</u>
SMMA	0043438	9/11/2015	\$ 7,350.00	Attended SBC Meetings; Drafted Designer RFS; Reviewed Designer Proposals; Coordinated with MSBA
Total			\$ 7,350.00	

James L. Potter, Chairman

Peter J. Meier

Christopher Hyldburg

Laura Scena

William Meier

Richard A. Lavoie

Frederick H. Howe

Mary Jo Coggeshall

Approved on _____

2015 SEP 24 AM 8 34
TOWN CLERK'S OFFICE
BOURNE, MASS

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School Building Committee
Meeting Minutes

2017 SEP 15 AM 8:56

Bourne Veterans Memorial Community Center

TOWN CLERK BOURNE

239 Main Street, Buzzards Bay, MA 02532

Meeting No. 3 - September 29, 2015

I. Call to order

Chairman Potter called to order the meeting of the School Building Committee at 6:02 PM on September 29, 2015.

Mr. Seeley announced that Carol Mitchell would be taking the minutes. He asked the representatives from Flansburgh Architects to introduce themselves to the board.

Kent Kovacs - Vice President, Betsy Garcia - Architect, Jorge Cruz - Principal.

II. Roll call

Members Present: Chairman, James Potter, Selectman, Peter Meier, William Meier, Rick Howe, Jonathan Nelson, Kathy Anderson, Edward Donoghue, Elizabeth Carpenito, Steven Lamarche, Laura Scena, Mary Jo Coggeshall, and Richard Lavoie.

Members Excused: Chris Hyldburg and Thomas Guerino

Also Present: Joel Seeley of SMMA, Recording Secretary, Carol Mitchell, Betsy Garcia, Kent Kovacs and Jorge Cruz.

Documents: Agenda, draft Meetings Schedule and Agendas document, Project Schedule, the MSBA notification letter, Flansburgh Architects proposal, Warrant No. 1 and Flansburgh's PowerPoint presentation (link provided below).

III. Agenda Items

1. Approval of Minutes

Mr. Seeley entertained a motion to accept the minutes of the July 16, 2015, meeting. **Mr. Meier motioned to accept the minutes of July 16, 2015. Mr. Howe seconded.** The minutes were approved 11-0-1. Mr. Lavoie abstained.

Before moving on to the next agenda item, Mr. Seeley stated that since the last School Building Committee meeting, he was to have scheduled a meeting of the Designer Proposal Review subcommittee. He deferred the conversation pertaining to this meeting temporarily, but informed the committee that the meeting had occurred.

2. **Approval of Invoices and Commitments**

Mr. Seeley referred to the Warrant No. 1 document. He stated it is the responsibility of the School Building Committee to approve expenditures relating to this project. He explained that the invoice was for OPM services from April through August 2015.

Mr. Meier motioned to approve Warrant No. 1 in the amount of \$7,350.00. Mr. Lavoie seconded. After a brief discussion pertaining to a request for a cash flow analysis and itemizing future statements, the motion passed unanimously. **12-0.**

Mr. Seeley then referred to the Flansburgh proposal. The proposal includes the Feasibility Study and the Schematic Design. The committee will need to vote to accept Flansburgh Architects' proposal and the Town Administrator will need to sign their contracts.

Mr. Seeley then went on to explain the selection process stating that 11 design proposals were received, one dropped out. Two meetings were held at MSBA with the Designer Selection Panel. At the first meeting, all of the proposals were reviewed publicly resulting in three firms that were invited to interview. The firms were; Arrowstreet, Flansburgh Architects and Jonathan Levi. He added that all three were very qualified, capable and provided good interviews. The Designer Selection Panel then ranked them, took a vote and decided that Flansburgh Architects was by far the highest ranked firm.

Mr. Seeley then asked if anyone on the panel would like to share their perceptions of the process. Mr. Lamarche commented that the Town represented three votes out of the fifteen member Designer Selection Panel. He felt any of three prospects would have done an excellent job for the community but Flansburgh was chosen because of their ideas regarding the three probable options; i.e., addition, new construction or renovation. Also, they have the expertise and availability which is demonstrated by the Flansburgh representatives present at this meeting. They have sent a strong message that they are committed to this project. Mr. Lamarche also feels that their experience is a good match for Bourne.

Mr. Nelson commented that Flansburgh did a great presentation; far and above the other candidates. He feels that Flansburgh's experience sets them apart from the others.

Mr. W. Meier questioned how much of the project is done in-house and how much are sub-consultants used? Mr. Cruz replied that Flansburgh does architecture well which is why they use specialty consultants throughout the project. All of the consultants they use specialize in different phases of the project, they've worked with each of them for over ten years and are well trusted. Mr. Meier noticed that many of the architects do this and utilize the same sub-consultants. He is in favor of utilizing sub-consultants. A brief discussion ensued.

Mr. Meier motioned to accept Flansburgh's proposal dated September 22, 2015, and recommend the Town Administrator sign their agreement. Mr. Lavoie seconded. After a brief discussion, the motion passed unanimously. **12-0.**

Mr. Meier and Mr. Lavoie excused themselves (6:20 PM).

Mr. Seeley referred to two documents in the Agenda Packet, the draft Meetings Schedule and Agendas document and the Project Schedule. He summarized the Project Schedule to date explaining that the OPM has been retained and the architect has been retained. The next phase is the Feasibility Study. There are two steps in the Feasibility Phase; the Preliminary Design Program (PDP) and the Preferred Schematic Report (PSR). The submission of the Phase Documents (PDP), the reports, which are the culmination of the work of that phase, will be submitted to MSBA on December 18, 2015. The submission of the PSR to MSBA is April 15, 2016.

The third element of the Feasibility Phase is the Schematic Design which is targeted to be submitted to the MSBA on August 4, 2016.

Mr. Seeley then referred to the draft Meetings Schedule and Agendas document. He stated the committee will need to meet regularly and will also need community input between now and December 18, 2015. He recommends the committee meet every two weeks to build an incremental informational process starting with developing an existing conditions assessment of the two sites, then meeting with staff to discuss educational programming and their educational vision. Additionally, meeting with the community to discuss their vision. Then, blending all of the information together to develop the Preliminary Design Program, which will reflect all viable options and their costs. These will then be evaluated and the top three options will be selected. The PDP will then be submitted to MSBA.

Mr. Seeley anticipates scheduling three community meetings between now and December. He inquired as to whether the committee agrees to meeting

every two weeks. After a brief discussion pertaining to concerns relative to the impending override, the committee decided to meet every other Thursday starting on October 8, 2015, at 6 PM.

3. Designer Introduction

Mr. Seeley introduced Kent Kovacs of Flansburgh Architects who shared a PowerPoint presentation which offered information on the firm's background, experience and completed projects.

He stated there will be three key steps in the initial process.

- Collect Information – information will be gathered from administration, staff and the community to develop a program based on the feedback given.
- Develop Options – Once the information is gathered, options are drafted to either, add on to the existing facility, renovate or build new construction.
- Evaluate Options – Once the options have been developed, costs have been calculated, feedback is heard and pros and cons of all options have been weighed, a preferred option is reached.

Mr. Kovacs continued with the presentation showing various possible options for the project. Once he finished his portion of the presentation, he introduced Jorge Cruz to continue.

Mr. Cruz discussed cost and quality control. He gave some background on the various projects Flansburgh has completed and noted that the projects were completed on time and within budget. Adding that many of the projects, were completed below budget.

He explained the process begins with on-site visits. Exploratory work is conducted, detailed design documents incorporate these findings, bid alternatives are developed then finally, a bid analysis is performed.

There are three cost contingencies used to develop the project.

- Design Contingency
- Owner's Contingency
- Construction Contingency

By utilizing building information management systems, 3D models of the project are created to eliminate conflicts in the field which is a cost control tool.

Mr. Cruz stated the building materials used are scrutinized to ensure a high-quality energy efficient structure. He stated Flansburgh's team will conduct weekly quality control inspections. The School Building Committee will also have the opportunity to visit the site during the construction phase and have any concerns they may have addressed during the construction process.

Once Mr. Cruz completed his portion of the presentation, he introduced Betsy Garcia to discuss the design process.

Ms. Garcia stated their initial goal is to gain a better understanding of the needs, goals and aspirations of the project. Feedback gathered from staff and the community will enable Flansburgh to create models based on the information gathered. This will enable the developers to see what works and what doesn't. She offered possible designs for a renovation of the existing building as well as a new construction design.

Once Ms. Garcia completed her portion of the presentation, Mr. Kovacs explained how the options are evaluated and pros and cons are weighed. A matrix is developed to determine what's important to the owner. In the end, the best option emerges. A similar process is conducted for the design process.

Mr. Kovacs stated Flansburgh Architects will assist in providing 3D animations and brochures to use for community outreach. Community involvement will be key in the development of the project and is a requirement from MSBA.

Mr. Seeley then discussed the time line for gathering information for first visioning meeting which is scheduled for 10/26/15. A brief discussion transpired concerning two interviews scheduled for administration and staff, who should be in attendance at the interviews, and the amount of time needed to conduct them.

Mr. Potter briefly discussed his concerns of the looming 2 ½ override. A brief discussion ensued.

There was discussion concerning when to advertise the October 26th visioning meeting. Mr. Seeley asked Flansburgh to provide poster boards to advertise the event. He also suggests sending information home in the students' backpacks. Ms. Carpenito stated an electronic reminder would also be sent. A brief discussion transpired concerning how many poster boards will be needed and where they'll be placed. Flansburgh will provide seven poster boards to the next committee meeting for distribution.

4. Committee Questions

None

5. Public Comments

None

6. Next Meeting

October 8, 2015 at 6 PM

A brief discussion transpired concerning the time of the meeting being changed from 7 PM to 6 PM. The committee decided to keep the meeting times at 6 PM.

7. Adjournment

Mr. Howe motioned to adjourn the meeting. Ms. Coggeshall seconded.
The meeting adjourned at 7:11 PM.

Respectfully submitted: Carol Mitchell

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AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building-Committee Meeting	Meeting Date:	10/8/2015
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	6:00 PM
Prepared by:	Joel Seeley	Meeting No.:	4
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Preliminary Discussion of PDP Phase Deliverable
5. Preliminary Discussion of Educational Programming
6. Committee Questions
7. Public Comments
8. Next Meeting
9. Adjourn

2015 OCT 2 PM 3 47
TOWN CLERK'S OFFICE
BOURNE, MASS

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**SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL**

All meetings held at the
Bourne Veterans Memorial Community Center at 6:00 PM
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS
September 25, 2015**

DATE	AGENDA
<i>Feasibility Study Phase (PDP)</i>	
September 29, 2015	SCHOOL BUILDING COMMITTEE MEETING Introduction of Flansburgh Architects (FAI) Approval of FAI Proposal Discussion of Project Goals Discussion of Detailed Schedule
October 8, 2015	SCHOOL BUILDING COMMITTEE MEETING Preliminary Discussion of Educational Programming
October 22, 2015	SCHOOL BUILDING COMMITTEE MEETING Preliminary Discussion of Existing Conditions
October 26, 2015	COMMUNITY VISIONING WORKSHOP - 6:00 to 9:00 PM - PEEBLES ELEMENTARY SCHOOL CAFETERIA
November 5, 2015	SCHOOL BUILDING COMMITTEE MEETING Educational Program Update Existing Conditions Update Preliminary Discussion of Construction Alternatives
November 19, 2015	SCHOOL BUILDING COMMITTEE MEETING Presentation of Construction Alternatives Discussion of Sustainable Design Goals
December 3, 2015	SCHOOL BUILDING COMMITTEE MEETING Presentation of Refined Construction Alternatives Review of Preliminary Cost Model
December 17, 2015	SCHOOL BUILDING COMMITTEE MEETING Evaluate Refined Construction Alternatives Review Cost Model Vote to Submit PDP and Top 3 Alternatives
December 18, 2015	SUBMIT PDP PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

Project Budget Status

10/1/2015

Feasibility and Schematic Design Phase	MSBA ProPay Code	FSA Agreement 2/6/2015	Budget Revision 10/8/2015	Current Budget	Vendor	Committed	Balance
OPM	0001-0000	\$ 120,000.00	\$ (15,000.00)	\$ 105,000.00	SMMA	\$ 105,000.00	\$ -
Cost Estimates	0001-0000	\$ 20,000.00		\$ 20,000.00		\$ -	\$ 20,000.00
DESIGNER	0002-0000	\$ 500,000.00	\$ (135,000.00)	\$ 365,000.00	FAI	\$ 365,000.00	\$ -
Environmental and Site	0003-0000	\$ 90,000.00	\$ 50,000.00	\$ 140,000.00	FAI	\$ -	\$ 140,000.00
Other	0004-0000	\$ 20,000.00	\$ 100,000.00	\$ 120,000.00	**	\$ 672.13	\$ 119,327.87
Total Budget		<u>\$ 750,000.00</u>		<u>\$ 750,000.00</u>		<u>\$ 470,672.13</u>	<u>\$ 279,327.87</u>

** Spent from Other

	Date	Amount
ProjectDog, Inc. - OPM Advertisement	3/18/2015	\$ 50.00
Recording Secretary - SBC Minutes	6/24/2015	\$ 361.59
Cape Cod Times - Designer Advertisemen	9/23/2015	\$ 145.60
Recording Secretary - SBC Minutes	9/23/2015	\$ 114.94
		<u>\$ 672.13</u>

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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: 10/8/2015
 Re: School Building Committee Meeting Meeting No: 4
 Location: Bourne Veteran's Memorial Community Center Time: 6:00pm
 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
	Laura Scena	Member, School Committee	Voting Member
		Finance Committee	
	Richard A. Lavoie	Member, 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	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
4.1	Record	Call to Order, 6:10 PM, meeting opened.
4.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 9/29/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
4.3	Record	J. Seeley distributed and reviewed the PDP Phase Meetings Schedule and Agendas, dated 9/25/15 and attached herein.
4.4	Record	J. Seeley distributed and reviewed the Project Budget Status, dated 10/1/15 and attached herein.
4.5	Record	J. Seeley distributed and reviewed the Designer Billing Projection and the OPM Billing Projection, both attached herein.
4.6	Record	J. Seeley distributed and reviewed FSA Budget Revision Request No. 1, dated 10/8/15 adjusting the budget line items of the executed FSA to align with the final negotiated fee amounts for the Designer and OPM, with the balances re-allocated to the Environmental/Site and Other (Owner's Contingency) budget line items. A motion was made by P. Meier and seconded by S. Lamarche to approve FSA Budget Revision Request No. 1, dated 10/8/15. No discussion, motion passed unanimous.
4.7	Record	J. Seeley reviewed FAI Amendment No. 1, dated 10/8/15 for PDP Phase Traffic Assessment and Study in the amount of \$16,500.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$140,000.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by W. Meier to approve FAI Amendment No. 1, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed 4 in favor and 1 (J. Potter) against.
4.8	Record	J. Seeley reviewed FAI Amendment No. 2, dated 10/8/15 for PDP Phase Geotechnical Investigation in the amount of \$9,900.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$123,500.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 2, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.9	Record	J. Seeley reviewed FAI Amendment No. 3, dated 10/8/15 for PDP Phase GeoEnvironmental Services in the amount of \$6,380.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$113,600.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 3, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.10	Record	J. Seeley reviewed FAI Amendment No. 4, dated 10/8/15 for PDP Phase Topographical Survey Services in the amount of \$32,868.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$107,220.00. The Committee discussed in detail.

Item #	Action	Discussion
		A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 4, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.11	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases.
4.12	J. Seeley	J. Seeley to provide a billing projection for the PDP Phase Environmental and Site Consultancies.
4.13	Record	K. Kovacs distributed and reviewed the Table of Contents for the PDP Phase Report, attached, and described the deliverables required.
4.14	Record	<p>K. Kovacs distributed and reviewed Preliminary Programming, dated 10/8/15 and attached, defining the size, location and type of spaces existing within Peebles ES and Bournedale ES and providing a chart of spaces meeting MSBA guidelines for the 250 K-4, the 725 PreK-4 and the 885 PreK-5 Alternatives. K. Kovacs indicated the chart of spaces is preliminary and will be informed by the 10/16/15 and 10/21/15 educational programming meetings with the school administration, teachers and staff, and the 10/26/15 educational visioning workshop with the Community.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> 1. P. Meier requested FAI correct the floor level naming on the Peebles Plan. <i>K. Kovacs will correct.</i> 2. S. Lamarche asked what is the process with MSBA for spaces that currently exist, such as the Computer Lab, that are not on the MSBA guideline of spaces? <i>K. Kovacs indicated that existing spaces that are not on the MSBA guideline will need to be shown thru the detailed Educational Program, as part of the PDP Phase, that they are curriculum driven and core to the program. MSBA will review each on a case by case basis. The approach to these types of issues will be discussed at the MSBA kick-off meeting.</i>
4.15	K. Kovacs	<p>K. Kovacs distributed and reviewed a draft Poster Board Announcement of the October 26, 2015 Educational Visioning Workshop with the Community, attached. The Committee provided comments.</p> <p>K. Kovacs to update the Poster Board Announcement and deliver seven copies to the School Administration for distribution in Town.</p>
4.16	J. Potter	<p>P. Meier indicated that Committee member attendance is to be recorded.</p> <p><i>J. Potter to verify with the Town Moderator on recording procedures and quorum requirements relative to non-voting members.</i></p>
4.17	Record	J. Potter emphasized that Committee member attendance is critical to the success of the project and since some members have expressed difficulty in attending 6:00PM meetings while others have expressed difficulty in attending 7:00PM meetings, offered starting the SBC meetings at 6:30PM.

Item #	Action	Discussion
		A motion was made by S. Lamarche and seconded by P. Meier to change the start time of the School Building Committee meetings to 6:30PM. No discussion, motion passed unanimous by those attending Next SBC Meeting: October 22, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
4.18	Record	A Motion was made by S. Lamarche and seconded by W. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, PDP Phase Meetings Schedule and Agendas, Project Budget Status, Designer Billing Projection, OPM Billing Projection, Table of Contents for the PDP Phase Report, Preliminary Programming, Draft Poster Board Announcement

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.

TO: Director of Capital Planning

FROM: Mr. Steven Lamarche

Bourne Public Schools

Peebles Elementary School Project

MSBA Project ID Number: 201400360010

DATE: October 8, 2015

RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: 1

Pursuant to the Feasibility Study Agreement between the TOWN OF BOURNE of Bourne, Massachusetts (the "District") and the MASSACHUSETTS SCHOOL BUILDING AUTHORITY (the "Authority"), the District hereby requests a revision to the Feasibility Study Budget, Exhibit A, dated February 6, 2015, for the James F. Peebles Elementary School Project. As required, the District has provided the information outlined in the table below to indicate the Feasibility Study Budget categories (line items) affected, the amounts needed and the reasons for the proposed revision.

The District acknowledges and agrees that it will not seek reimbursement from the Authority for any costs that exceed the already approved line item limits set forth in Exhibit A until after the Authority has accepted this Feasibility Study Budget Revision Request, and the Authority's ProPay system has been adjusted accordingly.

The District further acknowledges and agrees that in accordance with Section 3.3 of the Feasibility Study Agreement, any revisions to the Feasibility Study Budget will not result in an increase to the grant amount set forth in Section 2.1 of the Feasibility Study Agreement.

The District further acknowledges and agrees that the need for these revisions to the Feasibility Study Budget will be identified in the OPM monthly report as required pursuant to the Contract for Owner's Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the Town of Bourne and Bourne School Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated February 6, 2015, 2015 is \$750,000.00.

From Class' Code	From Classification Name	To Class' Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining In Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
00010000	OPM - Feasibility Study	00040000	Other	\$15,000	Final Negotiated Fee	\$35,000.00	\$0.00
00020000	A&E - Feasibility Study	00030000	Environmental & Site	\$50,000	Final Negotiated Fee	\$35,000.00	\$0.00
00020000	A&E - Feasibility Study	00040000	Other	\$85,000	Final Negotiated Fee	\$120,000.00	\$0.00

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

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By: Peter J. Meier

Title: Chief Executive Officer

Date:

By: Steven Lamarche

Title: Superintendent of Schools

Date:

By: Christopher Hyldburg

Title: Chair of the School Committee

Date:

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By:

Title: Director of Capital Planning

Date:

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 1

WHEREAS, the Town of Bourne ("Owner") and Flansburgh Associates, Inc., (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on September 22, 2015.
"Contract"; and

WHEREAS, effective as of October 8, 2015, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$250,000.00	\$0.00	\$16,500.00	\$266,500.00
Schematic Design Phase	\$115,000.00			\$115,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
Total Fee	\$365,000.00	\$0.00	\$16,500.00	\$381,500.00

This Amendment is a result of: Providing Traffic Assessment and Study
ProPay Code: 0003-0000

3. The Construction Budget shall be as follows:

Original Budget: \$NA _____
Amended Budget \$ NA _____

4. The Project Schedule shall be as follows:

Original Schedule: \$ NA _____
Amended Schedule \$ NA _____

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Thomas M. Guerino
(print name)
Town Administrator, Town of Bourne
(print title)

By _____
(signature)
Date _____

DESIGNER

Kent D. Kovacs, AIA LEED AP
(print name)
Vice President, Flansburgh, Associates, Inc.
(print title)

By _____
(signature)
Date _____

Flansburgh Architects

September 30, 2015

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

RE: Bourne Public Schools
Traffic Study proposal

Dear Joel,

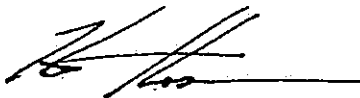
Attached is the traffic study proposal from Nitsch Engineering for the two elementary schools in Bourne. The fee is a reimbursable expense as defined in the primary MSBA contract in articles 4.11 and 9 with a 10% allowable markup.

Traffic Study: $\$15,000 \times 1.1 = \$16,500$

Please prepare a Contract Amendment for our signature.

Sincerely,

FLANSBURGH ASSOCIATES INC



Kent Kovacs, AIA LEED AP
Vice President



Nitsch Engineering

2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472

www.nitscheng.com

September 30, 2015

Mr. Kent Kovacs, AIA
Principal
Flansburgh Architects
77 North Washington Street
Boston, MA 02114

RE: Nitsch Proposal #11078.P
James Peebles Elementary School
Feasibility Design
Traffic Engineering Services
Bourne, MA

Dear Mr. Kovacs:

Nitsch Engineering is pleased to submit this proposal to you (the Client) for professional traffic engineering services associated with the Feasibility Study for the James Peebles Elementary School project located in Bourne, Massachusetts.

Nitsch Engineering understands that the Feasibility Study will consist of the evaluation of the following potential options:

1. Renovation, improvement, or replacement of the existing James Peebles Elementary School located at 70 Trowbridge Road in Bourne, Massachusetts;
2. Evaluation of site renovation and addition at the Bournedale Elementary School located at 41 Ernest Valeri Road in Bournedale, Massachusetts as a potential site for relocating James Peebles Elementary School; and
3. A preliminary travel time study for students relocated from James Peebles Elementary School to Bournedale Elementary School.

The scope of this evaluation will be limited to assessing the traffic impacts on the school sites, which includes access, ingress, and internal circulation. We will also assess the availability of parking, utilizations, and requirements to address the needs for employees and parent pick-up/drop-off. This study will be consistent with the expectations of the Massachusetts School Building Authority (MSBA) for Phase 1 of the Traffic Study.

SCOPE OF SERVICES

The traffic engineering effort includes the following items:

1. Assist the Project Team with the traffic issues during the Feasibility Study;
2. Collect traffic data relating to internal circulation, access and egress, pick-up/drop-off, and parking;
3. Collect traffic data at the school driveways, completing capacity analysis in accordance with current practices;
4. Prepare a Traffic Assessment Report consistent with the MSBA general requirements and the requirements of the Town of Bourne (the Town);
5. Prepare documents for the proposed traffic regulations on public streets adjacent to the project site; and

SCOPE OF SERVICES – continued

6. Coordinate with the Project Team and the Town on the traffic issues.

TASK 1: EVALUATION OF EXISTING CONDITIONS

1. Attend a project kick-off meeting with the Project Team to review the scope of work and fee;
2. Coordinate with the Architect and the Landscape Architect on reviewing proposed Site Plans, access and egress, internal circulations, parking configurations and layouts, and any other traffic issues pertaining to the site;
3. Perform a site visit at each school to observe and document student drop-off and pick-up activities during the morning and afternoon time periods; such data will include number of vehicles arrived, queuing, and time of arrival;
4. Conduct parking inventory and parking occupancy when school is in session;
5. Conduct Turning Movement Counts (TMC) (including vehicles, pedestrians, and bicycles) at the driveways for each school during the morning (7:00 AM to 9:00 AM) and afternoon (1:30 PM to 3:30 PM) school peak hours (4 locations). TMCs during the evening peaks (4:00 PM to 6:00 PM) are not required for school activities;
6. Install one (1) Automatic traffic recorder (ATR) counter for a period of 48 hours continuous at each of the school sites. The location of the ATR counter will be between the two (2) driveways;
7. Assemble existing records relating to the school property, access roadways, and traffic controls;
8. Complete field inventory of roadway and traffic data relative to the traffic analysis of this project;
9. Visit the project site to observe the traffic operations and physical characteristics of the roadway system in the immediate vicinity of the school;
10. Based on Origin-Destination information provided by the school prepare a preliminary travel time evaluation for bus and parental traffic in relation to students relocated from James Peebles Elementary School to Bournedale Elementary School;
11. Assemble the data collected in a format suitable for analysis. Complete capacity analysis of the intersections included in the scope of this project. Utilize SYNCHRO, a capacity analysis and simulation software, which is approved by the Massachusetts Department of Transportation (MassDOT) for roadway and intersection capacity studies. This software will be useful in the evaluation of intersection congestion and for presentations to non-technically oriented public audience. It simulates the traffic flow, shows vehicle queuing, and provides qualitative measures such as capacity, level of service (LOS), and delays;
12. Evaluate parking to determine adequacy in supply and circulation as it relates to the existing schools' and the communities' use of the school facilities for the preferred option; and
13. Attend up to three (3) coordination and review meetings with the Project Team and one (1) meeting with the school committee and the Town. It is estimated that each meeting will last 4 hours on the average; including travel time. Nitsch Engineering can attend additional meetings, if requested and approved by the Client, as Additional Services.

SCOPE OF SERVICES – continued

TASK 2: REPORTING

The information collected in connection with the project and the analysis completed will be assembled in a report format and will be submitted in two (2) stages.

Stage 1: Submit a draft copy of the Traffic Study for review and comments; and

Stage 2: Submit a final version of the Traffic Study that addresses all comments received on the draft submission.

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

1. Preparing any design work.
2. Preparing any permit applications.
3. Performing traffic data collection and analysis beyond what is included in this proposal.
4. Providing construction administration services.
5. Performing signal modification and intersection changes.

ASSUMPTIONS

1. Any revisions requested by the Client or other approving authorities after submission of the final report will be considered Additional Services.
2. Base plans will be provided to Nitsch Engineering in AutoCAD format.
3. Nitsch Engineering will evaluate up to one (1) proposed site layout design.
4. The TMCs will be completed by a local subconsultant retained by Nitsch Engineering specializing in applicable data collection. The subconsultant fee will be considered a direct expense to the project.
5. All layout work prepared under this proposal will be schematic and will not be adequate for construction.
6. All transportation/traffic scope of work will be within the site limits.
7. Additional Services will be provided, as approved by the Client.
8. The Client will indemnify and hold harmless Nitsch Engineering, and its officers, agents, and employees with regard to any errors or omissions within any documents from which information was obtained, in whole or in part, and incorporated into documents prepared by Nitsch Engineering.

TIME AND MANNER

Nitsch Engineering is prepared to begin work immediately upon receipt of this executed proposal and documents to be provided by the Client.

Nitsch Engineering will schedule our deliverables to conform to the Client's schedule for the project. Nitsch Engineering would require advanced notice of two (2) weeks to arrange for traffic data collection.

COMPENSATION

Compensation for the services provided will be in accordance with Nitsch Engineering's Standard Contract Terms, as attached. The lump-sum cost for these services is \$15,000, and per phase breakdown is as follows:

Task 1: Evaluation of Existing Conditions	\$10,000.00
Task 2: Reporting Conditions	2,200.00
Traffic Counts (by Subconsultant)	<u>2,800.00*</u>
TOTAL	\$15,000.00

*Traffic counts included in this phase will be conducted by a subconsultant. The TMCs are approximately \$500, and ATRs are approximately \$400 per location.

Costs will not be incurred by Nitsch Engineering beyond this lump-sum amount without verbal approval from the Client. All expenses (i.e., prints, postage, delivery service, regulations, mileage, meals, hotels, etc.) are to be considered part of the above lump-sum cost.

ADDITIONAL SERVICES

Nitsch Engineering will be compensated for services requested by the Client that exceed the "SCOPE OF SERVICES" outlined herein. Charges for Additional Services will be billed in accordance with the attached Standard Contract Terms or the Standard Contract Terms in effect at the time the services are provided. Additional Services will not be accomplished unless Nitsch Engineering has verbal approval from the Client.

METHOD OF PAYMENT

Costs incurred on this project will be billed monthly on a percentage complete of lump-sum basis as outlined in the attached Standard Contract Terms. The Client agrees to invoice the Owner within 10 calendar days after receipt of Nitsch Engineering's invoice. Payment will be due within five (5) calendar days after receipt of payment by the Client from the Owner. The Client will make reasonable and diligent efforts to collect prompt payment from the Owner.

A retainer will not be required for this contract.

Mr. Kent Kovacs, AIA: Nitsch Proposal #11078.P
September 30, 2015
Page 2 of 6

TERMINATION

Nitsch Engineering reserves the right to revise this proposal should the signed copy not be received by October 30, 2015. This agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If this agreement is terminated by the Client, Nitsch Engineering will be paid for services rendered on the basis of services performed.

If Nitsch Engineering is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization will be deemed an acceptance of this proposal, and all such services will be provided and compensated for in accordance with the terms and conditions contained herein as though this proposal were fully executed by the Client.

Thank you for requesting this proposal. We look forward to working with you on this project. Should the conditions in this proposal and the enclosed Standard Contract Terms meet with your approval, please sign and return the "File Copy" of this proposal and the Standard Contract Terms to us for our files.

If you have any questions, please call.

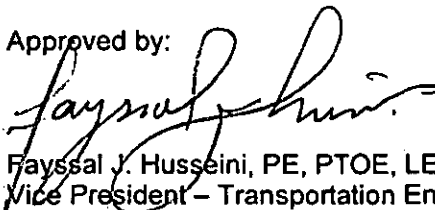
Very truly yours,

Nitsch Engineering, Inc.



Nick H. Havan, PE, PTOE
Project Manager

Approved by:



Fayssal J. Hussein, PE, PTOE, LEED Green Associate
Vice President – Transportation Engineering

NHH/vas

Enclosure: Standard Contract Terms
"File Copy" of this proposal and the Standard Contract Terms

Mr. Kent Kovacs, AIA: Nitsch Proposal #11078.P
September 30, 2015
Page 2 of 6

CLIENT AUTHORIZATION

This proposal and Standard Contract Terms are hereby accepted by the Client as evidenced by the execution hereof, and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client.

Such acceptance provides full authorization for Nitsch Engineering to proceed with providing the Scope of Services under the terms and conditions stated herein.

Signature

Date

Printed Name and Title

STANDARD CONTRACT TERMS

Proposal #11078.P

Date: September 30, 2015

The following Standard Contract Terms, together with the attached proposal, constitutes the terms of the Agreement between Nitsch Engineering, Inc. and the Client with respect to the performance of engineering services on the project.

1. SCOPE OF SERVICES

Nitsch Engineering, as representative of the Client, shall perform the engineering services described in the attached proposal.

If Nitsch Engineering's services include the performance of any service during the construction phase of the project, it is understood that the purpose of any such services (including any visits to the site) will be to enable Nitsch Engineering to better perform the duties and responsibilities assigned to and undertaken by it as an experienced and qualified design professional, and to provide the Client with a greater degree of confidence that the completed work of the contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the contractor(s). Nitsch Engineering shall not, during such visits or as a result of any observations of construction, supervise, direct, or have control over the contractor's(s') work nor shall Nitsch Engineering have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the contractor(s) or safety precautions and programs incident to the work of the contractor(s) or for any failure of the contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the contractor(s) furnishing and performing their work. Nitsch Engineering does not guarantee the performance of the construction contract by the contractor(s), and does not assume responsibility for the contractor's(s') failure to furnish and perform their work in accordance with the Contract Documents.

Nitsch Engineering shall review and approve (or take other appropriate action with respect to) shop drawings, samples, and other data which the contractor(s) is (are) required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such review and approvals or other actions shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Nitsch Engineering's review or other actions, as described above, shall not constitute approval of an assembly of which an item is a component, nor shall it relieve the contractor(s) of (a) their obligations regarding review and approval of any such submittals; and (b) their exclusive responsibility for the means, methods, sequences, techniques, and procedures of construction, including safety of construction. Nitsch Engineering shall be entitled to rely upon the accuracy and completeness of surveys, reports, drawings, plans, and other documents prepared by third parties, including consultants and contractors independently retained by the Client.

2. STANDARD OF CARE

Client acknowledges that the services provided for in this Agreement may require Nitsch Engineering to make decisions based on experience and engineering judgment, rather than on precise scientific or empirical criteria. Nitsch Engineering shall endeavor to perform the services to be under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by other professional engineers performing such Services within the limits prescribed by the Client or set forth in the Proposal, at the same time, in the same locality at the site, and under the same or similar circumstances and conditions.

3. CERTIFICATIONS/ASSIGNMENT

The proposed language of certificates, affidavits or certifications requested of Nitsch Engineering or Nitsch Engineering's consultants shall be submitted to Nitsch Engineering for review and approval at least 14 days prior to execution. The Client shall not request certifications and/or affidavits that would require knowledge or services beyond the scope of this Agreement and/or beyond the professional qualifications and engineering expertise of Nitsch Engineering.

4. PAYMENT AND TERMS: SUSPENSION OF SERVICES

Invoices are sent to clients around the 30th of each month for the prior month and payment is due within 10 calendar days of the invoice date. If payment is not made within 30 calendar days of the invoice date, the amounts due shall include an interest assessment at the rate of 1-1/2% per month commencing on the 30th day. If the Client fails to make payment when due for services and reimbursable expenses, Nitsch Engineering may, upon seven (7) days' written notice to Client, suspend performance of services under this Agreement. Unless payment in full is received by Nitsch Engineering within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Nitsch Engineering shall have no liability to the Client for delay or damage caused the Client because of such suspension of services.

5. RESTART

If the project is stopped for a period greater than 60 days, a restart fee of 10% of the project fee will be required to compensate Nitsch Engineering for the necessary premium time and remobilization of staff and materials. Depending on the duration of the stoppage, an additional adjustment may be necessary to cover wage increases and general escalation.

6. TERMINATION

This Agreement may be terminated either by the Client or by Nitsch Engineering upon seven (7) days' written notice. In either case, all amounts for services and reimbursable expenses due as of the date of receipt of cancellation notice shall be paid to Nitsch Engineering within 30 days from the date of Nitsch Engineering's final invoice following notice of termination.

7. WAIVER OF SUBROGATION

The Client and Nitsch Engineering waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, but only to the extent covered by any property or other insurance. The Client and Nitsch Engineering shall each require similar waivers from their contractors, consultants, and agents.

8. INSURANCE

Nitsch Engineering is protected by Workers Compensation Insurance and Professional Liability Insurance, and will furnish information and certificates upon request.

9. TRANSFER/REASSIGNMENT OF AGREEMENT

This Agreement cannot be transferred or reassigned to any other entity without the prior written authorization of Nitsch Engineering.

10. LIMITATION OF LIABILITY

The Client agrees to limit Nitsch Engineering's liability to the Client for or on account of all claims and/or damages of any nature whatsoever caused by or arising out of Nitsch Engineering's performance of its services, such that the total aggregate liability of Nitsch Engineering for any and all claims and/or damages of any nature whatsoever, arising out of the performance of Nitsch Engineering's services on the project, shall not exceed \$50,000 or Nitsch Engineering's total fee for services rendered on the project; whichever is greater.

11. HAZARDOUS WASTE/ASBESTOS/CONTAMINANTS

Nitsch Engineering shall not be responsible for the discovery of, treatment of, disposal of, permitting for, or any services involving or relating to the presence of or the actual or threatened release, escape, or discharge of hazardous waste, asbestos, and/or other contaminants which may exist on the site, in any of the existing structures on the site, or due to the proposed development. It is agreed that the Client, to the fullest extent permitted by law, shall release and indemnify and hold harmless Nitsch Engineering and its consultants, agents, and employees, from and against all claims, damages, losses, and expenses, direct and indirect, including but not limited to attorney's fees and defense costs, arising out of or resulting from the performance of any services by Nitsch Engineering, or claims against Nitsch Engineering related to, involving, or arising out of hazardous waste, asbestos, or other contaminants.

12. OWNERSHIP AND USE OF DOCUMENTS

All documents including drawings and specifications prepared or furnished by Nitsch Engineering under this Agreement are instruments of service with respect to the project. Nitsch Engineering shall retain the ownership and property interest in those instruments of service whether or not the project is completed; however, if the project is completed, the Client may retain copies solely for information and record reference purposes in connection with the completed project. These documents are not intended or represented to be suitable for reuse by Client or others in connection with (a) the completion of the project if Nitsch Engineering's Agreement has been terminated or Nitsch Engineering otherwise is not involved in the project; (b) extensions of the project; and/or (c) any other project. Any reuse without written verification or adaptation by Nitsch Engineering for the specific purpose intended will be at the Client's sole risk and without any liability or legal exposure to engineer or its consultants. The Client shall indemnify and hold harmless Nitsch Engineering, and its consultants, from any and all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Nitsch Engineering to further compensation at rates to be agreed upon by the Client and Nitsch Engineering.

Further, Nitsch Engineering agrees to provide materials to the Client stored electronically. The Client recognizes that data, plans, specifications, reports, documents, or other information recorded on or transmitted as electronic media ("CADD Documents") are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the CADD Documents provided to the Client are for informational purposes only and not as an end product. Nitsch Engineering makes no warranties, either express or implied, regarding the fitness or suitability of the CADD Documents. Accordingly, the Client agrees to waive any and all claims against Nitsch Engineering resulting in any way from the unauthorized reuse or alteration of the CADD Documents.

13. ESTIMATES AND/OR OPINIONS OF COST

Any estimates or opinions of project or construction costs are provided by Nitsch Engineering on the basis of Nitsch Engineering's experience and qualifications as an engineer and represent its best judgment as an experienced and qualified engineer familiar with the construction industry. Since Nitsch Engineering has no control over the cost of labor, materials, equipment, or services furnished by others or over competitive bidding or market conditions, it cannot guarantee that proposals, bids, or actual project costs or construction costs will not vary from any estimates or opinions of costs prepared by Nitsch Engineering. Similarly, since Nitsch Engineering has no control over building or site operation and/or maintenance costs, Nitsch Engineering cannot and does not guarantee that the actual building or system operating or maintenance costs will not vary from any estimates given by Nitsch Engineering.

14. SERVICES MADE NECESSARY BY LACK OF CONTRACTOR PERFORMANCE; INDEMNIFICATION

It is the Client's responsibility to hire the contractor, and it is the contractor's responsibility to install and complete fully operable systems. The Client agrees to pay Nitsch Engineering at the rates listed in Items 14 and 15 below for all its troubleshooting work due to contractor's inability to achieve satisfactory operation.

Client shall hold harmless, defend and indemnify Nitsch Engineering, its officers, agents, employees, and consultants, from any and all liabilities, claims, damages, and suits arising out of the negligence of the Client or its agents, or liability due to the negligence of any contractor(s) performing any portion of the work and supplying any materials, or any other parties, except for any liability of Nitsch Engineering, or its consultants due to the sole negligence of Nitsch Engineering, or its consultants.

15. EFFECTIVE DATE

This Agreement will become effective upon Nitsch Engineering's receipt of authorization to proceed. This proposal is subject to renegotiation if acceptance is not received within 30 days or as stated in the proposal.

16. SCHEDULE OF FEES (except where stated otherwise in proposal):

Unless stated otherwise in proposal, Nitsch Engineering's hourly rates are as follows:

a. Principal	\$285.00/hour
b. Expert Witness	300.00/hour
c. Senior Project Manager – Structural	210.00/hour
d. Senior Project Manager	195.00/hour
e. Project Manager	165.00/hour
f. Survey Project Manager	155.00/hour
g. Senior Project/Traffic Engineer	145.00/hour
h. Project Engineer – Structural.	150.00/hour
i. Project/Traffic Engineer	135.00/hour
j. Senior Transportation/Project Designer	120.00/hour
k. Project Surveyor	110.00/hour
l. Transportation/Project Designer	110.00/hour
m. Survey Technician	100.00/hour
n. Senior CAD Operator	92.00/hour
o. GIS Manager	125.00/hour
p. CAD Operator	82.00/hour
q. Two-Person Field Crew	175.00/hour
r. Robotic Survey Crew	125.00/hour
s. Crew Chief	100.00/hour
t. Instrument Operator	75.00/hour
u. Administrative	58.00/hour
v. Outside Consultant Services	Cost plus 10%
w. Mileage	Charged at the IRS approved rate

These rates are valid through September 26, 2016, and are then subject to adjustment.

Collection: If the Client fails to pay fees due for services rendered, the Client agrees to pay all costs of collection, including, but not limited to, any reasonable attorney costs.

17. REIMBURSABLE EXPENSES

Normal reimbursable expenses are in addition to the fee for services and shall be billed at 1.10 times the amount expended. Reimbursable expenses include all expenses associated with the project such as travel including tolls, parking, transportation, meals, and lodging; printing, copying and handling of documents; film and processing; regulations and by-laws/ordinances; telephone calls and other communication charges; postage and delivery; equipment for tests; and permit application fees.

18. THIRD PARTIES

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client and Nitsch Engineering.

19. APPLICABLE STATE LAW

This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

20. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Neither party, nor their parent, affiliated or subsidiary companies, nor the officers, directors, employees or agents of any of the foregoing, shall be liable to the other in any action or claim brought by either party against the other for incidental, indirect, or consequential damages arising out of or related to the Services whether based on contract, tort, statute or otherwise.

21. MEDIATION

Prior to the initiation of any legal proceedings, the parties agree to submit all claims, disputes, or controversies arising out of, or in relation to the interpretation, application, or enforcement of this Agreement to mediation. Mediation shall be conducted under the auspices of the American Arbitration Association in accordance with its existing terms and procedures. The cost of mediation shall be borne equally by the parties. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this Agreement and the American Arbitration Association. This Article shall survive completion or termination of this Agreement, but under no circumstances shall either party call for mediation of any claim or dispute arising out of this Agreement after such period of time as would normally bar the initiation of legal proceedings to litigate such a claim or dispute under the laws of the Commonwealth of Massachusetts.

ACCEPTED: _____
Signature

DATE: _____

Printed name and title

Revised: August 31, 2015

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 2

WHEREAS, the Town of Bourne ("Owner") and Flansburgh Associates, Inc., (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on September 22, 2015.
"Contract"; and

WHEREAS, effective as of October 8, 2015, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$250,000.00	\$16,500.00	\$9,900.00	\$266,500.00
Schematic Design Phase	\$115,000.00			\$115,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
Total Fee	\$365,000.00	\$16,500.00	\$9,900.00	\$391,400.00

This Amendment is a result of: Providing Geotechnical Services

ProPay Code: 0003-0000

3. The Construction Budget shall be as follows:

Original Budget: \$ NA

Amended Budget \$ NA

4. The Project Schedule shall be as follows:

Original Schedule: \$ NA

Amended Schedule \$ NA

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Thomas M. Guerino
(print name)

Town Administrator, Town of Bourne
(print title)

By _____
(signature)

Date _____

DESIGNER

Kent D. Kovacs, AIA LEED AP
(print name)

Vice President, Flansburgh, Associates, Inc.
(print title)

By _____
(signature)

Date _____

Flansburgh Architects

September 30, 2015

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

RE: Bourne Public Schools
Geotechnical Engineering proposal

Dear Joel,

Attached are the proposals from Geotechnical Services Inc. for geotechnical engineering services at the Peebles Elementary School and Bournedale Elementary School. The purpose of the work is to give us information on the subsurface soil conditions to determine bearing capacity, foundation design, and other subsurface related information to aid in the future design of a potential addition or new construction option on these sites.

The fee is a reimbursable expense as defined in the primary MSBA contract in articles 4.11 and 9 with a 10% allowable markup.

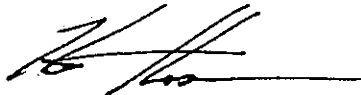
The fee is as follows:

Peebles Study: \$4,500
Bournedale Study: \$4,500
Total for both sites: $\$9,000 \times 1.1(\text{reimbursable}) = \$9,900$

Please prepare a Contract Amendment for our signature.

Sincerely,

FLANSBURGH ASSOCIATES INC



Kent Kovacs, AIA LEED AP
Vice President



GEOTECHNICAL SERVICES INC.

▲ Geotechnical Engineering ▲ Environmental Studies ▲ Materials Testing ▲ Construction Monitoring ▲

September 29, 2015

Mr. Kent Kovacs
Flansburgh Architects, Inc.
77 North Washington Street
Boston, Massachusetts 02114-1910

Advanced copy via email: kkovacs@flansburgh.com

**Re: Proposal for Geotechnical Engineering Services
Peebles Elementary School
Bourne, MA
GSI Proposal No. 239-15**

Dear Mr. Kovacs:

Geotechnical Services, Inc. (GSI) is pleased to submit this proposal to complete a preliminary phase geotechnical study for the planned school development located at 70 Trowbridge Road in Buzzards Bay, MA.

PROPOSED SCOPE OF WORK

Based on our understanding of the development, GSI proposes to undertake the following tasks:

1. Visit the project site and observe the existing conditions and determine its potential impact on the subsurface exploration plan to be implemented. Establish accessible locations for the test borings and mark them with spray paint for Dig Safe utility clearance (this is a legal requirement). Contact Dig-Safe and obtain Application Number. Dig-Safe is to complete its work within a period of three days upon notification.

It is understood that rights of entry and access to the property will be provided to us. It is also understood that all test boring locations as planned will be accessible by truck-mounted drilling equipment.

Information on the location of any underground utilities within the area of work will need to be furnished to us. We will contact Dig-Safe prior to mobilization of drilling equipment to the site, but we cannot assume responsibility for damage to underground features not indicated to us in advance.

2. Arrange to have a qualified drilling contractor drill four (4) test borings at the site. GSI will provide technical oversight as the drilling contractor implements the subsurface exploration program. Test borings are anticipated to be advanced to a depth of 25-ft below surface grade. Test borings may be advanced to deeper depths if poor soil conditions are encountered. During advancement of the borings, soil samples will be retrieved at the ground surface and subsequently at 5-ft intervals with a split-spoon sampler. Standard Penetration Tests (SPTs) will be performed at sampling intervals in general accordance with ASTM D1586. We anticipate the subsurface investigation to be completed in 1 day. All holes will be backfilled and compacted with the spoils. Excess spoils from the test borings and will be left on site. We will make every attempt to minimize any damage and disruption caused by the drilling operations; however, we have not budgeted to return to the site for additional cleanup purposes.

The subsurface exploration program will be conducted under the direct supervision of a geotechnical engineer or geologist from our office. The engineer/geologist will be responsible for coordinating all aspects of the work and soil exploration layout. Soil samples recovered during the exploration program will be visually classified in the field referencing the "Burmister System."

3. Make analyses related to the geotechnical engineering aspects of foundation design, site development and construction, and prepare an electronic copy (PDF format) of an engineering report, which will include the following items as applicable to the project and site:

- A. Test boring logs indicating soil and rock conditions and water levels encountered and groundwater monitor well installation reports.
- B. Location plan of subsurface explorations.
- C. Preliminary design recommendations for the foundation type with foundation design criteria including allowable bearing pressure, foundation depth, static lateral earth pressures and other information required for final design and preparation of contract drawings and specifications.
- D. Earthquake engineering considerations such as site coefficient, liquefaction susceptibility of foundation soils, seismically induced settlements and dynamic lateral earth pressures.
- E. Estimates of settlement for structural elements at recommended loadings.
- F. Comments on geotechnical aspects of construction, such as excavation and filling, controlled blasting, protection of adjacent structures and utilities, slope stability, construction dewatering, and special requirements for protecting strength of undisturbed soils at foundation elevation, written primarily for the engineer having responsibility for preparation of contract drawings and specifications.

PROPOSED BUDGET

Our estimated cost will be for a fee as follows:

TASK NO.	STAFF ASSIGNMENT	TASK TOTAL
1	Boring Layout and DIG SAFE	\$200
2	Subsurface Investigation	
	Track Rig (1 day)	\$2,200
	GSI Field Engineer (1 day)	\$600
3	Geotechnical Engineering Report	\$1,500
4	Attend Project Meeting, If Required (\$85/Hr)	(\$-)
TOTAL GEOTECHNICAL SERVICES BUDGET		\$4,500

The above budget includes the cost for reimbursable items and expenses. Our services will be provided in accordance with the attached Terms and Conditions. Additional services requested by your office, may be provided in accordance with the attached Rate Schedule or as a negotiated lump sum. We will contact you for your approval prior to commencing with any additional services.

The scope of work does not include the preparation of contract drawings or an assessment of the presence of oil or hazardous materials at the site, the characterization of excavated soil or groundwater that may be generated as a result of planned construction activity, and an assessment of the impact that contamination could have on the proposed construction.

SCHEDULE

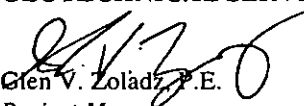
Upon notice to proceed, GSI will clear the site with Digsafe and mobilize a drill rig to site within 10 to 15 business days. Within 5 business days after completion of the subsurface investigation, a copy of the geotechnical report will be submitted to your office.



CLOSING

We trust that this proposal is consistent with your needs at this time. You may formally enter into an agreement with us to accomplish the previously described scope of work by signing the enclosed copy of the proposal. We thank you for allowing us this opportunity to offer you our services and look forward to working with you on this project. Should you have any questions or require further assistance, please do not hesitate to contact our office.

Very truly yours,
GEOTECHNICAL SERVICES, INC.


Glen V. Zoladz, P.E.
Project Manager

Harry K. Wetherbee, P.E.
Principal Engineer

Attachments: Terms and Conditions, Rate Schedule

PROPOSAL ACCEPTANCE FORM

This proposal and the Terms and Conditions of engagement are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name and on behalf of the client.

(Authorizing Signature)

(Typed Name and Title)

(Authorizing Authority)

(Date)



GEOTECHNICAL SERVICES, INC.

PROFESSIONAL SERVICES TERMS AND CONDITIONS - Geotechnical Investigations

BILLING AND PAYMENT: CLIENT recognizes that timely payment of GSI's invoices is a material part of the consideration GSI requires to perform the services indicated in this AGREEMENT. CLIENT shall pay GSI for services in accordance with the rates and charges set forth herein.

COLLECTION COSTS: If CLIENT fails to make payment when due and GSI incurs any costs in order to collect overdue sums from CLIENT, the CLIENT agrees that all such collection costs incurred shall immediately become due and payable to GSI. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds, and reasonable GSI staff fees at standard billing rates for GSI's time in efforts to collect. This obligation of the CLIENT to pay GSI's collection costs shall survive the terms of this agreement or any earlier termination by either party.

SUSPENSION OF SERVICES: If CLIENT fails to make payments when due or otherwise is in breach of this agreement, then GSI may suspend performance of services upon 5 days written notification to CLIENT. GSI shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this agreement by CLIENT.

HOLDING HARMLESS: CLIENT understands that "holding GSI harmless" as referred to in these Terms and Conditions, would, among other things require CLIENT to compensate GSI for any time spent or expenses incurred by GSI in defense of any claim for which CLIENT has agreed to indemnify GSI, in accordance with GSI's prevailing fee schedule and expense reimbursement policy relative to recovery of direct project costs.

SAMPLES: Soil, rock, and water samples obtained from the site which have not been consumed in testing become the property of the CLIENT, once the project account has been paid in full. Such samples will be held for thirty (30) days after payment, and will be disposed of thereafter unless delivery to CLIENT is requested in writing. It is CLIENT'S responsibility to select and arrange for disposal procedures which encompass removing the contaminated samples from GSI's custody and transporting them to a disposal site.

DOCUMENTS: All documents generated by GSI in the course of rendering service to CLIENT will remain the property of GSI. CLIENT agrees that all documents and/or plans provided by GSI in connection with services rendered will be utilized solely by CLIENT for their intended purpose. GSI will not intentionally divulge documents or information regarding its services to parties other than CLIENT unless requested in writing by CLIENT.

SUBSURFACE EXPLORATIONS: CLIENT should be aware that some damage to the terrain, vegetation, structures, or equipment on the site may occur in the normal course of work. CLIENT will not hold GSI liable for such damages and will make compensation to GSI if GSI is required to restore the land to its former condition. GSI will take reasonable precautions to limit damage to the site and to any subterranean structures. GSI will not be held liable for damages or injury, including consequential damages such as the loss of use or profit, resulting from interference with subterranean structures which are not called to our attention or are incorrectly located on plans furnished by CLIENT or others in connection with the work to be performed.

FAILURE TO ENCOUNTER HAZARDOUS MATERIALS: CLIENT understands that GSI's failure to discover hazardous materials through appropriate and mutually agreed-upon sampling techniques does not guarantee that hazardous materials do not exist at the site. Accordingly, CLIENT waives any claim against GSI, and agrees to defend, indemnify and save GSI harmless from any claims or liability for injury or loss arising from GSI's failure to detect the presence of hazardous materials through techniques commonly employed for the purpose.

RIGHT OF ENTRY: Unless otherwise agreed, CLIENT will furnish right-of-entry upon the site for GSI or its subcontractors to perform assessments or explorations as deemed necessary by GSI.

STANDARD OF CARE: GSI strives to provide its professional services in accordance with the care and skill ordinarily used by members of GSI's profession practicing under similar circumstances at the same time and in the same locality. GSI makes no warranties, express or implied, under this Agreement.

JURISDICTION/CHOICE OF LAW: The laws of the State of New Hampshire shall govern the rights and obligations of the parties under this Agreement and any disputes arising from this Agreement. Jurisdiction for any legal action arising from this Agreement shall be in the Goffstown District Court or the Hillsborough County Superior Court in the State of New Hampshire.

SCOPE OF SERVICE: GSI's services shall be limited to those expressly set forth in this Agreement. Consultant shall have no other obligations or responsibilities for the Project except as agreed to in writing.

THIRD-PARTY CLAIMS: Owner recognizes that the Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, job-site safety and compliance with all construction documents and directions from Owner or building officials. GSI shall not be responsible for construction related damages, losses, costs, or claims, except only to the extent caused by Consultant's sole negligence.

VALUE ENGINEERING AND MODIFICATIONS: Upon the written request or direction of Client, Consultant shall evaluate and advise Client with respect to proposed or requested changes in materials, products, or equipment. Consultant shall be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested substitution. Client acknowledges that such changes may result in a reduction in the quality and performance of the project and accepts that risk in recognition of the objectives of the change. Accordingly, Consultant shall not be responsible for errors, omissions, or inconsistencies in information by others or in any way resulting from incorporating such substitution into the Project.

HIDDEN CONDITIONS: GSI shall notify CLIENT of any hidden conditions encountered by GSI which will affect the scope of GSI's work and/or its compensation under this Agreement. GSI is not responsible or liable for any cost resulting from an increase in the scope of its work or compensation under this Agreement associated with any hidden conditions encountered or discovered by GSI during the prosecution of its work.

MONITORING OF CONSTRUCTION: Should CLIENT for any reason not retain GSI to monitor construction, or should CLIENT unduly restrict GSI's assignment of personnel to monitor construction, or should GSI for any reason not perform construction monitoring during the full period of construction, CLIENT waives any claim against GSI, and agrees to indemnify, defend and save GSI harmless from any claim or liability for injury or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans or specifications developed by GSI.

JOB SITE SAFETY: Neither the professional activities of GSI, nor the presence of GSI or his employees or subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means and methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. GSI and his or her personnel have no authority to exercise any control over the construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client's agreement with the General Contractor. The Client also agrees that the Client, GSI and GSI's subconsultants shall be indemnified and shall be made additional insured under the General Contractor's general liability policy.

LIMITATION OF LIABILITY: CLIENT agrees to limit GSI's liability to CLIENT and all third parties arising from GSI's professional acts, errors or omissions, such that the total aggregate liability of GSI to all those named shall not exceed \$50,000 or GSI's total fee for the services rendered on this project, whichever is greater. CLIENT further agrees to require of all of their subcontractors an identical limitation of GSI's liability for damages suffered by the CLIENT or its subcontractors arising from GSI's professional acts, errors or omissions.

CONSEQUENTIAL DAMAGES: Notwithstanding any other provision of the agreement, neither party shall be liable to the other for any consequential damages resulting incurred due to the fault of the other party, regardless of the matter of this fault or whether it was committed by the CLIENT or GSI, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and profit.

INDEMNIFICATION: GSI agrees, to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by GSI's negligent acts, errors or omissions in the performance of GSI's professional services under this contract and those of GSI's subconsultants or anyone for whom GSI is legally liable. CLIENT agrees to the fullest extent permitted by law, to indemnify and hold GSI harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by CLIENT's negligent acts, errors or omissions and those of CLIENT's subconsultants or anyone for whom CLIENT is legally liable, and arising from the project that is the subject of this agreement. GSI is not obligated to indemnify CLIENT in any manner whatsoever for CLIENT's own negligence.

GEOTECHNICAL INVESTIGATION: CLIENT understands that the education, experience, expertise, and capabilities of those who provide geotechnical engineering services and those who provide geoenvironmental services differ significantly. Those involved with a geotechnical engineering project may not notice indications of environmental concerns and, if they do, they may not report them. The same applies to personnel involved with geoenvironmental projects, with respect to geotechnical issues. Accordingly, CLIENT shall, to the fullest extent permitted by law, waive any claim against GSI, and indemnify, defend, and hold GSI harmless from any claim or liability for injury or loss arising from GSI alleged failure to report or report fully on environmental issues in instruments of geotechnical service or on geotechnical issues in instruments of geoenvironmental service. CLIENT also shall compensate GSI for any time spent or expenses incurred by GSI in defense of any such claim. Such compensation shall be based upon GSI prevailing fee schedule and expense reimbursement policy. (The term "any claim" used in this provision means "any claim in contract, tort, or statute alleging negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or other acts giving rise to liability.")

TIME BAR TO LEGAL ACTION: All legal actions by either party against the other for breach of this agreement or any addendum to it, or for failure to perform in accordance with the applicable standard of care, or that are essentially based upon such breach or such failure, shall be barred after two (2) years have passed from the time the claimant knew or should have known of its claim, and under no circumstances shall be initiated after four (4) years have passed from the date by which GSI substantially completes its services. Substantial completion shall be defined to mean completion of monitoring services as called for hereunder, unless GSI's services shall be terminated earlier. After four (4) years have passed from the date of substantial completion, CLIENT agrees to indemnify, defend, and hold GSI harmless from any claim or liability or injury or loss allegedly arising from GSI's failure to perform in accordance with the applicable standard of care. In addition, CLIENT agrees to compensate GSI for any time spent or expenses incurred by GSI in defense of any such claim, with compensation to be based upon GSI's prevailing Rate Schedule and expense reimbursement policy.

GEOTECHNICAL SERVICES, INC. - RATE SCHEDULE, 2015

A. PROFESSIONAL STAFF

Principal Engineer	\$125/hr
Professional Engineer	85/hr
Field Engineer	75/hr
Staff Engineer	65/hr
Word Processing	45/hr

B. CONSTRUCTION MONITORING SERVICES

Field Technician	150/½ day
	270/full day
Steel Inspector (AWS Visual)	75/hr
Fireproofing Inspector	40/hr

C. LABORATORY TESTING SERVICES

Soils

Sieve Analysis (ASTM C-136 & C-117)	75/ea
Hydrometer Analysis (ASTM D422)	75/ea
Organic Content	100/ea
pH Determination	50/ea
Topsoil Nutrient Analysis	200/ea
Proctor (Standard or Modified)	100/ea
Atterberg Limits	95/ea
California Bearing Ratio	350/ea
Consolidation Testing (Taylor Method)	450/ea
Falling/Constant Head Permeability	250/ea
Triaxial Permeability	325/ea
Unconfined Compressive Test	250/ea

Concrete and Aggregates

Concrete Cylinder Compression	15/ea
Mix Design Review	250/ea
Concrete Core Compression Tests	50/ea
Masonry Prisms	35/ea
Mortar Cubes	35/ea
LA Abrasion	250/ea
Petrographic Analysis	cost + 20%

Asphalt

Density Tests	150/ea
Asphalt Extraction Tests	200/ea
Mix Review	250/ea

D. SUBSURFACE EXPLORATIONS

Subcontractor cost plus 20%

E. EQUIPMENT/MISCELLANEOUS

Transportation of Materials to Lab	30/hr
Nuclear Density Gage	35/day
Photo Ionization Detector	50/day
Vibration Monitor	50/day
Guelph Permeameter	50/day
Groundwater Sampling Pump	50/day
Mileage	0.55/mi
UT Steel Testing Apparatus	100/day
Groundwater Monitor Wells	18/ft
Monitor Well Covers	100/ea
Overtime	50%
Low-Voltage Holiday Detector	35/day
Dry Film Thickness Gage	25/day
Vibration Monitor	50/day
Windsor probe test	100/shot
Swiss Hammer	50/day
Transit	50/day
Coring Rig and Crew	500/day
James Electric Resistivity	75/day
Static Cone Penetrometer	25/day
Dynamic Cone Penetrometer	50/day

- Rates and mileage charges are assessed portal to portal from Weare, NH or Boston, MA.
- Overtime surcharge for technical staff is 50%.
- Markup for reimbursable expenses is 20%.
- A surcharge of 50% applies to all same day service.
- Sundays and Holiday service are surcharged 100%.
- Interest rate of 1% per month may be applied to all overdue accounts.
- Test reports are subject to review by Principal Engineer.





GEOTECHNICAL SERVICES INC.

▲ Geotechnical Engineering ▲ Environmental Studies ▲ Materials Testing ▲ Construction Monitoring ▲

September 29, 2015

Mr. Kent Kovaks
Flansburgh Architects, Inc.
77 North Washington Street
Boston, Massachusetts 02114-1910

Advanced copy via email: kkovacs@flansburgh.com

**Re: Proposal for Geotechnical Engineering Services
Bournedale Elementary School
Bourne, MA
GSI Proposal No. 240-15**

Dear Mr. Kovaks:

Geotechnical Services, Inc. (GSI) is pleased to submit this proposal to complete a preliminary phase geotechnical study for the planned school development located at 40 Earnest Valeri Road in Bourne, MA.

PROPOSED SCOPE OF WORK

Based on our understanding of the development, GSI proposes to undertake the following tasks:

1. Visit the project site and observe the existing conditions and determine its potential impact on the subsurface exploration plan to be implemented. Establish accessible locations for the test borings and mark them with spray paint for Dig Safe utility clearance (this is a legal requirement). Contact Dig-Safe and obtain Application Number. Dig-Safe is to complete its work within a period of three days upon notification.

It is understood that rights of entry and access to the property will be provided to us. It is also understood that all test boring locations as planned will be accessible by truck-mounted drilling equipment.

Information on the location of any underground utilities within the area of work will need to be furnished to us. We will contact Dig-Safe prior to mobilization of drilling equipment to the site, but we cannot assume responsibility for damage to underground features not indicated to us in advance.

2. Arrange to have a qualified drilling contractor drill four (4) test borings at the site. GSI will provide technical oversight as the drilling contractor implements the subsurface exploration program. Test borings are anticipated to be advanced to a depth of 25-ft below surface grade. Test borings may be advanced to deeper depths if poor soil conditions are encountered. During advancement of the borings, soil samples will be retrieved at the ground surface and subsequently at 5-ft intervals with a split-spoon sampler. Standard Penetration Tests (SPTs) will be performed at sampling intervals in general accordance with ASTM D1586. We anticipate the subsurface investigation to be completed in 1 day. All holes will be backfilled and compacted with the spoils. Excess spoils from the test borings and will be left on site. We will make every attempt to minimize any damage and disruption caused by the drilling operations; however, we have not budgeted to return to the site for additional cleanup purposes.

The subsurface exploration program will be conducted under the direct supervision of a geotechnical engineer or geologist from our office. The engineer/geologist will be responsible for coordinating all aspects of the work and soil exploration layout. Soil samples recovered during the exploration program will be visually classified in the field referencing the "Burmister System."

3. Make analyses related to the geotechnical engineering aspects of foundation design, site development and construction, and prepare an electronic copy (PDF format) of an engineering report, which will include the following items as applicable to the project and site:

- A. Test boring logs indicating soil and rock conditions and water levels encountered and groundwater monitor well installation reports.
- B. Location plan of subsurface explorations.
- C. Preliminary design recommendations for the foundation type with foundation design criteria including allowable bearing pressure, foundation depth, static lateral earth pressures and other information required for final design and preparation of contract drawings and specifications.
- D. Earthquake engineering considerations such as site coefficient, liquefaction susceptibility of foundation soils, seismically induced settlements and dynamic lateral earth pressures.
- E. Estimates of settlement for structural elements at recommended loadings.
- F. Comments on geotechnical aspects of construction, such as excavation and filling, controlled blasting, protection of adjacent structures and utilities, slope stability, construction dewatering, and special requirements for protecting strength of undisturbed soils at foundation elevation, written primarily for the engineer having responsibility for preparation of contract drawings and specifications.

PROPOSED BUDGET

Our estimated cost will be for a fee as follows:

TASK NO.	STAFF ASSIGNMENT	TASK TOTAL
1	Boring Layout and DIG SAFE	\$200
2	Subsurface Investigation	
	Track Rig (1 day)	\$2,200
	GSI Field Engineer (1 day)	\$600
3	Geotechnical Engineering Report	\$1,500
4	Attend Project Meeting, If Required (\$85/Hr)	(\$-)
TOTAL GEOTECHNICAL SERVICES BUDGET		\$4,500

The above budget includes the cost for reimbursable items and expenses. Our services will be provided in accordance with the attached Terms and Conditions. Additional services requested by your office, may be provided in accordance with the attached Rate Schedule or as a negotiated lump sum. We will contact you for your approval prior to commencing with any additional services.

The scope of work does not include the preparation of contract drawings or an assessment of the presence of oil or hazardous materials at the site, the characterization of excavated soil or groundwater that may be generated as a result of planned construction activity, and an assessment of the impact that contamination could have on the proposed construction.

SCHEDULE

Upon notice to proceed, GSI will clear the site with Digsafe and mobilize a drill rig to site within 10 to 15 business days. Within 5 business days after completion of the subsurface investigation, a copy of the geotechnical report will be submitted to your office.



CLOSING

We trust that this proposal is consistent with your needs at this time. You may formally enter into an agreement with us to accomplish the previously described scope of work by signing the enclosed copy of the proposal. We thank you for allowing us this opportunity to offer you our services and look forward to working with you on this project. Should you have any questions or require further assistance, please do not hesitate to contact our office.

Very truly yours,
GEOTECHNICAL SERVICES, INC.


Glen V. Zoladz, P.E.
Project Manager

Harry K. Wetherbee, P.E.
Principal Engineer

Attachments: Terms and Conditions, Rate Schedule

PROPOSAL ACCEPTANCE FORM

This proposal and the Terms and Conditions of engagement are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name and on behalf of the client.

(Authorizing Signature)

(Typed Name and Title)

(Authorizing Authority)

(Date)



GEOTECHNICAL SERVICES, INC.

PROFESSIONAL SERVICES TERMS AND CONDITIONS - Geotechnical Investigations

BILLING AND PAYMENT: CLIENT recognizes that timely payment of GSI's invoices is a material part of the consideration GSI requires to perform the services indicated in this AGREEMENT. CLIENT shall pay GSI for services in accordance with the rates and charges set forth herein.

COLLECTION COSTS: If CLIENT fails to make payment when due and GSI incurs any costs in order to collect overdue sums from CLIENT, the CLIENT agrees that all such collection costs incurred shall immediately become due and payable to GSI. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds, and reasonable GSI staff fees at standard billing rates for GSI's time in efforts to collect. This obligation of the CLIENT to pay GSI's collection costs shall survive the terms of this agreement or any earlier termination by either party.

SUSPENSION OF SERVICES: If CLIENT fails to make payments when due or otherwise is in breach of this agreement, then GSI may suspend performance of services upon 5 days written notification to CLIENT. GSI shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this agreement by CLIENT.

HOLDING HARMLESS: CLIENT understands that "holding GSI harmless" as referred to in these Terms and Conditions, would, among other things require CLIENT to compensate GSI for any time spent or expenses incurred by GSI in defense of any claim for which CLIENT has agreed to indemnify GSI, in accordance with GSI's prevailing fee schedule and expense reimbursement policy relative to recovery of direct project costs.

SAMPLES: Soil, rock, and water samples obtained from the site which have not been consumed in testing become the property of the CLIENT, once the project account has been paid in full. Such samples will be held for thirty (30) days after payment, and will be disposed of thereafter unless delivery to CLIENT is requested in writing. It is CLIENT'S responsibility to select and arrange for disposal procedures which encompass removing the contaminated samples from GSI's custody and transporting them to a disposal site.

DOCUMENTS: All documents generated by GSI in the course of rendering service to CLIENT will remain the property of GSI. CLIENT agrees that all documents and/or plans provided by GSI in connection with services rendered will be utilized solely by CLIENT for their intended purpose. GSI will not intentionally divulge documents or information regarding its services to parties other than CLIENT unless requested in writing by CLIENT.

SUBSURFACE EXPLORATIONS: CLIENT should be aware that some damage to the terrain, vegetation, structures, or equipment on the site may occur in the normal course of work. CLIENT will not hold GSI liable for such damages and will make compensation to GSI if GSI is required to restore the land to its former condition. GSI will take reasonable precautions to limit damage to the site and to any subterranean structures. GSI will not be held liable for damages or injury, including consequential damages such as the loss of use or profit, resulting from interference with subterranean structures which are not called to our attention or are incorrectly located on plans furnished by CLIENT or others in connection with the work to be performed.

FAILURE TO ENCOUNTER HAZARDOUS MATERIALS: CLIENT understands that GSI's failure to discover hazardous materials through appropriate and mutually agreed-upon sampling techniques does not guarantee that hazardous materials do not exist at the site. Accordingly, CLIENT waives any claim against GSI, and agrees to defend, indemnify and save GSI harmless from any claims or liability for injury or loss arising from GSI's failure to detect the presence of hazardous materials through techniques commonly employed for the purpose.

RIGHT OF ENTRY: Unless otherwise agreed, CLIENT will furnish right-of-entry upon the site for GSI or its subcontractors to perform assessments or explorations as deemed necessary by GSI.

STANDARD OF CARE: GSI strives to provide its professional services in accordance with the care and skill ordinarily used by members of GSI's profession practicing under similar circumstances at the same time and in the same locality. GSI makes no warranties, express or implied, under this Agreement.

JURISDICTION/CHOICE OF LAW: The laws of the State of New Hampshire shall govern the rights and obligations of the parties under this Agreement and any disputes arising from this Agreement. Jurisdiction for any legal action arising from this Agreement shall be in the Goffstown District Court or the Hillsborough County Superior Court in the State of New Hampshire.

SCOPE OF SERVICE: GSI's services shall be limited to those expressly set forth in this Agreement. Consultant shall have no other obligations or responsibilities for the Project except as agreed to in writing.

THIRD-PARTY CLAIMS: Owner recognizes that the Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, job-site safety and compliance with all construction documents and directions from Owner or building officials. GSI shall not be responsible for construction related damages, losses, costs, or claims, except only to the extent caused by Consultant's sole negligence.

VALUE ENGINEERING AND MODIFICATIONS: Upon the written request or direction of Client, Consultant shall evaluate and advise Client with respect to proposed or requested changes in materials, products, or equipment. Consultant shall be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested substitution. Client acknowledges that such changes may result in a reduction in the quality and performance of the project and accepts that risk in recognition of the objectives of the change. Accordingly, Consultant shall not be responsible for errors, omissions, or inconsistencies in information by others or in any way resulting from incorporating such substitution into the Project.

HIDDEN CONDITIONS: GSI shall notify CLIENT of any hidden conditions encountered by GSI which will affect the scope of GSI's work and/or its compensation under this Agreement. GSI is not responsible or liable for any cost resulting from an increase in the scope of its work or compensation under this Agreement associated with any hidden conditions encountered or discovered by GSI during the prosecution of its work.

MONITORING OF CONSTRUCTION: Should CLIENT for any reason not retain GSI to monitor construction, or should CLIENT unduly restrict GSI's assignment of personnel to monitor construction, or should GSI for any reason not perform construction monitoring during the full period of construction, CLIENT waives any claim against GSI, and agrees to indemnify, defend and save GSI harmless from any claim or liability for injury or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans or specifications developed by GSI.

JOBSITE SAFETY: Neither the professional activities of GSI, nor the presence of GSI or his employees or subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means and methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. GSI and his or her personnel have no authority to exercise any control over the construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client's agreement with the General Contractor. The Client also agrees that the Client, GSI and GSI's subconsultants shall be indemnified and shall be made additional insured under the General Contractor's general liability policy.

LIMITATION OF LIABILITY: CLIENT agrees to limit GSI's liability to CLIENT and all third parties arising from GSI's professional acts, errors or omissions, such that the total aggregate liability of GSI to all those parties shall not exceed \$50,000 or GSI's total fee for the services rendered on this project, whichever is greater. CLIENT further agrees to require of all of their subcontractors an identical limitation of GSI's liability for damages suffered by the CLIENT or its subcontractors arising from GSI's professional acts, errors or omissions.

CONSEQUENTIAL DAMAGES: Notwithstanding any other provision of the agreement, neither party shall be liable to the other for any consequential damages resulting incurred due to the fault of the other party, regardless of the matter of this fault or whether it was committed by the CLIENT or GSI, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and profit.

INDEMNIFICATION: GSI agrees, to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by GSI's negligent acts, errors or omissions in the performance of GSI's professional services under this contract and those of GSI's subconsultants or anyone for whom GSI is legally liable. CLIENT agrees to the fullest extent permitted by law, to indemnify and hold GSI harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by CLIENTS negligent acts, errors or omissions and those of CLIENT's subconsultants or anyone for whom CLIENT is legally liable, and arising from the project that is the subject of this agreement. GSI is not obligated to indemnify CLIENT in any manner whatsoever for CLIENT's own negligence.

GEOTECHNICAL INVESTIGATION: CLIENT understands that the education, experience, expertise, and capabilities of those who provide geotechnical engineering services and those who provide geoenvironmental services differ significantly. Those involved with a geotechnical engineering project may not notice indications of environmental concerns and, if they do, they may not report them. The same applies to personnel involved with geoenvironmental projects, with respect to geotechnical issues. Accordingly, CLIENT shall, to the fullest extent permitted by law, waive any claim against GSI, and indemnify, defend, and hold GSI harmless from any claim or liability for injury or loss arising from GSI alleged failure to report or report fully on environmental issues in instruments of geotechnical service or on geotechnical issues in instruments of geoenvironmental service. CLIENT also shall compensate GSI for any time spent or expenses incurred by GSI in defense of any such claim. Such compensation shall be based upon GSI prevailing fee schedule and expense reimbursement policy. (The term "any claim" used in this provision means "any claim in contract, tort, or statute alleging negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or other acts giving rise to liability.")

TIME BAR TO LEGAL ACTION: All legal actions by either party against the other for breach of this agreement or any addendum to it, or for failure to perform in accordance with the applicable standard of care, or that are essentially based upon such breach or such failure, shall be barred after two (2) years have passed from the time the claimant knew or should have known of its claim, and under no circumstances shall be initiated after four (4) years have passed from the date by which GSI substantially completes its services. Substantial completion shall be defined to mean completion of monitoring services as called for hereunder, unless GSI's services shall be terminated earlier. After four (4) years have passed from the date of substantial completion, CLIENT agrees to indemnify, defend, and hold GSI harmless from any claim or liability or injury or loss allegedly arising from GSI's failure to perform in accordance with the applicable standard of care. In addition, CLIENT agrees to compensate GSI for any time spent or expenses incurred by GSI in defense of any such claim, with compensation to be based upon GSI's prevailing Rate Schedule and expense reimbursement policy.

GEOTECHNICAL SERVICES, INC. - RATE SCHEDULE, 2015

A. PROFESSIONAL STAFF

Principal Engineer	\$125/hr
Professional Engineer	85/hr
Field Engineer	75/hr
Staff Engineer	65/hr
Word Processing	45/hr

B. CONSTRUCTION MONITORING SERVICES

Field Technician	150/½ day
	270/full day
Steel Inspector (AWS Visual)	75/hr
Fireproofing Inspector	40/hr

C. LABORATORY TESTING SERVICES

Soils

Sieve Analysis (ASTM C-136 & C-117)	75/ea
Hydrometer Analysis (ASTM D422)	75/ea
Organic Content	100/ea
pH Determination	50/ea
Topsoil Nutrient Analysis	200/ea
Proctor (Standard or Modified)	100/ea
Atterberg Limits	95/ea
California Bearing Ratio	350/ea
Consolidation Testing (Taylor Method)	450/ea
Falling/Constant Head Permeability	250/ea
Triaxial Permeability	325/ea
Unconfined Compressive Test	250/ea

Concrete and Aggregates

Concrete Cylinder Compression	15/ea
Mix Design Review	250/ea
Concrete Core Compression Tests	50/ea
Masonry Prisms	35/ea
Mortar Cubes	35/ea
LA Abrasion	250/ea
Petrographic Analysis	cost + 20%

Asphalt

Density Tests	150/ea
Asphalt Extraction Tests	200/ea
Mix Review	250/ea

D. SUBSURFACE EXPLORATIONS

Subcontractor cost plus 20%

E. EQUIPMENT/MISCELLANEOUS

Transportation of Materials to Lab	30/hr
Nuclear Density Gage	35/day
Photo Ionization Detector	50/day
Vibration Monitor	50/day
Guelph Permeameter	50/day
Groundwater Sampling Pump	50/day
Mileage	0.55/mi
UT Steel Testing Apparatus	100/day
Groundwater Monitor Wells	18/ft
Monitor Well Covers	100/ea
Overtime	50%
Low-Voltage Holiday Detector	35/day
Dry Film Thickness Gage	25/day
Vibration Monitor	50/day
Windsor probe test	100/shot
Swiss Hammer	50/day
Transit	50/day
Coring Rig and Crew	500/day
James Electric Resistivity	75/day
Static Cone Penetrometer	25/day
Dynamic Cone Penetrometer	50/day

- Rates and mileage charges are assessed portal to portal from Weare, NH or Boston, MA.
- Overtime surcharge for technical staff is 50%.
- Markup for reimbursable expenses is 20%.
- A surcharge of 50% applies to all same day service.
- Sundays and Holiday service are surcharged 100%.
- Interest rate of 1% per month may be applied to all overdue accounts.
- Test reports are subject to review by Principal Engineer.



ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 3

WHEREAS, the Town of Bourne ("Owner") and Flansburgh Associates, Inc., (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on September 22, 2015.
"Contract"; and

WHEREAS, effective as of October 8, 2015, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$250,000.00	\$26,400.00	\$6,380.00	\$266,500.00
Schematic Design Phase	\$115,000.00			\$115,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
Total Fee	\$365,000.00	\$26,400.00	\$6,380.00	\$397,780.00

This Amendment is a result of: Providing GeoEnvironmental Services
ProPay Code: 0003-0000

AGENDA

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: 10/22/2015
Meeting Time: 6:30 PM
Meeting No.: 5

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Preliminary Discussion of Existing Conditions
5. Committee Questions
6. Public Comments
7. Next Meeting
8. Adjourn

2015 OCT 15 AM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

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PROJECT MINUTES

TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study Project No.: 15041
 Prepared by: Joel Seeley Meeting Date: 10/22/2015
 Re: School Building Committee Meeting Meeting No: 5
 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
	Laura Scena	Member, School Committee	Voting Member
		Finance Committee	
✓	Richard A. Lavoie	Member, 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	
✓	Jorge Cruz	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
5.1	Record	Call to Order, 6:30 PM, meeting opened.
5.2	Record	A motion was made by P. Meier and seconded by F. Howe to approve the 10/8/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, three abstentions.
5.3	Record	J. Seeley distributed and reviewed the Project Budget Status, dated 10/14/15 and attached herein.
5.4	Record	J. Seeley distributed and reviewed the School Building Committee webpage directory on the Town Website http://www.townofbourne.com/school-building-committee
5.5	Record	J. Seeley reviewed the MSBA Kick-Off Meeting Agenda and the Communication and Document Control Plan, attached. The kick-off meeting is scheduled for 10:00am on 10/27/15 at the PES conference room.
5.6	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases. J. Seeley will determine once the PDP phase is more complete.
5.7	J. Seeley	J. Seeley to provide a billing projection for the PDP Phase Environmental and Site Consultancies.
5.8	Record	K. Kovacs provided the flyer and seven Poster Board Announcements, attached, of the 10/26/15 Community Forum No. 1 - Educational Visioning Workshop, attached, to the School Administration for distribution in Town.
5.9	J. Potter	J. Potter indicated he has been in contact with the Town Moderator relative to the 2010 Town Bi-Law regarding committee member attendance and is awaiting a response.
5.10	Record	J. Potter indicated he has been in contact with the Town Moderator on the question of quorum. Quorum is to be based on the total committee members, not just voting members.
5.11	K. Kovacs	K. Kovacs summarized the 10/16/15 educational meeting with administration and key staff and the 10/21/15 educational interviews with teachers and staff. K. Kovacs will issue formal meeting minutes for the meetings.
5.12	K. Kovacs	J. Cruz presented and reviewed a Powerpoint presentation on the progress findings of the existing conditions survey of BES and PES. The findings for the structural, site, traffic, hazardous materials, geotechnical and geo-environmental are still in process. Committee Questions: 1. F. Howe asked if PES was connected to the campus sewage treatment plant? <i>K. Kovacs indicated yes, FAI will investigate the capacity of the plant.</i> 2. J. Potter asked how extensive does the existing building investigation need to be?

Item #	Action	Discussion
		<p><i>K. Kovacs indicated that the MSBA requires a detailed cost estimate for a Code Upgrade and Repairs-Only Option, to establish the baseline comparison to all options, therefore the existing building investigation needs to be extensive.</i></p> <p>3. R. Lavoie asked if FAI is reviewing the PES 1959 wing addition structural issues? <i>J. Cruz indicated yes, the structural engineer is still reviewing.</i></p> <p>4. W. Meier indicated that the area near the PES may have been a dump years ago. <i>J. Cruz indicated he will pass on the information to the geo-environmental engineer, who is performing a Phase I analysis of the site.</i></p> <p>5. P. Meier asked if the roof flashing issues on BES would still be under a warranty? <i>J. Cruz indicated they would probably not be under warranty.</i></p> <p>6. C. Hyldburg asked if roofing is still prone to leaking? <i>J. Cruz indicated no, there was a time when most roof membranes were EPDM with a glued seams and they were prone to leaking. New rooves are a PVC membrane that have welded seams. The flashing issue on BES is not to be expected, it was a workmanship issue.</i></p> <p>7. P. Meier indicated the Town belongs to the Cape Light Compact, which may provide incentives or rebates for energy upgrades. <i>K. Kovacs will contact the Cape Light Compact to review.</i></p> <p>8. J. Potter asked if there was a maximum code travel distance for toilet rooms in a school. <i>J. Cruz indicted the code distance is 300 feet, but the issue is the time it takes a student to walk to the toilet room. A more practical travel distance is much closer than 300 feet.</i></p> <p>9. C. Hyldburg asked if an Innovation Lab, similar to what the PES students use today at the High School, could be provided at the BES under the renovation and addition options? <i>K. Kovacs indicated this would need to be reviewed with the MSBA on whether they would define the space as an eligible space for reimbursement.</i></p> <p>10. C. Hyldburg asked if the MSBA provides more reimbursement for a renovation and addition project versus a new construction project? <i>K. Kovacs indicated yes, as a percentage of five points, based on the renovation square feet area to the whole square feet area ratio.</i></p> <p>11. C. Hyldburg asked if the MSBA would participate in reimbursement for renovation costs associated with BES? <i>J. Cruz indicated yes, if the renovation is required to support the option.</i></p> <p>12. W. Meier indicated that the gas and electrical service at BES may need upgrading to support a renovation and addition. <i>J. Cruz indicated FAI will review.</i></p>

Project: Peebles Elementary School Feasibility Study

Meeting Date: 10/22/2015

Meeting No.: 5

Page No.: 4

Item #	Action	Discussion
5.13	Record	Next Community Meeting: October 26, 2015 at 6:00 pm at the Peebles Elementary School. Next SBC Meeting: November 5, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
5.14	Record	A Motion was made by P. Meier and seconded by R. Lavoie to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status, School Building Committee Webpage Directory, MSBA Kick-Off Meeting Agenda, Communication and Document Control Plan, Flyer for Community Forum No. 1 - Educational Visioning Workshop, 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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Committee\05_22October2015\Schoolbuildingcommitteemeeting_22October2015_FINAL.Docx

SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY
SCHOOL BUILDING COMMITTEE MEETING
DATE: NOVEMBER 5, 2015
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. Video Recording SBC Meetings
 5. Educational Program/Visioning Update
 6. Existing Conditions Update
 7. Preliminary Discussion of Construction Alternatives
 8. Prep for Community Forum No. 2
 9. Committee Questions
 10. Public Comments
 11. Next Meeting
 12. Adjourn

2015 OCT 30 PM 12 25
TOWN CLERK'S OFFICE
BOURNE, MASS

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: 11/05/2015
 Re: School Building Committee Meeting Meeting No: 6
 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
		Finance Committee	
	Richard A. Lavoie	Member at Large, 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	
	Jorge Cruz	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
6.1	Record	Call to Order, 6:30 PM, meeting opened.
6.2	Record	J. Seeley distributed and reviewed the updated Meetings Schedule and Agendas, attached.
6.3	Record	J. Seeley distributed and reviewed the billing projection for the PDP Phase Environmental and Site Consultancies, attached.
6.4	J. Seeley	J. Seeley distributed and reviewed the meeting minutes of the MSBA Kick-Off Meeting, attached, held on 10/17/15 at the PES conference room. J. Seeley distributed and reviewed a letter from S. Lamarche to MSBA, attached, requesting approval to add a Peebles K-4 with a District -wide 5 th grade alternative to review in the Feasibility Study. J. Seeley to follow-up with MSBA for approval.
6.5	J. Seeley K. Kovacs S. Lamarche	J. Seeley distributed and reviewed the PDP Report Submission Table of Contents and responsibility requirements.
6.6	K. Kovacs	K. Kovacs distributed and reviewed the 10/16/15 educational meeting minutes and the 10/21/15 educational meeting minutes, both attached. K. Kovacs indicated a follow-up educational meeting is scheduled for 11/6/15 and for which meeting minutes will be issued.
6.7	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases. J. Seeley will determine once the PDP phase is more complete.
6.8	J. Potter	J. Potter indicated he has been in contact with the Town Moderator relative to the 2010 Town Bi-Law regarding committee member attendance and is awaiting a response.
6.9	K. Kovacs	K. Kovacs to investigate the capacity of the PES campus sewage treatment plant.
6.10	K. Kovacs	K. Kovacs will contact the Cape Light Compact to review potential incentives or rebates for energy upgrades.
6.11	K. Kovacs	K. Kovacs will review the existing gas and electrical service capacity at BES.
6.12	J. Seeley	Video-taping the SBC meetings for viewing on BourneTV was discussed. Committee Discussion: 1. P. Meier indicated that some SBC meetings might be more important to video tape than others. 2. J. Nelson expressed concern with videotaping the SBC meetings without having the community present in order to understand the detail of the actions being taken. 3. J. Potter indicated he was comfortable with videotaping the SBC meetings for greater transparency to the community.

Item #	Action	Discussion
		<p>4. P. Meier indicated there might be an availability issue with the wired rooms in the Community Center and if the SBC meetings were in an alternate location there may be a cost to video tape.</p> <p>A Motion was made by P. Meier and seconded by F. Howe to table the discussion until the next Committee meeting.</p> <p>Discussion:</p> <p>1. J. Nelson will confirm if there is a cost to video tape the SBC meetings if they are held in the Community Center.</p> <p>Voted passed unanimously. J. Seeley will place on next meeting's agenda.</p>
6.13	Record	<p>K. Kovacs presented and reviewed a Powerpoint presentation, attached, on the progress findings of the existing conditions survey of BES and PES for structural, site and traffic. Hazardous materials, geotechnical and geo-environmental reviews are still in process.</p>
6.14	K. Kovacs	<p>K. Kovacs presented and reviewed a Powerpoint presentation, attached, on preliminary Alternatives as follows:</p> <ol style="list-style-type: none"> 1. PES – Renovation/Addition Option 1 2. PES – Renovation/Addition Option 2 3. PES – New Construction Option 1 4. PES – New Construction Option 2 5. PES – New Construction Option 3 6. BES - Renovation/Addition Option 1 7. BES - Renovation/Addition Option 2 8. BES - Renovation/Addition Option 3 9. BES - Renovation/Addition Option 4 <p>Committee Discussion relative to the PES options:</p> <ol style="list-style-type: none"> 1. FAI to investigate the soccer fields area off Waterhouse Road as a possible site for PES. 2. FAI to investigate the wooded area along Trowbridge Road as a possible site for PES. 3. J. Nelson indicated the Maintenance Shed is aged and could be relocated to another location. K. Kovacs indicated the shed may not be eligible for MSBA reimbursement. 4. M. Coggeshall indicated the Tennis Courts are part of the High School and if they are to be demolished due to building placement, they need to be replicated prior to being demolished. 5. M. Coggeshall indicated the community may react negatively to placement of PES in the soccer fields area off Waterhouse Road, since it places all the students on one area of the site and increases costs to replicate the fields elsewhere. 6. J. Potter indicated the displaced parking near the football field/track complex will need to be replicated. 7. J. Norton indicated any option that needs to demolish the 1959 addition first, in order to construct an addition or new construction, needs to consider the impact to students and teaching.

Item #	Action	Discussion
		<p>8. J. Norton indicated placement of the playground too close to the school or too close to the roadways is problematic.</p> <p>9. P. Meier indicated the High School access drive off Trowbridge Road is narrow and might not be able to handle increased elementary school traffic.</p> <p>Committee Discussion relative to the BES options:</p> <ol style="list-style-type: none"> 1. P. Meier indicated that any of the BES options need to address the Nurse Office location relative to the Band Room. 2. P. Meier indicated there may be a memo of understanding between the Selectmen and the School Committee relative to the amount of area of the total Town Parcel dedicated for school use.
6.15	K. Kovacs	<p>K. Kovacs distributed and reviewed a preliminary listing of typical Options Review Criteria, attached, that communities use when evaluating which options are better suited to their needs.</p> <p>The following Criteria were added to the list:</p> <ol style="list-style-type: none"> 1. How well does the Option reinforce the HS and MS mentoring of the ES students? 2. Does the Option reinforce the benefits of multi-grade facilities? 3. Does the Option maximize Green Design potential? 4. Will the construction impact the students? 5. Will the construction impact the continued use of the existing site facilities? 6. Is the Option accessible to the MS and HS buildings for use? 7. How well does the Option reinforce the campus? 8. How does the Option impact the Operational Cost? <p>K. Kovacs to update the list and forward for review at the next Committee meeting.</p>
6.16	J. Seeley K. Kovacs	<p>K. Kovacs distributed and reviewed a draft of the flyer and Poster Board Announcement, attached, for the 11/17/15 Community Forum No. 2.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. Increase the title font and change to Bourne Elementary Schools Community Workshop 2. Re-order the agenda headings 3. Add address to the Town's Website Project Site 4. Add address to the Project's Email Address 5. Add language emphasizing Community Input is encouraged to be shared <p>K. Kovacs to finalize and email for distribution and deliver seven poster boards to the school administration for distribution in the Town.</p> <p>J. Seeley to forward the project's email address to FAI.</p> <p>J. Seeley to post the flyer on the Town's Website Project Site and email the flyer to BourneTV and request that they post.</p> <p>J. Seeley to post a SBC meeting on 11/17/15 in the event a quorum is present.</p>

Item #	Action	Discussion
6.17	J. Potter	J. Potter indicated the FinCom may be voting R. Lavoie as their appointed member, which would create a vacancy for the Member at Large position. J. Potter will keep the committee updated.
6.18	Record	Next Community Meeting: November 17, 2015 at 6:00 pm at the Bourndale Elementary School. Next SBC Meeting: November 19, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
6.19	Record	A Motion was made by P. Meier and seconded by R. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Billing projection for the PDP Phase Environmental and Site Consultancies, MSBA Kick-Off Meeting Minutes, Letter from S. Lamarche to MSBA, PDP Report Submission Table of Contents, 10/16/15 educational meeting minutes, 10/21/15 educational meeting minutes, Preliminary listing of typical Options Review Criteria, Draft Flyer for Community Forum No. 2, 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.

2015 NOV 9 PM 3 18

SCHOOL BUILDING COMMITTEE

TOWN CLERK'S OFFICE
BOURNE, MASS

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: NOVEMBER 17, 2015

TIME: 6:00 PM – 8:00 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL CAFETERIA

COMMUNITY FORUM NO. 2

AGENDA

1. Educational Programming
2. Existing School Conditions
3. MSBA Process and Schedule
4. Feasibility Study Scope

Chairman James Potter
School Building Committee

2015 NOV 9 PM 3 06
TOWN CLERK'S OFFICE
BOURNE, MASS

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

DATE: NOVEMBER 17, 2015

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

PLACE: BOURNE DALE ELEMENTARY SCHOOL CAFETERIA

COMMUNITY FORUM NO. 2

AGENDA

1. Educational Visioning

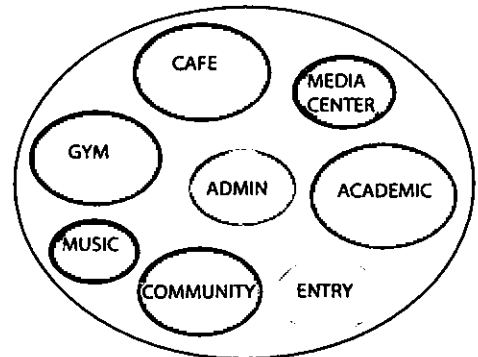
Chairman James Potter
School Building Committee

Bourne Elementary Schools Community Workshop

Join us at a community meeting on November 17th to share your thoughts on a new school project

Educational programming

Review the Visioning sessions and the steps taken to develop the program



SCHOOL PROGRAM

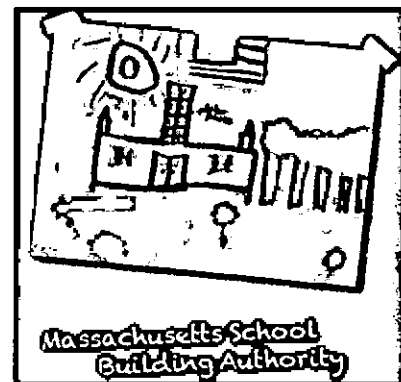
Existing school conditions

We will provide an overview of the District's school buildings' systems in relation to performance and code compliance



MSBA process & schedule

Learn about the partnership with the MSBA & the project schedule



Feasibility study scope

Understand the steps required to develop the feasibility study

Location: Bournedale Elementary School Cafeteria, 41 Ernest Valeri Rd, Bourne

Date/Time: November 17th, 6:00 - 8:00 PM

Town Website: <http://www.townofbourne.com/school-building-committee> **Project Email:** sbc@townofbourne.com

CHILD CARE WILL BE PROVIDED AT THE SCHOOL

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: NOVEMBER 17, 2015

TIME: 6:00 PM – 8:00 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL CAFETERIA

2015 NOV 9 PM 2 11

TOWN CLERK'S OFFICE
BOURNE, MASS

COMMUNITY FORUM NO. 2

AGENDA

1. Educational Visioning

Chairman James Potter
School Building Committee

SCHOOL BUILDING COMMITTEE

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: NOVEMBER 19, 2015

TIME: 6:30 PM

PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

AGENDA

1. Call to Order
2. Approval of Minutes – October 22, 2015 and November 5, 2015
3. Approval of Invoices and Commitments
4. Community Forum No. 2 Recap
5. Educational Program Update
6. Presentation of Construction Alternatives
7. Discussion of Sustainable Design Goals
8. Videotaping SBC Meetings
9. Committee Questions
10. Public Comments
11. Next Meeting – December 3, 2015
12. Adjourn

Chairman James Potter

2015 NOV 13 AM 8 25
TOWN CLERK'S OFFICE
BOURNE, MASS

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: 11/19/2015
 Re: School Building Committee Meeting Meeting No: 7
 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
✓	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	
	Jorge Cruz	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
7.1	Record	Call to Order, 6:30 PM, meeting opened.
7.2	Record	J. Potter introduced N. Scarpato as a new Committee member.
7.3	Record	A motion was made by P. Meier and seconded by F. Howe to approve the 10/22/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, two abstentions.
7.4	Record	A motion was made by P. Meier and seconded by F. Howe to approve the 11/5/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, three abstentions.
7.5	Record	Warrant No. 2 was reviewed. A motion was made by P. Meier and seconded by F. Howe to approve Warrant No. 2. No discussion, motion passed unanimous.
7.6	J. Seeley	J. Seeley distributed and reviewed a letter and revised Study Enrollment Certification from MSBA, dated 11/16/15 and attached, agreeing to the request to add a Peebles K-4 with a District-wide 5 th grade alternative to review in the Feasibility Study. A motion was made by S. Lamarche and seconded by C. Hyldburg to execute the revised Study Enrollment Certification. No discussion, motion passed unanimous. J. Seeley to forward the executed revised Study Enrollment Certification to MSBA.
7.7	K. Kovacs	K. Kovacs to forward the meeting minutes from the 11/6/15 Educational Program Meeting.
7.8	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases. J. Seeley will determine once the PDP phase is more complete.
7.9	Record	J. Potter indicated he has heard back from the Town Moderator relative to the 2010 Town Bi-Law regarding committee member attendance. The Committee is to provide a report at the end of June each year to the Moderator and if attendance is a problem it should be noted therein.
7.10	Record	K. Kovacs indicated the PES campus sewage treatment plant has a capacity of 35,400 GPD and has an average usage of 12,000 GPD, therefore there is capacity to accommodate the 250 student or 410 student design options. Committee Discussion: 1. S. Lamarche asked if a new sewage treatment plant would have been required at the PES site, would it have been reimbursable? <i>J. Seeley indicated MSBA generally does not reimburse for sewage treatment plants.</i>
7.11	K. Kovacs	K. Kovacs contacted Cape Light Compact to review potential incentives or rebates for energy upgrades. Cape Light has a list of energy efficient elements that they may participate in, provided their requirements are followed. At this early stage, these will be noted and will be more fully vetted in Schematic Design. K. Kovacs to forward the list of the energy efficient elements to the Committee.

Item #	Action	Discussion
7.12	Record	K. Kovacs indicated the existing electrical service capacity at BES is sufficient to accommodate the 725 and 885 student design options.
7.13	K. Kovacs	K. Kovacs indicated the engineers are still reviewing the gas service capacity at BES.
7.14	Record	<p>K. Kovacs indicated the existing sanitary septic field's capacity at BES is sized to accommodate the current student population only and is in-sufficient to accommodate the 725 and 885 student design options.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. S. Lamarche asked if expanding the existing sanitary septic field at the BES site would be reimbursable. <i>J. Seeley indicated yes, the MSBA generally would reimburse for expanding an existing sanitary septic field, however the 8% site cap may constrain the overall site reimbursement.</i>
7.15	S. Lamarche P. Meier K. Kovacs	<p>K. Kovacs led a discussion on an overview of Community Forum No. 2, held on 11/17/15 and Community Forum No. 3, scheduled for 12/8/15.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. Meier asked if there could be additional advertising for the next Community Forum. <i>S. Lamarche indicated the School Administration sent out two email notifications, in addition to the seven poster boards distributed in town buildings and the flyers posted and emailed.</i> <i>S. Lamarche indicated the School Administration will also send out a text message.</i> <i>P. Meier indicated he will contact the Bourne Enterprise</i> 2. P. Meier indicated there was some concern from the community that the Committee was moving too fast and deciding on an option without community input. <i>J. Seeley indicated the Committee won't decide on an option in the PDP phase, but will select a minimum of three options to be further studied in the PSR phase. The PSR phase is the phase in which the Committee will need to select the one preferred option and will need the full time scheduled for maximum community input.</i> 3. N. Scarpato indicated there was a mix-up in the child care coverage. <i>J. Norton indicated she will coordinate the child care coverage for Community Forum No. 3.</i> 4. K. Kovacs suggested opening Community Forum No. 3 with a quick tour of the school. 5. K. Kovacs to forward the flyer for Community Forum No. 3 and the seven poster boards for distribution.

Item #	Action	Discussion
7.16	K. Kovacs	<p>K. Kovacs presented and reviewed a Powerpoint presentation, attached, on preliminary design options as follows:</p> <ol style="list-style-type: none">1. PES – New Construction Option 1A2. PES – New Construction Option 1B3. PES – New Construction Option 1C4. PES – New Construction Option 1D5. PES – New Construction Option 1E6. PES – Renovation/Addition Option 1F7. PES – Renovation/Addition Option 1G8. BES - Renovation/Addition Option 2A9. BES - Renovation/Addition Option 2B10. BES - Renovation/Addition Option 2C11. BES - Renovation/Addition Option 2D12. BES - Renovation/Addition Option 3A13. BES - Renovation/Addition Option 3B14. BES - Renovation/Addition Option 3C15. BES - Renovation/Addition Option 3D <p>Committee Discussion relative to the PES design options:</p> <ol style="list-style-type: none">1. Option 1A is a good building location.2. Option 1B site is very steep and the plan will be a split level.3. Option 1C requires partial demolition of the occupied school in order to build the new school and is on the downward slope from the entry drive.4. Option 1D requires building very close to the occupied school and is on the downward slope from the entry drive.5. Option 1E removes two of the existing soccer fields and in appearance, will be perceived as part of the middle school complex due to its proximity.6. Option 1F places the majority of the additions behind the existing school.7. Option 1G can provide for a new building appearance with both additions being placed on the front of the existing school. <p>After discussion the Committee decided to continue to refine and cost estimate Options 1A and 1G.</p> <p>Committee Discussion relative to the BES 725 student design options:</p> <ol style="list-style-type: none">1. Option 2A is a good layout and provides a clear building entry.2. Option 2B has scattered parking.3. Option 2C has very long travel distances from the remote academic wing to the community spaces.4. Option 2D has long travel distances from the remote academic wing to the community spaces. <p>After discussion the Committee decided to continue to refine and cost estimate Option 2A.</p> <p>Committee Discussion relative to the BES 885 student design options:</p>

Item #	Action	Discussion
		<ol style="list-style-type: none"> 1. Option 3A provides a clear building entry. 2. Option 3B is a good option for such a large building with a clearly demarcated line between the community spaces and the academic spaces. 3. Option 3C has very long travel distances from the remote academic wing to the community spaces. 4. Option 3D has long travel distances from the remote academic wing to the community spaces. <p>After discussion the Committee decided to modify the design for Option 3A and continue to refine and cost estimate both Options 3A and 3B.</p>
7.17	K. Kovacs	<p>K. Kovacs presented and reviewed a Powerpoint presentation, attached, on preliminary LEED goals.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Potter asked if FAI can provide information on historical costs against actual savings for LEED elements from their recent projects? <i>K. Kovacs will provide for Committee review.</i>
7.18	J. Seeley	<p>Video-taping the SBC meetings for viewing on BourneTV was discussed.</p> <p>A Motion was made by S. Lamarche and seconded by L. Scena to video tape as many of the SBC meetings as possible. No discussion, motion passed unanimous.</p> <p>J. Seeley to coordinate with Bourne TV and the Community Center Director.</p>
7.19	P. Meier J. Seeley	<p>Committee Questions:</p> <ol style="list-style-type: none"> 1. S. Lamarche asked if the Moderator can provide direction on the process to be followed to fill vacant Committee seats in the future? <i>P. Meier will follow-up with the Moderator on the process to be followed.</i> 2. R. Howe discussed the proposed "Technology use during Open Meeting" policy contemplated by the Selectmen and requests the Committee provide feedback to the Selectmen for their deliberation. <i>J. Seeley to place this topic on the agenda for the next Committee meeting.</i>
7.20	Record	<p>Next SBC Meeting: December 3, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.</p>
7.21	Record	<p>A Motion was made by P. Meier and seconded by R. Howe to adjourn the meeting. No discussion, voted unanimously.</p>

Attachments: Agenda, Letter and revised Study Enrollment Certification from MSBA dated 11/16/15, 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

SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY
DATE: DECEMBER 3, 2015
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. PSR Phase Schedule
5. Educational Program Update
6. Presentation of Refined Construction Alternatives
7. Review of Preliminary Cost Models
8. Technology Use During Open Meeting Policy
9. Preparation for Community Forum No. 3
10. Old or New Business
11. Public Comments
12. Next Meeting – December 17, 2015
13. Adjourn

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TOWN CLERK'S OFFICE
BOURNE, MASS

Chairman James Potter

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SMMA

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: 12/3/2015
 Re: School Building Committee Meeting Meeting No: 8
 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
	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	
	Jorge Cruz	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

RECEIVED

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Item #	Action	Discussion
8.1	Record	Call to Order, 6:30 PM, meeting opened.
8.2	Record	A motion was made by F. Howe and seconded by S. Lamarche to approve the 11/19/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
8.3	Committee Members	J. Seeley distributed and reviewed a draft of the Committee and Community Meetings Schedule for the PSR Phase. Committee Discussion: 1. S. Lamarche indicated the April 7, 2016 Community Forum No. 6 date conflicts with the High School Spring Production date. 2. Committee Members to review the other proposed dates for approval of the Schedule at the next Committee meeting.
8.4	J. Seeley	J. Seeley distributed and reviewed FSA Amendment No. 1, dated 11/30/15 and attached, from MSBA requesting execution by the Town. J. Seeley will follow-up with T. Guerino for signature and return to MSBA.
8.5	Record	K. Kovacs distributed and reviewed the Educational Program Meeting minutes from the 11/6/15 and 11/30/15 meetings.
8.6	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases. J. Seeley will determine once the PDP phase is more complete.
8.7	Record	K. Kovacs distributed and reviewed a PES Campus Sewage Treatment Plant Capacity letter, dated 12/2/15 and attached, indicating the plant has a capacity of 35,400 GPD and has an average usage of 12,300 GPD, therefore there can accommodate Options 1A/1G and 4A/4B.
8.8	Record	K. Kovacs distributed and reviewed a pamphlet from Cape Light Compact, attached, indicating a list of qualified improvements for which Cape Light Compact may participate in funding. At this early stage, these will be noted and will be more fully vetted in the Schematic Design phase.
8.9	K. Kovacs	K. Kovacs provided an update on the engineer's review of the gas service moratorium at the PES site. NGrid has been provided with the anticipated gas loads for Options 1A/1G and 4A/4B. The loads appear to be below the current usage, due to the high efficiency boilers being planned for. FAI will provide more information once the engineers receive feedback from NGrid. Committee Discussion: 1. J. Nelson indicated NGrid noted the moratorium related to both sides of the canal on the DPW project, and as a result, the State's DPU became involved. J. Nelson cautioned FAI to ensure all correspondence and discussions with NGrid are in writing with copy to the Committee.

Item #	Action	Discussion
8.10	K. Kovacs	K. Kovacs indicated the engineers are still reviewing the gas service capacity at BES.
8.11	K. Kovacs	K. Kovacs will provide information on historical costs against actual savings for LEED elements from their recent projects for Committee review.
8.12	P. Meier	P. Meier to follow-up with the Moderator on the process to be followed to fill vacant Committee seats in the future.
8.13	J. Seeley	<p>J. Seeley coordinated with Bourne TV and the Community Center Director to have the Committee PDP Phase meetings video-taped.</p> <p>J. Seeley to coordinate with Bourne TV and the Community Center Director to have the Committee PSR Phase meetings video-taped, once the Meetings Schedule is approved.</p>
8.14	K. Kovacs	<p>K. Kovacs presented and reviewed a Powerpoint presentation, attached, on the design options as follows:</p> <ol style="list-style-type: none"> 1. PES – New Construction Option 1A – 250 students 2. PES – Renovation/Addition Option 1G – 250 students 3. BES - Renovation/Addition Option 2A – 725 students 4. BES - Renovation/Addition Option 3A – 885 students 5. BES - Renovation/Addition Option 3B – 885 students 6. PES – New Construction Option 4A – 410 students 7. PES – Renovation/Addition Option 4B – 410 students <p>Committee Discussion on the Pros and Cons relative to all of the options:</p> <ol style="list-style-type: none"> 1. J. Potter asked if Options 3A/3B were the only options in which there is 5th grade continuity, ie the 5th grade students don't travel? <i>J. Norton indicated yes, except for Options 4A/4B, in which the Peebles 5th grade wouldn't travel, but the Bournedale would.</i> 2. J. Norton indicated a Pro for Options 1A/1G and 4A/4G is the opportunity for educational mentoring by the MS and HS students. 3. J. Norton indicated a Pro for Options 1A/1G and 4A/4G is the opportunity for the ES students to use the resources in the MS and HS. 4. K. Anderson indicated a Pro for Options 2A, 3A/3B is that all elementary students share the same experience. 5. J. Norton indicated a Con for Options 2A, 3A/3B is that the Peebles elementary students don't have the neighborhood school experience. 6. R. Howe asked how overcrowded is the Middle School? <i>S. Lamarche indicated the MS is functional, but it isn't being used as constructed, in that there are many uniquely middle school spaces that aren't being used for the middle school due to repurposing to accommodate the enrollments.</i> 7. S. Lamarche indicated a Pro for Options 2A, 3A/3B is the ability to re-use of some of the base mechanical and electrical systems, since they are relatively new. 8. J. Potter indicated there is a need to define the term "neighborhood school".

Item #	Action	Discussion
		<p><i>S. Lamarche indicated the Committee should consider defining the term as "a school being on the same side of the canal on which the attending students live".</i></p> <p>9. J. Nelson asked if Options 2A, 3A/3B had less site work than Options 1A/1G and 4A/4B? <i>K. Kovacs indicated there is less utility work, but there is a lot of disturbed site area in Options 2A, 3A/3B which adds to overall sitework scope.</i></p> <p>10. W. Meier asked which Options include the 5th grade? <i>J. Potter indicated Options 3A/3B and 4A/4B include the 5th grade.</i></p> <p>11. S. Lamarche asked if any Options require a Land Purchase? <i>K. Kovacs indicated none of the Options require a Land Purchase.</i></p> <p>12. N. Scarpato asked if re-purposing Peebles has been discussed, relative to Options 2A, 3A/3B? <i>W. Meier indicated the 1959 addition would have to be razed and the original building would require significant investment. S. Lamarche also added nothing has been finalized with respect to re-purposing Peebles relative to Options 2A, 3A/3B.</i></p> <p>13. J. Nelson indicated a Con for Options 2A, 3A/3B would be the added cost to deal with a vacated Peebles and that the Committee should consider the total cost to the Town when evaluating the Options.</p> <p>14. S. Lamarche asked FAI to qualify that the existing Peebles is safe and sound structurally. <i>K. Kovacs indicated yes the existing Peebles is safe and sound. The issues relate to triggering current code compliance requirements should the building be renovated or added to.</i></p> <p>15. S. Lamarche indicated a Pro for Options 2A, 3A/3B and 4A/4B is that they are larger buildings, in that they have inherent flexibility do to having more space.</p> <p>16. J. Potter asked how is a school determined to be too small or too large? <i>K. Kovacs indicated the MSBA ES space template is set up for an average size school of around 400-500 students. S. Lamarche added that MSBA has approved many sizes, larger or smaller, and that the important take away is that an 885 student school would be the largest school in the Town.</i></p> <p>17. W. Meier indicated a Pro for Options 2A, 3A/3B would be reduced operational costs due to consolidation into one larger school.</p> <p>18. J. Norton indicated a Con for Options 3A/3B is it is a very large school.</p> <p>19. J. Potter asked if there are specific 5th grade spaces included in Options 3A/3B and 4A/4B that the middle school does not have? <i>B. Garcia indicated there are several SPED spaces specific to elementary level students that the middle school does not have available to them.</i></p>

Item #	Action	Discussion
		<p>20. J. Nelson indicated a Pro for Options 2A, 3A/3B is that they would be a single building that fixes the current issues at Bourmedale versus two separate buildings, one new and one five years old.</p> <p>K. Kovacs to include the above Pros and Cons in the Evaluation Matrix and update for the next Committee meeting.</p>
8.15	K. Kovacs	<p>K. Kovacs distributed and reviewed the Preliminary Cost Models, attached, for the design options as follows:</p> <ol style="list-style-type: none"> 1. PES – New Construction Option 1A – 250 students - \$37.98 million 2. PES – Renovation/Addition Option 1G – 250 students - \$37.35 million 3. BES - Renovation/Addition Option 2A – 725 students - \$39.34 million 4. BES - Renovation/Addition Option 3A – 885 students - \$46.12 million 5. BES - Renovation/Addition Option 3B – 885 students - \$45.35 million 6. PES – New Construction Option 4A – 410 students - \$43.36 million 7. PES – Renovation/Addition Option 4B – 410 students - \$43.28 million <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Potter asked if the costs for hazardous material abatement is included? <i>K. Kovacs indicated yes, the costs for hazardous material abatement is included.</i> 2. J. Potter asked if the costs reflect achieving LEED Silver? <i>K. Kovacs indicated yes, LEED Silver is the baseline to achieve for the additional 2% reimbursement from MSBA.</i> 3. S. Lamarche asked the Committee to make sure to understand the emotional and cultural value of keeping the existing Peebles school and renovating versus razing and constructing new from the Peebles community perspective. <i>K. Kovacs to emphasize the question at Community Forum No. 3.</i>
8.16	Committee Members	<p>K. Kovacs distributed and reviewed the Evaluation Criteria Matrix, attached.</p> <p>Each Committee member to fill in their ranking, 1 to 3, on the Evaluation Criteria Matrix for each criteria for each Option for the next Committee meeting.</p>
8.17	J. Seeley J. Potter	<p>A Motion was made by S. Lamarche and seconded by N. Scarpato to defer the topic “Technology use during Open Meeting” to the next Committee meeting. No discussion, voted unanimously.</p> <p>J. Seeley to place the topic “Technology use during Open Meeting” on the agenda for the next Committee meeting.</p> <p>J. Potter will send the draft Policy to the Committee members.</p>
8.18	Record	<p>Prep Community Forum No. 3, scheduled for 12/8/15, was discussed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. K. Kovacs asked if a quick tour of the school should be undertaken at the start of the forum? <i>The Committee agreed a quick tour would be beneficial.</i> 2. S. Lamarche suggested refreshments similar to Community Forum No. 2.

Item #	Action	Discussion
		<ol style="list-style-type: none"> 3. S. Lamarche indicated the School Administration will send out a text message advertising the forum, in addition to the email notifications. 4. P. Meier will contact the Bourne Enterprise to advertise the forum.
8.19	Record	<p>New Business</p> <ol style="list-style-type: none"> 1. S. Lamarche asked how the Committee felt about video-taping the Committee meetings? <i>J. Potter indicated he felt the transparent process was important and that this is a Town Study and the Town needs to be involved in arriving at a solution that is best for the Town.</i>
8.20		<p>Community Questions:</p> <ol style="list-style-type: none"> 1. Will Life Cycle Costing be utilized in the Study process? <i>K. Kovacs indicated yes for building systems selection, but this will occur in the Schematic Design Phase.</i> 2. Has the Town determined from a Town Planning perspective whether a single elementary school on the Land-side is the best long term solution, relative to demographics and property taxes? <i>J. Nelson indicated no, but this is the type of intangible information that should be discussed at the community meetings.</i>
8.21	Record	Next SBC Meeting: December 17, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
8.22	Record	A Motion was made by S. Lamarche and seconded by N. Scarpato to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, FSA Amendment No. 1, Educational Program Meeting minutes, dated 11/6/15 and 11/30/15, PES Campus Sewage Treatment Plant Capacity letter, dated 12/2/15, pamphlet from Cape Light Compact, Preliminary Cost Models, Evaluation Criteria Matrix, 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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**SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY**

DATE: DECEMBER 8, 2015

TIME: 6:00 PM - 8:00 PM

PLACE: PEEBLES ELEMENTARY SCHOOL CAFETERIA

COMMUNITY FORUM NO. 3

AGENDA

1. Open the Community Forum
2. Review The Design Alternatives and Timeline Review
3. Public Thoughts on School Options
4. Preliminary Costs and Funding
5. Close the Community Forum

Chairman James Potter
School Building Committee

2015 DEC 3 PM 12 22
TOWN CLERK'S OFFICE
BOURNE, MASS

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TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL BUILDING COMMITTEE

PEEBLES ELEMENTARY SCHOOL FEASIBILITY STUDY

DATE: DECEMBER 17, 2015

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. PSR Phase Schedule
5. Community Forum No. 3 Recap
6. Review of Construction Alternatives
7. Selection of Top 3-4 Construction Alternatives
8. Vote to Approve and Submit PDP
9. Technology Use During Open Meeting Policy
10. Old or New Business
11. Public Comments
12. Next Meeting – January 7, 2016
13. Adjourn

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Chairman James Potter

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PROJECT MINUTES

TOWN CLERK BOURNE

Project: Peebles Elementary School Feasibility Study Project No.: 15041
 Prepared by: Joel Seeley Meeting Date: 12/17/2015
 Re: School Building Committee Meeting Meeting No: 9
 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
	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
9.1	Record	Call to Order, 6:30 PM, meeting opened.
9.2	Record	A motion was made by S. Lamarche and seconded by F. Howe to approve the 12/3/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, two abstentions.
9.3	Record	Warrant No. 3 was reviewed. A motion was made by R. Lavoie and seconded by F. Howe to approve Warrant No. 3. No discussion, motion passed unanimous.
9.4	J. Seeley	J. Seeley distributed and reviewed the updated Committee and Community Meetings Schedule for the PSR Phase, attached. The Committee approves the schedule. J. Seeley to coordinate with Bourne TV and the Community Center Director to have the Committee PSR Phase meetings video-taped.
9.5	Record	J. Seeley distributed and reviewed the fully executed FSA Amendment No. 1, dated 11/30/15 and attached.
9.6	K. Kovacs	J. Seeley indicated that additional Traffic Consultancy may be required, funded out of the Environmental and Site Consultancies budget, for the PSR Phase to assist the Committee in evaluating the final alternatives. K. Kovacs will review the scope with the Committee once the final options for the PSR Phase are selected.
9.7	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.
9.8	Record	K. Kovacs indicated the engineers have confirmed with NGRID that there is sufficient gas service capacity at BES.
9.9	Record	K. Kovacs distributed and reviewed a pamphlet on Green Building Costs and Financial Benefits, attached, providing information on historical costs against actual savings for LEED elements.
9.10	P. Meier	P. Meier to follow-up with the Moderator on the process to be followed to fill vacant Committee seats in the future.
9.11	Record	K. Kovacs distributed and reviewed summary reports, attached, on the findings contained in the Geotechnical Report, the Hazardous Material Report, the Geo-Environmental Report and the Traffic Report, previously transmitted to the Committee. Committee Discussion: 1. S. Lamarche asked if the geotechnical findings ie: good draining and bearing soils, were consistent for both the Peebles and Bournedale sites? <i>K. Kovacs indicated yes, both sites were consistent, though some boulders should be anticipated at the Bournedale site.</i> 2. J. Norton asked if the additional Traffic Consultancy in the PSR phase would include an analysis of the impact of bridge traffic Options 2A and 3A/3B? <i>K. Kovacs indicated yes it could. The specific scope will be determined with the Committee at the start of the PSR phase.</i>

Item #	Action	Discussion
		<p>3. J. Norton asked where is the existing underground fuel oil tank located at Peebles? <i>K. Kovacs indicated the tank is located in the front landscaped island.</i></p> <p>4. R. Lavoie asked if soil testing at the tank was performed by the geo-environmental consultant? <i>K. Kovacs indicated soil testing would occur in a future phase.</i></p>
9.12	Record	<p>K. Kovacs led a discussion on an overview of Community Forum No. 3, held on 12/8/15.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Norton indicated the tour was beneficial for those community members attending that had not routinely been in the school. 2. N. Scarpato indicated the discussion and feedback was good, but could be improved, maybe break into small discussion groups similar to Community Forum No. 1. 3. E. Carpenito indicated there appeared to be a lot more community members who currently do not have children in the schools, in attendance. 4. S. Lamarche indicated there has been a steady progression of information sharing and discussion with the community. 5. N. Scarpato indicated the child care process was well done.
9.13	Record	<p>K. Kovacs led a discussion on the Evaluation Criteria Matrix for each criteria for each Option. The Committee each expressed their views on each option and listed their individual rankings of each criteria for each option. B. Garcia recorded each ranking in the Evaluation Criteria Matrix, attached. Options reviewed were:</p> <ol style="list-style-type: none"> 1. PES – New Construction Option 1A – 250 students 2. PES – Renovation/Addition Option 1G – 250 students 3. BES - Renovation/Addition Option 2A – 725 students 4. BES - Renovation/Addition Option 3A – 885 students 5. BES - Renovation/Addition Option 3B – 885 students 6. PES – New Construction Option 4A – 410 students 7. PES – Renovation/Addition Option 4B – 410 students <p>Committee discussion:</p> <ol style="list-style-type: none"> 1. R. Lavoie expressed that the original Bournedale design was based on a Pods-type layout and when the Bids came in, was significantly overbudget. R. Lavoie expressed concern that the new options need to have an efficient and cost-effective layout. <i>K. Kovacs indicated the layouts will be refined as the process continues. At the PDP level, the plans are responding to the educational program and site conditions and will be further refined at each phase.</i> 2. R. Lavoie indicated the last two schools built in Bourne had cost concerns and that this project needs to be cost effective, getting the most value for the town.

Item #	Action	Discussion
		<p><i>J. Potter indicated that there will be several phases to go thru to get to an efficient and cost effective plan for the preferred solution. At the PDP phase, the committee needs to get to the top 3 or 4 options for further study.</i></p> <p>3. R. Lavoie asked if the Middle School was overcrowded today? <i>S. Lamarche indicated the MS is functional, but it isn't being used as constructed, in that there are many uniquely middle school spaces that aren't being used for the middle school due to repurposing to accommodate the enrollments.</i></p> <p>4. M. Coggeshall asked if the construction durations were the same for Options 2A and 3A/3B? <i>J. Seeley indicated the construction duration for Options 3A/3B was a few months longer than for Option 2A, shown on the project schedule attached.</i></p> <p>A Motion was made by S. Lamarche and seconded by N. Scarpato to select the following options to further develop in the PSR Phase:</p> <ol style="list-style-type: none"> 1. BES - Renovation/Addition Option 2A – 725 students 2. PES – New Construction Option 4A – 410 students <p>No discussion, voted unanimously.</p> <p>A Motion was made by F. Howe and seconded by N. Scarpato to select the following additional option to further develop in the PSR Phase:</p> <ol style="list-style-type: none"> 1. PES – Renovation/Addition Option 4B – 410 students <p>No discussion, vote passed with one opposed.</p> <p>A Motion was made by S. Lamarche and seconded by N. Scarpato to select the following additional option to further develop in the PSR Phase:</p> <ol style="list-style-type: none"> 1. PES – New Construction Option 1A – 250 students <p>No discussion, vote passed with one opposed.</p>
9.14	Record	<p>A Motion was made by F. Howe and seconded by R. Lavoie to approve the PDP Submittal and authorize submission to the MSBA. No discussion, voted unanimously.</p>
9.15	J. Potter	<p>A Motion was made by S. Lamarche and seconded by F. Howe to authorize J. Potter, as Chair of the Committee, to write a letter to the Selectmen indicating the Committee does not support the "Technology use during Open Meeting" policy in whole. No discussion, voted unanimously.</p> <p>J. Potter will send the letter to the Selectmen.</p>
9.16		<p>Community Questions:</p> <ol style="list-style-type: none"> 1. A community member wished to emphasize and support R. Lavoie's expression that the original Bournedale design was based on a Pods-type layout and when the Bids came in, was significantly overbudget and that the new options need to have an efficient and cost-effective layout.

Project: Peebles Elementary School Feasibility Study

Meeting Date: 12/17/2015

Meeting No.: 9

Page No.: 5

Item #	Action	Discussion
9.17	Record	Next SBC Meeting: January 7, 2016 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
9.18	Record	A Motion was made by R. Lavoie 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, Green Building Costs and Financial Benefits, Summary reports for Geotechnical Report, Hazardous Material Report, Geo-Environmental Report and Traffic Report, Evaluation Criteria Matrix

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

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: JANUARY 22, 2015
TIME: 5:00PM

PLACE: BOURNE MIDDLE SCHOOL

AGENDA

1. Approval of November Minutes
2. Program of studies for BMS – new course recommendations / credits
3. Program of studies BHS (Course Leveling / Credits)
4. Results of Elementary Math Survey / next steps
5. Curriculum Mapping / Atlas Update

2015 JAN 20 PM 4 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Anne-Marie Siroonian
Laura Scena
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
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2014-2015 Goals

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

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: FEBRUARY 27, 2015
TIME: 4:30PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Program of studies for BMS
2. Program of studies for BHS
3. Update on Math Resource Team

2015 FEB 24 PM 3 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Anne-Marie Siroonian
Laura Scena
Judith Froman

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BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: MARCH 26, 2015
TIME: 5:00PM

PLACE: BOURNE PUBLIC SCHOOLS
BOURNE MIDDLE SCHOOL LIBRARY

2015 MAR 23 AM 10 18
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. MMRT Update (Major Math Resource Team)
2. Full Day K Lottery Results
3. March 20th PD Feedback
4. Engineering Day
5. Grade 4 platooning pilot for next year

Members:

Anne-Marie Siroonian
Laura Scena
Judith Froman

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2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: APRIL 16, 2015
TIME: 5:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Student Services Directors Support
2. SRSD
3. Title I Update
4. DDM Update

2015 APR 14 AM 11 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Anne-Marie Siroonian
Laura Scena
Judith Froman

Our Norms/Common Agreements

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2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: MAY 21, 2015
TIME: 4:30PM

PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING

AGENDA

1. Mr. Mather – Broadcast Journalism
2. Student Services Directors
3. Title I Data for grades 1&2
4. Platooning Update
5. MMRT Update
6. Lexia and Symphony Review
7. Elementary ILC program

2015 MAY 19 AM 11 36
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Anne-Marie Siroonian
Laura Scena
Judith Froman

Our Norms/Common Agreements

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3. Develop an action plan for community internships that foster community engagement experiences.

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MAY 21, 2015
TIME: 4:30PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

2015 MAY 19 AM 7 43
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Mr. Thompson – Broadcast Journalism
2. Student Services Directors
3. Title I Data for grades 1&2
4. Platooning Update
5. MMRT Update
6. Lexia and Symphony Review
7. Elementary ILC program

Members:

Anne-Marie Siroonian
Laura Scena
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
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2014-2015 Goals

1. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the prek-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)

2. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
3. Develop an action plan for community internships that foster community engagement experiences.

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

2015 JUN 9 PM 1 32 DATE: JUNE 11, 2015

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 4:30PM

PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING

AGENDA

1. Title I Data for grades 1&2
2. Platooning Update
3. MMRT Update
4. June 5th PD Feedback
5. Reflection on 2014-2015 Goals

Members:

Anne-Marie Siroonian
Laura Scena
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
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- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2014-2015 Goals

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

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: OCTOBER 22, 2015
TIME: 5:00PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Platooning Update
2. Eureka Math
3. October PD Update
4. Title 1 funding for 2015-2016/ students serviced

Members:

Anne-Marie Siroonian
Laura Scena
Judith Froman

2015 OCT 19 AM 10 36
TOWN CLERK'S OFFICE
BOURNE, MASS

Our Norms/Common Agreements

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

2015-2016 Goals

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

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: OCTOBER 22, 2015
TIME: 5:30PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Platooning Update
2. Eureka Math
3. October PD Update
4. Title 1 funding for 2015-2016/ students serviced

2015 OCT 19 PM 3 23
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Anne-Marie Siroonian
Laura Scena
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
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2015-2016 Goals

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

9-

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: NOVEMBER 19, 2015
TIME: 5:00PM

2015 NOV 16 PM 2 30
TOWN CLERK'S OFFICE
BOURNE, MASS

2015 NOV 16 PM 2 30
PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING

2015 NOV 16 PM 2 30
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. E.C.E. update on current and future program
2. AP Psychology Course at BHS - overview
3. High School Schedule – update on changes and implementation

Members:

Anne-Marie Siroonian
Laura Scena
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
- Beginning and end times established when setting future agenda items
- Decisions are built on consensus

2015-2016 Goals

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

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: JANUARY 15, 2015**

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

AGENDA

1. MSBA
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update
6. FY16 Capital Outlay Project Requests
7. Cape Cod Collaborative Lease @ Otis Memorial School

2015 JAN 13 PM 12 32
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: MARCH 5, 2015**

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

2015 MAR 3 PM 12 56

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. MSBA
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update
6. Cape Cod Collaborative Lease @ Otis Memorial School

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: APRIL 30, 2015**

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

AGENDA

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

2015 APR 28 PM 12 39
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: MAY 28, 2015**

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

2015 MAY 26 PM 2 14
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

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

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

Johnson, Barry

From: Coelho, Melissa <MCoelho@bourneps.org>
Sent: Thursday, June 18, 2015 1:32 PM
To: Administrators; Anne Marie Siroonian; Johnson, Barry; BEA Executive Board; BPS Staff; c.prophett@comcast.net; Christopher Hyldburg (chrish@alpha-1.com); Heather DiPaolo; jmcgrail; Judith Froman; Laura Scena (laurascena@yahoo.com); Lomeland, Hans; Mary Jane Mastrangelo (MJM@MRAINC.ORG); Matt Stuck; mbaron (mbaron@whoi.edu); Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain; Meier, Marie; petiet@capenews.net; Plante, Lisa; smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy
Subject: Facilities Subcommittee Meeting 06/18/2015

Importance: High

Good afternoon,
Please be advised that the Facilities Subcommittee meeting scheduled for today will be postponed and rescheduled for sometime this Summer.

Thank you,
Mel ☺

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

2015 JUN 18 PM 3 02
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: JUNE 18, 2015**

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

AGENDA

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

2015 JUN 16 PM 2 29
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: SEPTEMBER 17, 2015**

**TIME: 2:30 PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

2015 SEP 15 AM 9 36

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

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

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

Members

Christopher Hyldburg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: DECEMBER 18, 2015**

**TIME: 12:00 PM
PLACE: SCHOOL ADMINISTRATION BUILDING**

AGENDA

1. MSBA Update
2. Peebles Update
3. Bournedale Update
4. BMS Update
5. BHS Update
6. School Traffic Flow – Pending Coady Sale
7. FY17 Capital Outlay Request

2015 DEC 15 PM 10 56
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

Christopher Hyldborg
Laura Scena, Chair
Heather DiPaolo

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JANUARY 27, 2015 (4TH TUESDAY OF THE MONTH)

2015 JAN 23 PM 1 57

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

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

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

Members:

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: FEBRUARY 24, 2015 (4TH TUESDAY OF THE MONTH)**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review and Recommendation on MASC Policy Revision Program
3. Review Policy ADDA: Background Check
4. Review Policy JV: Preventative Distribution of Potassium Iodine
5. Review Proposed Policy JLCA : Physical Examinations
6. Review Policy JLCB: Inoculation of Students
7. Review Policy JLCB-R: Inoculations Exclusions Procedures.
8. Review Policy JLCCA: AIDS
9. Review Policy JLCCA-E-1: AIDS School Attendance Policy
10. Review Policy JW: Pediculosis Policy
11. Update Threat Policy Revision Status
12. 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

015 FEB 12 PM 2 48
TOWN CLERK'S OFFICE
BOURNE, MASS

Johnson, Barry

From: Coelho, Melissa <MCoelho@bourneps.org>
Sent: Tuesday, April 28, 2015 8:58 AM
To: Administrators; Anne Marie Siroonian; Johnson, Barry; BEA Executive Board; BPS Staff; c.prophett@comcast.net; Christopher Hyldburg (chrish@alpha-1.com); Dick Anderson (bournetv@comcast.net); Heather DiPaolo; Judith Froman; Laura Scena (laurascena@yahoo.com); Lomeland, Hans; Mary Jane Mastrangelo (MJM@MRAINC.ORG); Matt Stuck; mbaron (mbaron@who.edu); Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain; Meier, Marie; petiet@capenews.net; Plante, Lisa; smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy
Subject: Policy Subcommittee Meeting 04/28/2015

Good morning,
Please be advised that tonight's Policy Subcommittee meeting has been cancelled.

Thank you,
Mel ☺

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

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: APRIL 28, 2015**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review and Recommendation from MASC Policy Revision Program
3. Discuss Policy ADDA: Background Check
4. Identify Policy for Domestic Abuse
5. Update on Threat Policy Revision Status
6. Review Policies for Distribution at May SchComm
7. Review Policies Recommended for Action (JV, JLCA, JLCB) at May SchComm
8. Identify future agenda items

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

Members:

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair

2015 APR 24 AM 11 51
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: MAY 26, 2015**

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review and Recommendation from MASC Policy Revision Program
3. Discuss Policy ADDA: Background Check
4. Identify Policy for Domestic Abuse
5. Update on Threat Policy Revision Status
6. Review Policies for Distribution at May SchComm
7. Review Policies Recommended for Action (JV, JLCA, JLCB) at May SchComm
8. Identify future agenda items

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

Members:

Mitch McClain

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chair

2015 MAY 22 AM 9 07
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: JUNE 1, 2015**

2015 MAY 26 PM 4 16

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review and Recommendation from MASC Policy Revision Program
3. Discuss Policy ADDA: Background Check
4. Identify Policy for Domestic Abuse
5. Update on Threat Policy Revision Status
6. Review Policies for Distribution at May SchComm
7. Review Policies Recommended for Action (JV, JLCA, JLCB) at May SchComm
8. Identify future agenda items
9. Review job descriptions – Prek-4 Curriculum Director & Guidance Counselor

"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

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: JULY 6, 2015**

2015 JUL 1 PM 4 00

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review and Recommendation from MASC Policy Revision Program
3. 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

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: JULY 8, 2015**

2015 JUL 2 AM 9 52
TOWN CLERK'S OFFICE
BOURNE, MASS

**TIME: 6:00PM
PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING**

AGENDA

1. Approval of Minutes
2. Review and Recommendation from MASC Policy Revision Program
3. 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

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: AUGUST 25, 2015**

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 September SchComm
4. Review updated job descriptions
5. 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

2015 AUG 21 AM 11 55
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: DECEMBER 15, 2015**

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 September SchComm
4. Review updated job descriptions
5. 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

2015 NOV 24 PM 4 21
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JANUARY 7, 2015
TIME: 5:30PM EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA — Updated Jan 4, 2015

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

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

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

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

6:30 PM PUBLIC COMMENTS

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

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

Public recording statement

PUBLIC PARTICIPATION

- 1) 5 min Announcements (Subcommittees) Anne Marie Strode, New SC recording secretary
- 2) 5 min Present 2014-15 Superintendent's Award- Superintendent Lamarche
- 3) 10 min Student learning extension- Bournedale
- 4) 5 min Student report- Audrey Kelleher & Dawson Prophet
- 5) 5 min Request SC approval Nature's Classroom 9/2015 BMS
- 6) 10 min Finance Project Working Group: training sessions for Priority Based Budgeting, 01/13/15
- 7) 15 min Review School Committee FY16 Budget Priorities- Chair, Budget Subcommittee
- 8) 5 min Review Updated District Organizational Chart
- 9) 10 min Present Software Organizational Chart

TOWN CLERK'S OFFICE
BOURNE, MASS
JAN 5 PM 4 00

SCHOOL COMMITTEE BUSINESS

- 10) 2 min Accept SC minutes Dec 3, 2014
- 11) 5 min Present BPS Innovation Studio Update –Lamarche
- 12) 5 min Present ECEP Update –Lamarche
- 13) 5 min FY15 budget line item transfers- Donoghue
- 14) 5 min Update regarding BEA Teacher Negotiations – Hyldborg; Negotiations team
- 15) 10 min Update on MSBA process -Hyldborg, Donoghue, Lamarche
- 16) 20 min Discuss Agenda for January 30, 2015 workshop, presentation of read ahead material
- 17) 5 min Review and propose Future Agenda Items
- 18) 5 min Confirm next meeting date, time & location: 8:30 am, January 30th, 2015. BMS media center

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

- Review ALICE/Crisis GO – February
- Discuss NEASC/CSDA- February
- Visit Innovation Studio, BHS- February
- Review of MA Center of School and District Accountability report on BSD, Oct 2014-February

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY JANUARY 13, 2015
TIME: 6:30 P.M. Joint Meeting with the Board of Selectmen and Finance Committee
PLACE: BOURNE MIDDLE SCHOOL LIBRARY & MEDIA 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) Priority Based Budgeting Workshop

2015 JAN 9 PM 12 54
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY JANUARY 14, 2015
TIME: 6:30 P.M. Joint Meeting with the Board of Selectmen and Finance Committee
PLACE: BOURNE MIDDLE SCHOOL LIBRARY & MEDIA 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) Priority Based Budgeting Workshop

2015 JAN 9 PM 12 55
TOWN CLERK'S OFFICE
BOURNE, MASS.

BOURNE SCHOOL COMMITTEE MEETING

DATE: SATURDAY, JANUARY 31, 2015
TIME: 9:30AM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL - MEDIA ROOM

AGENDA — Updated Jan 29, 2015

- ✓ *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.

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

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

9:30 AM 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

PUBLIC PARTICIPATION

- 1) 5 mins Review objectives of the day
- 2) 10 mins Review BPS 2014-15 Vision, Mission and Objectives
- 3) 40 mins Consider District Improvement Planning document/proc
- 4) 40 mins Review enrollment metrics and FY16 budget priorities
- 5) 10 mins Discuss loss of FY15 Military Mitigation Funding
- 6) 20 mins Consider CDSA report opportunities and challenges
- 7) 5 mins Evaluation of meeting

2015 JAN 30 AM 9 09
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: SATURDAY, JANUARY 31, 2015
TIME: 8:30 AM EXECUTIVE SESSION 9:30AM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL - MEDIA ROOM

AGENDA – Updated Jan 28, 2015

- ✓ *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.

8:30 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:

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

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

PUBLIC PARTICIPATION

- 1) 5 mins Review objectives of the day
- 2) 10 mins Review BPS 2014-15 Vision, Mission and Objectives
- 3) 40 mins Consider District Improvement Planning document/process
- 4) 40 mins Review enrollment metrics and FY16 budget priorities
- 5) 10 mins Discuss loss of FY15 Military Mitigation Funding
- 6) 20 mins Consider CDSA report opportunities and challenges
- 7) 5 mins Evaluation of meeting

BOURNE, MASS
TOWN CLERK'S OFFICE
2015 JAN 29 PM 9 15

BOURNE SCHOOL COMMITTEE MEETING

DATE: SATURDAY, JANUARY 31, 2015
TIME: 8:30 AM EXECUTIVE SESSION 9:30AM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL - MEDIA ROOM

AGENDA — Updated Jan 28, 2015

- ✓ *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.

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

PUBLIC PARTICIPATION

- 1) 5 mins Review objectives of the day
- 2) 10 mins Review BPS 2014-15 Vision, Mission and Objectives
- 3) 40 mins Consider District Improvement Planning document/process
- 4) 40 mins Review enrollment metrics and FY16 budget priorities
- 5) 10 mins Discuss loss of FY15 Military Mitigation Funding
- 6) 20 mins Consider CDSA report opportunities and challenges
- 7) 5 mins Evaluation of meeting

BOURNE, MASS
TOWN CLERK'S OFFICE
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BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, FEBRUARY 4, 2015
TIME: 6:00 PM EXECUTIVE SESSION
7:00 PM RECESS FOR BOS/FINCOMM
8:00 PM REGULAR SESSION*
PLACE: BOURNE VETERAN'S COMMUNITY CENTER ROOM LOCATION 36

AGENDA – Updated Feb 2, 2015

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 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.*

6:00 PM Open public meeting for the purpose of entering Executive Session

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

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

7:00 PM RECESS FOR THE BOARD OF SELECTMAN/FINANCE COMMITTEE MEETING (see attached agenda)

8:00 PM PUBLIC COMMENTS *(estimated opening of SC regular session and/or at the conclusion of the BOS/FINCOMM budget agenda item)

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 2015 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Priority Based Budgeting- Review of presentation- (Chris Hyldburg, Chair)
- 2) 20 min Bourne Town Budget Presentation- Tom Guerino, Bourne Town Manager
- 3) 15 min Distribute Draft of 2015-16 School Calendar for Review (Superintendent Lamarche)
- 4) 10 min Action on BMS and BHS Programs of Studies (BHS, BMS Principals & Curriculum Sub)

SCHOOL COMMITTEE BUSINESS

- 5) 2 min Accept SC minutes- Jan 7, Jan 31, 2015
- 6) 5 min MSBA Update- James F. Peeble's School & Bourne School Building Committee
- 7) 10 min Debrief Saturday 01.31.2015 School Committee workshop
- 8) 10 min BSD Contract Negotiations update- Chris Hyldburg, Chair
- 9) 5 min Review and propose Future Agenda Items
- 10) 5 min Confirm next meeting date, time & location: 6:30pm, March 4, 2015. Bourne Veteran's Community Center

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

- Discuss NEASC- March
- Visit Innovation Studio, BHS- March
- Review of MA Center of School and District Accountability report on BSD, Oct 2014-March
- Mid-year Review of District Objectives –March
- Action on revising school choice numbers– April
- Action on FY16 Budget – April
- Update on BHS Internship Program – April

BOURNE SCHOOL COMMITTEE MEETING

DATE: THURSDAY FEBRUARY 26, 2015
TIME: 5:00 P.M. – 7:00 P.M.
PLACE: BOURNE HIGH SCHOOL INNOVATION STUDIO

AGENDA

- ✓ *The School Committee may vote on all items listed on this agenda*
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SCHOOL COMMITTEE BUSINESS

- 1) Discuss the BHS Innovation Studio and other BSD student learning initiatives

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 4, 2015
TIME: 5:30PM EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BETH BOURNE AUDITORIUM – BOURNE HIGH SCHOOL

AGENDA – Updated Feb 27, 2015

- ✓ *The School Committee may vote on all items listed on this agenda*
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5:30 Open public meeting for the purpose of entering Executive Session

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

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

6:30 PM PUBLIC COMMENTS

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

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

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements (Subcommittees)
- 2) 10 min Student learning extension- Peebles Elementary School
- 3) 5 min Student report- Audrey Kelleher & Dawson Prophet
- 4) 5 min Action on an Overnight All State Music Festival, Boston (BHS Principal)
- 5) 20 min Action on Program of Studies High School/Middle School (BHS/BMS Principals/ Curriculum Sub)
- 6) 60 min **7:30PM FY2016 School Budget Hearing (Superintendent & SchComm)**
- 7) 30 min Deliberate 2015-16 School Calendar proposals (SchComm)

SCHOOL COMMITTEE BUSINESS

- 8) 2 min Accept SC minutes- Feb 4, 2015
- 9) 20 min Massachusetts Association of School Committees Policy Review Program (Policy Sub)
- 10) 5 min Introduce the K-5 Major Mathematics Resource Review (Assistant Superintendent)
- 11) 5 min Bourne School Building Committee- Update (Director of Business Services/Chair)
- 12) 5 min Review and propose Future Agenda Items
- 13) 5 min Confirm next meeting date, time & location: 8:30 am, January 30th, 2014. BMS media center

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

- Discuss NEASC - May
- Review of MA Center of School and District Accountability report on BSD, Oct 2014 – May
- Mid-year Review of District Objectives - April
- Action on School Choice – April
- Action on FY16 Budget – April
- Update on BHS Internship Program – April

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 1, 2015
TIME: 5:00 PM EXECUTIVE SESSION MEETING
6:30 PM REGULAR MEETING
PLACE: BOURNE VETERAN'S COMMUNITY CENTER

AGENDA – Updated 3.30.2015

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.

5:00 Open public meeting for the purpose of entering Executive Session

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

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

6:30 PM PUBLIC COMMENTS

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

PUBLIC PARTICIPATION

- 1) 10 min Announcements: Superintendent, Subcommittees
- 2) 5 min Student report- Audrey Kelleher & Dawson Prophet
- 3) 10 min Update on BHS School to Career (BCIL Shona Vitelli)
- 4) 20 min Action on 2015-16 School Calendar (School Committee) **VOTE**
- 5) 20 min Action on FY2016 School Budget (School Committee) **VOTE**

SCHOOL COMMITTEE BUSINESS

- 6) 2 min Accept SC minutes- March 4, 2015
- 7) 5 min Bourne School Building Committee- Update
- 8) 10 min Action on School Choice (School Committee) **VOTE**
- 9) 5 min Review Quarterly Financial Report and Line Item Transfers (Dir. O Business Services) **VOTE**
- 10) 10 min Distribution of Policy JV - Preventative Distribution of Potassium Iodine, JLCA – Physical Examinations, and JLCB – Vaccination of Students (Policy Sub)
- 11) 10 min Action to retire Policy JLCB-R – Inoculations Exclusions Procedures, JLCCA – AIDS, JLCCA-E-1 – AIDS School Attendance, JW – Pediculosis, and JIE – Pregnant Students (Policy Sub) **VOTE**
- 12) 5 min Update on MASC Policy Review Program (Superintendent)
- 13) 5 min Review and propose Future Agenda Items
- 14) 5 min Confirm next meeting date, time & location: 6:30 PM, May 6, 2015, Bourne Veteran's Com Center.

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

- Review of MA Center of School and District Accountability report on BSD, Oct 2014- May
- Discuss Superintendent Evaluation process/DIP Mid-Year Review – May

BOURNE SCHOOL COMMITTEE MEETING

DATE: THURSDAY, APRIL 2, 2015
TIME: 7:00 P.M. Joint Meeting with the Board of Selectmen and Finance Committee
PLACE: BOURNE MIDDLE SCHOOL LIBRARY & MEDIA 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. *FY16 Sources and Uses*
2. *FY15 Free Cash Analysis*
3. *Long Term Projection Scenarios*
 - *Budget Reductions \$200,000 – \$450,000*
 - *Override – with reductions/without reductions*
 - *No Override – reductions required*
4. *Finance Project Working Group Recommendation*
5. *FY16 Budget Strategy*

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, APRIL 7, 2015
TIME: 8:00 P.M.
PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

AGENDA – revised 04/03/2015

- ✓ *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 PM REGULAR MEETING FOR THE PURPOSE OF AGENDA ITEM #1 AND THEN ENTERING EXECUTIVE SESSION

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

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

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 10 min Key Club Overnight Field Trip

2015 APR 3 PM 1 00
TOWN CLERK'S OFFICE
BOURNE, MASS

Next meeting - 6:30 p.m., May 6th, 2015. Bourne Veteran's Memorial Community Center

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, APRIL 7, 2015
TIME: 8:00 P.M.
PLACE: BOURNE VETERAN'S COMMUNITY CENTER- MEDIA ROOM

AGENDA

- ✓ *The School Committee may vote on all items listed on this agenda*
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PUBLIC COMMENTS

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

PUBLIC PARTICIPATION

- 1) 10 min Key Club Overnight Field Trip

2015 APR 3 AM 11 38
TOWN CLERK'S OFFICE
BOURNE, MASS

Next meeting - 6:30 p.m., May 6th, 2015. Bourne Veteran's Memorial Community Center

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, MAY 4, 2015
TIME: 7:00PM
PLACE: BOURNE HIGH SCHOOL AUDITORIUM

AGENDA

SCHOOL COMMITTEE BUSINESS

- 1) Town Meeting

"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."

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MAY 6, 2015
TIME: 5:30 PM EXECUTIVE SESSION
6:30 PM REGULAR MEETING
PLACE: BOURNE VETERANS MEMORIAL CENTER

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.*

5:30 Open public 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

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

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements: Superintendent, Assistant Superintendent, Director of Business Services, Subcommittees
- 2) 10 min Response to BEA Request of School Committee (Chair)
- 3) 5 min Student report- Audrey Kelleher & Dawson Prophet
- 4) 15 min Chartwells Presentation – Regional District Manager Chris Callahan
- 5) 10 min Update Financial Planning Working Group and Town Meeting update- (Chair)
- 6) 15 min Action Over Night/Out of State Fieldtrip – Europe[France] (BHS)

SCHOOL COMMITTEE BUSINESS

- 7) 2 min Accept SC minutes- April 1, 2015 & April 7, 2015
- 8) 5 min Update Bourne School Building Committee (Director of Business Services)
- 9) 10 min Update Quarterly Budget Review (Director of Business Services)
- 10) 10 min Action 3-Year Cape Cod Collaborative Lease extension for Otis Memorial (Fac. SubComm)
- 11) 10 min Action Bus Transportation Contract (Director of Business Services)
- 12) 5 min Report MASC “Day on the Hill” (School Committee)
- 13) 5 min Update Public School Military Mitigation Fund (Chair)
- 14) 10 min Discuss Superintendent Self-Evaluation (Superintendent)
- 15) 10 min Present Superintendent Evaluation process (Chair)
- 16) 5 min Review and propose Future Agenda Items
- 17) 5 min Confirm next meeting date, time & location: 6:30 PM, June 3, 2015, Bourne Veteran’s Com Center.

TOWN CLERK'S OFFICE
BOURNE, MASS
2015 MAY 6
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Proposed Future Agenda Items and Dates (subject to change by SchComm)

- | | |
|--|---|
| <input type="checkbox"/> District Improvement Plan <i>DRAFT</i> – July | <input type="checkbox"/> Reorganize Committee Positions – June |
| <input type="checkbox"/> Bourne Public School Strategic Plan <i>DRAFT</i> – July | <input type="checkbox"/> Superintendent’s Evaluation - June |
| <input type="checkbox"/> Update on response to the Center for District and School Accountability Report – July | <input type="checkbox"/> Update on Nye Enrichment Programs - June |
| <input type="checkbox"/> Line Item Transfers – June | <input type="checkbox"/> Update on Curriculum Implementation – July |
| | <input type="checkbox"/> Action on Student Handbooks – August |

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 3, 2015
TIME: 5:30 PM EXECUTIVE SESSION
6:30 PM REGULAR MEETING
PLACE: BOURNE VETERANS MEMORIAL CENTER

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.

5:30 Open public 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 2015 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- | | |
|-----------|---|
| 1) 10 min | Announcements: Superintendent, Assistant Superintendent, Director of Business Services, Subcommittees |
| 2) 5 min | Student report- Audrey Kelleher & Dawson Prophett |
| 3) 15 min | Chartwells Presentation – Regional District Manager Chris Callahan |
| 4) 5 min | Action Admission of Exchange Student- (BHS Principal) |
| 5) 10 min | Update Bourne Financial Working Group (SC Representatives) |

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TOWN CLERK'S OFFICE
BOURNE MASS

SCHOOL COMMITTEE BUSINESS

- | | |
|------------|--|
| 6) 2 min | Accept SC minutes- April 7, 2015 & May 6, 2015 |
| 7) 10 min | Reorganization of School Committee (Chair) |
| 8) 5 min | Update Bourne School Building Committee (Director of Business Services) |
| 9) 5 min | Action Line Item Transfers (Director of Business Services) |
| 10) 10 min | Action Chartwells Contract (Director of Business Services) |
| 11) 5 min | Update Center for District and School Accountability Report actions (Superintendent) |
| 12) 5 min | Update Public School Military Mitigation Fund (Chair) |
| 13) 10 min | Action/Distribution Policies JV, JLCA, JLCB and Job Description PreK-4 Director of Curriculum |
| 14) 10 min | Discuss Superintendent Evaluation process (Chair) |
| 15) 5 min | Review and propose Future Agenda Items and Summer SC meeting schedule |
| 16) 5 min | Confirm next meeting date, time & location: 6:30 PM, June 24, 2015, Bourne Veteran's Com Center. |

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

- | | |
|--|--|
| <input type="checkbox"/> District Improvement Plan <i>DRAFT</i> – July | <input type="checkbox"/> Superintendent's Evaluation – June 24 |
| <input type="checkbox"/> Bourne Public School Strategic Plan <i>DRAFT</i> – July | <input type="checkbox"/> Update on Nye Enrichment Programs - September |
| <input type="checkbox"/> Annual SWAC Update – September | <input type="checkbox"/> Update on Curriculum Implementation – July |
| <input type="checkbox"/> Action RIF – June 24 | <input type="checkbox"/> Action on Student Handbooks – August |

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, JUNE 9, 2015
TIME: 7:00 PM MEETING
PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

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

1. Review Annual Town Meeting
2. Discuss and establish dates for Override Ballot and Town Special Town Meeting
3. Discuss and adopt Override Schedule
4. Discuss preliminary override amount and amount of
FY16 (17) Budget Reductions if override question does not prevail.

2015 JUN 5 PM 2 03
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, June 24, 2015 (July Meeting)
TIME: 5:30 PM EXECUTIVE SESSION
6:30 PM REGULAR MEETING
PLACE: BOURNE VETERAN'S MEMORIAL CENTER

2015 JUN 22 AM 11:33
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

CALL TO ORDER

- ✓ *The School Committee may vote on all items listed on this agenda*
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- 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 2015 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements: Superintendent, Subcommittees
- 2) 5 min *Action-* Out of State Filed Trip request- Roger Williams Zoo (Susan Sleasman)
- 3) 5 min *Action-* Admission of Exchange Student- (BHS Principal)
- 4) 10 min Bourne Finance Project Working Group- Update (Matt Stuck, Chris Hyldburg)

SCHOOL COMMITTEE BUSINESS

- 5) 2 min Accept SC minutes- June 3, 2015
- 6) 5 min Bourne School Building Committee- Update
- 7) 5 min Public School Military Mitigation Fund- Update
- 8) 20 min *Action-* Superintendent Evaluation
- 9) 10 min *Action-* Line Item Transfers, 2015 (Ed Donoghue)
- 10) 10 min *Action-* Reduction In Force SY2015-2016 (Steven Lamarche)
- 11) 5 min Review and propose Future Agenda Items
- 12) 5 min Confirm next meeting date, time & location: 8:30 AM, July 15, 2015, Mass Maritime Academy

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

- ☐ Update on Curriculum Implementation - August
- ☐ Action on Student Handbooks - August
- ☐ Annual SWAC update- Sept
- ☐ Nye Enrichment Programs- Sept
- ☐ Bourne PS Strategic Plan- July
- ☐ Action on Student Handbooks- August
- ☐ Strategic Plan/District Improvement Plan- July

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, JULY 13, 2015
TIME: 6:30PM EXECUTIVE SESSION MEETING
7:15 PM MEETING
PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

2015 JUL 9 AM 9 04

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

TOWN CLERK'S OFFICE
BOURNE, MASS

Call Joint Meeting of Finance Committee, Board of Selectmen and School Committee to Order.

1. Override and Proposed Reductions – preliminary discussion
2. Financial Policy Discussion
3. Next Steps
 - a. Updated proposed Override Schedule Calendar
 - b. Public Outreach Discussion
4. Adjourn Board of Selectmen and School Committee – Recess Finance Committee

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, JULY 13, 2015
TIME: 7:15 PM MEETING
PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

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

Call Joint Meeting of Finance Committee, Board of Selectmen and School Committee to Order.

1. Override and Proposed Reductions – preliminary discussion
2. Financial Policy Discussion
3. Next Steps
 - a. Updated proposed Override Schedule Calendar
 - b. Public Outreach Discussion
4. Adjourn Board of Selectmen and School Committee – Recess Finance Committee

2015 JUL 8 PM 4 16
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, July 15, 2015
TIME: 9:15 AM Summer Workshop
PLACE: Mass Maritime Academy

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.

9:15 AM 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) 60 min District Financial Condition /2015 Town of Bourne Fall Override, (Hyldburg, Stuck, Lamarche).
- 2) 20 min Super Intendant Evaluation- reading/review SC evaluations, (Hyldburg).
- 3) 30 min *Action-* School Committee Vision, Mission and Goals review.
- 4) 20 min *Action-* Sub Committee review, reorganize positions, review meeting schedules.
- 5) 30 min *Action-* District Improvement Plans, Strategic Plan, (Lamarche)
- 6) 20 min Joint Labor committee discussion (Hyldburg, Lamarche)
- 7) 10 min School Year Calendar
- 8) 15 min Mass Policy Review- update, (Lamarche).
- 9) 15 min *Action-* Digital dissemination of SC material, SC member digital equipment.
- 10) 5 min Confirm next meeting date, time & location: 6:30 PM, August 5, 2015, Bourne Veteran's Memorial Center
- 11) 1 min Adjourn

2015 JUL 13 AM 9 45
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, AUGUST 11, 2015
TIME: 7:00 P.M. Joint Meeting with the Board of Selectmen and Finance Committee
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

Joint Meeting – Community Building – Televised Live

- 1) FinCom / BOS joint Meeting to review two new Sources and Uses
 - a. Sources and Uses with Override
 - b. Sources and Uses with reductions based on input from July 28th meeting and year end
- 2) Review and discuss Community Input and alternatives
- 3) Continued Discussion Financial Policies

2015 AUG 6 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, AUGUST 18, 2015
TIME: 7:00 P.M. Joint Meeting with the Board of Selectmen and Finance Committee
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

Joint Meeting – Community Building – Televised Live

- 1) Representative from OCPF
- 2) FinCom / BOS joint Meeting to review two new Sources and Uses
 - a. Sources and Uses with Override
 - b. Sources and Uses with reductions based on input from July 28th meeting and year end
- 3) Review and discuss Community Input and alternatives
- 4) Continued Discussion Financial Policies

2015 AUG 13 PM 2 42
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 19, 2015
TIME: 5:30 PM EXECUTIVE SESSION 6:30 PM REGULAR MEETING
PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

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.

5:30 Open public meeting for the purpose of entering Executive Session

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

- ✓ Do so on a roll call vote
- ✓ State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations. 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 2015 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements (Superintendent & Subcommittees)
- 2) 10 min Review of SY15-16 School Committee Goals (School Committee)
- 3) 5 min Review of SY15-16 Bourne Public Schools Objectives (School Committee)
- 4) 5 min Distribute Draft of the Bourne Public Schools Strategic Plan and District Improvement Plan (Superintendent)
- 5) 5 min Action on Out-of-State/Overnight Field Trip Request-Washington DC (BMS Principal)
- 6) 15 min Discussion on FY16 Budget; failed override fiscal impacts (School Committee & Superintendent)
- 7) 5 min Present (list) New Staff for School Year 2015-2016 (Superintendent)
- 8) 15 min Action Student Handbooks- (Principals)
- 9) 5 min Update on School Building Committee (Director of Business Services)

SCHOOL COMMITTEE BUSINESS

- 10) 2 min Accept 06/24/15 & 7/15/15 Minutes (School Committee) Consensus
- 11) 15 min Action on Superintendent Evaluation (School Committee)
- 12) 10 min Action on Subcommittee Assignments (School Committee)
- 13) 10 min MASC Policy Review Process Update (Superintendent)
- 14) 10 min Update on New Teacher Induction/Mentoring Program (Assistant Superintendent)
- 15) 5 min Review & Propose Future Agenda Items (School Committee & Superintendent)
- 16) Confirm Next Meeting Date & Time: 6:30 PM, Wednesday, September 4th BVM Community Center

2015 AUG 17 PM 1 04
TOWN CLERK'S OFFICE
BOURNE, MASS

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

- Annual SWAC update- Sept
- Nye Enrichment Programs- Sept
- MASC Policy SC Distribution/Feedback/Action -Ongoing
- Action on FY15 Budget Closeout – October
- Failed Override Reductions to Services/Programs – Ongoing
- Update on NEASC Visit – October
- Action on School Improvement Plans – November
- BPS Accomplishments – 5 year reflection - September

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 26, 2015
TIME: 6:30 PM
PLACE: BOURNE MIDDLE SCHOOL

AGENDA

2015 AUG 25 AM 8 35

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.

TOWN CLERK'S OFFICE
BOURNE, MASS

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 2015 BPS VISION, MISSION & OBJECTIVES:

PUBLIC PARTICIPATION

- 1) 60 min October Special Town Meeting (STM) and BPS District Financials

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, SEPTEMBER 2, 2015
TIME: 5:30 PM EXECUTIVE SESSION 6:30 PM REGULAR MEETING
PLACE: BOURNE VETERANS COMMUNITY CENTER

Amended

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.

5:30 Open public meeting for the purpose of entering Executive Session

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

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

6:30 PM PUBLIC COMMENTS

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

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

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements (Superintendent & Subcommittees)
- 2) 10 min Student Report (Audrey Kelleher and Dawson Prophet)
- 3) 15 min Update on FY 16 Budget; failed override fiscal impact (School Committee)
- 4) 20 min Nye Enrichment Programs (Nye Coordinator)
- 5) 10 min Update Massachusetts School Building Authority [MSBA] (Director of Business Services)
- 6) 15 min Bourne Public Schools Accomplishments- 5 year review (Superintendent)
- 7) 10 min Update Implementation of Mathematics Curriculum Resource K-5 (Assistant Superintendent)

SCHOOL COMMITTEE BUSINESS

- 8) 2 min Accept August 19, 2015 Minutes (School Committee) **Consensus**
- 9) 15 min Ratification of the Bourne Educators' Association 2015-2018 Collective Bargaining Agreement
- 10) 10 min Update 2015-2016 School Year Calendar
- 11) 5 min Review & Propose Future Agenda Items (School Committee & Superintendent)
- 12) 5 min Confirm Next Meeting Date & Time: 6:30PM, Wednesday, October 7, 2015 BVCC

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

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

- Annual SWAC update- Oct
- Action on FY15 Budget Closeout – October
- Update on next NEASC Visit – October
- Failed Override Reductions to Services/Programs - ongoing
- Action on School Improvement Plans – November
- Student Internship program- Update
- MASC Policy Distribution/Feedback/Action – ongoing
- Superintendent Evaluation - October

2015
AUG 31 PM 2 48
TOWN CLERK'S OFFICE
BOURNE, MASS

2015 AUG BOURNE SCHOOL COMMITTEE MEETING

TOWN CLERK'S OFFICE
DATE: WEDNESDAY, SEPTEMBER 2, 2015

TIME: BOURNE, 5:30 PM EXECUTIVE SESSION 6:30 PM REGULAR MEETING 31 PM 1 12

PLACE: BOURNE VETERANS COMMUNITY CENTER

TOWN CLERK'S OFFICE
BOURNE, MASS

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.

5:30 Open public meeting for the purpose of entering Executive Session

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

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

6:30 PM PUBLIC COMMENTS

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

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

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 min Announcements (Superintendent & Subcommittees)
- 2) 10 min Student Report (Audrey Kelleher and Dawson Prophett)
- 3) 15 min Update on FY 16 Budget; failed override fiscal impact (School Committee)
- 4) 20 min Nye Enrichment Programs (Nye Coordinator)
- 5) 10 min Update Massachusetts School Building Authority [MSBA] (Director of Business Services)
- 6) 15 min Bourne Public Schools Accomplishments- 5 year review (Superintendent)
- 7) 10 min Update Implementation of Mathematics Curriculum Resource K-5 (Assistant Superintendent)

SCHOOL COMMITTEE BUSINESS

- 8) 2 min Accept August 19, 2015 Minutes (School Committee) Consensus
- 9) 15 min Ratification of the Bourne Educators' Association 2015-2018 Collective Bargaining Agreement
- 10) 5 min Review & Propose Future Agenda Items (School Committee & Superintendent)
- 11) 5 min Confirm Next Meeting Date & Time: 6:30PM, Wednesday, October 7, 2015 BVCC

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

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

- Annual SWAC update- Oct
- Action on FY15 Budget Closeout – October
- Update on next NEASC Visit – October
- Failed Override Reductions to Services/Programs - ongoing
- Action on School Improvement Plans – November
- Student Internship program- Update
- MASC Policy Distribution/Feedback/Action – ongoing
- Superintendent Evaluation - October

TOWN CLERK'S OFFICE
BOURNE, MASS

2015 AUG 31 PM 1 12

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY OCTOBER 14, 2015
TIME: 6:30PM REGULAR MEETING, EXECUTIVE SESSION TO FOLLOW
PLACE: VETERANS MEMORIAL 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.

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

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

- Do so on a roll call vote
- State the purpose of the Executive Session: To conduct strategy sessions in preparation for negotiations with non-union personnel (superintendent) and to conduct collective bargaining sessions or contract negotiations with BEA (ESPs/AA) 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 2015-2016 BPS VISION, MISSION & OBJECTIVES

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student report (Dawson Prophet)
- 3) 15 mins Bourne Community Internship update (Heather Baldic)
- 4) 10 mins School Wellness Advisory Council (Kristyn Alexander)
- 5) 5 mins Fall Athletic Participation figures (Scott Ashworth)
- 6) 25 mins Town of Bourne Financial update & FY 16 Budget reductions (Members, Administration)
- 7) 15 mins Update Massachusetts School Building Authority [MSBA] (Ed Donoghue)

SCHOOL COMMITTEE BUSINESS

- 8) 2 mins Consensus: Sept 2, 2015 School Committee Minutes
- 9) 10 mins FY15 EOY Line Item Transfer (Ed Donoghue)
- 10) 15 mins Review: Superintendent Goals & Annual Plan (Steven Lamarche)
- 11) 10 mins Superintendent Contract
- 12) 10 mins Formation of "Time on Teaching" ad hoc subcommittee
- 13) 10 mins Future Agenda Items
- 14) 5 mins Confirm next meeting Date, Time & Location

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

- ☐ Review FY15 Budget SWOT Analysis - December
- ☐ Meet with new School Council Representatives - December
- ☐ Update on next NEASC Visit - November
- ☐ Review FY17 Budget Process - January
- ☐ School Improvement plans - November

2015 OCT 8 PM 12 53
TOWN CLERK'S OFFICE
BOURNE, MASS

Johnson, Barry

From: Coelho, Melissa <MCoelho@bourneps.org>
Sent: Monday, November 9, 2015 3:13 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; Judith Froman; Laura Scena (laurascena@yahoo.com); Lomeland, Hans; Mary Jane Mastrangelo (MJM@MRAINC.ORG); Matt Stuck; Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain; Meier, Marie; petiet@capenews.net; Plante, Lisa; smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy
Subject: School Committee Meeting Agenda 11/17/2015
Attachments: SC.11.17.2015.Meeting.pdf
Importance: High

Good afternoon,
Please be advised that the School Committee Meeting scheduled for 11/10/2015 has been postponed and will now be held on 11/17/2015.

Thank you,
Mel ☺

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

2015 NOV 9 PM 3 25
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: Tuesday November 10, 2015
TIME: 5:30 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 (Superintendent) and to conduct collective bargaining sessions or contract negotiations with BEA (Administrative Assistants, and Educational Support 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 2015-2016 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins Student representative report- Audrey Kelleher/Dawson Prophet
- 3) 10 mins Update on NEASC visit
- 4) 20 mins Fiscal Year (FY) 2016 Budget Reductions
- 5) 10 mins SC FY 2016 Budget Reductions Impact presentation to BSD students
- 6) 25 mins 2015-2016 School Improvement Plans
- 7) 10 mins Superintendent's Academic Excellence Award 2015/2016
- 8) 10 mins Update on MSBA, Oct 26 BES Visionary workshop
- 9) 10 mins First Student transportation reliability update
- 10) 10 mins Strategic Planning Document and District Improvement Plan

2015 NOV 6 PM 3 28
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 11) 2 mins Accept SC minutes Oct 14, 2015
- 12) 5 mins FY15 EOY Line Item Transfers
- 13) 10 mins School Committee Self Evaluation introduction
- 14) 10 mins Superintendent's Contract
- 15) 5 mins Review and propose future agenda items
- 16) 5 mins Confirm next meeting date and location December 3, 2015

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

- ☐ Review FY15 Budget SWOT Analysis - December
- ☐ Review FY17 Budget Process - January
- ☐ Eureka Math parental rollout presentation- December
- ☐ Innovation Studio update - December
- ☐ Policy Sub Update - December
- ☐ NEASC Self-study- December

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, NOVEMBER 16, 2015
TIME: 6:30 PM MEETING
PLACE: BOURNE VETERANS' COMMUNITY CENTER

AGENDA

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

1. *FY16 Budget Reductions*
2. *FY17 Budget Planning*
3. *Future of the Town Administrators financial planning working group*
4. *The Town of Bourne Department organization & communication*

2015 NOV 12 PM 1 26
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: Tuesday November 17, 2015
TIME: 5:30 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 (Superintendent) and to conduct collective bargaining sessions or contract negotiations with BEA (Administrative Assistants, and Educational Support 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 2015-2016 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins Student representative report- Audrey Kelleher/Dawson Prohett
- 3) 10 mins Update on NEASC visit
- 4) 20 mins Fiscal Year (FY) 2016 Budget Reductions
- 5) 10 mins SC FY 2016 Budget Reductions Impact presentation to BSD students
- 6) 25 mins 2015-2016 School Improvement Plans
- 7) 10 mins Superintendent's Academic Excellence Award 2015/2016
- 8) 10 mins Update on MSBA, Oct 26 BES Visionary workshop
- 9) 10 mins First Student transportation reliability update
- 10) 10 mins Strategic Planning Document and District Improvement Plan

2015 NOV 9 PM 3 25
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 11) 2 mins Accept SC minutes Oct 14, 2015
- 12) 5 mins FY15 EOY Line Item Transfers
- 13) 10 mins School Committee Self Evaluation introduction
- 14) 10 mins Superintendent's Contract
- 15) 5 mins Review and propose future agenda items
- 16) 5 mins Confirm next meeting date and location December 3, 2015

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

- ☐ Review FY15 Budget SWOT Analysis – December
- ☐ Review FY17 Budget Process – January
- ☐ Eureka Math parental rollout presentation- December
- ☐ Innovation Studio update – December
- ☐ Policy Sub Update - December
- ☐ NEASC Self-study- December

BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday, December 2, 2015
TIME: 5:30 EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER
MULVEY MEETING 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 [Superintendent] and to conduct collective bargaining sessions or contract negotiations with BEA personnel. To discuss strategy with respect to collective bargaining [BEA ESPs & BEA Admin Assistants] or litigation [Level II Grievance] 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 2015-2016 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins Student report- Dawson Prophett
- 3) 10 mins Update on NEASC – School committee request
- 4) 10 mins **Action-** FY 2016 Budget Reductions
- 5) 20 mins Eureka Math- Parental rollout presentation
- 6) 10 mins School Committee Self Evaluation- distribution
- 7) 15 mins Innovation Studio- update
- 8) 20 mins **Action-**Superintendent Contract
- 9) 10 min MSBA/School Building Committee update

2015 NOV 23 PM 4 27
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 10) 2 mins Accept SC minutes Nov 17, 2015
- 11) 5 mins Town Policy: Electronic Communications- Review and comment
- 12) 5 mins Ratification of AFSCME Contract
- 13) 5 mins Review and propose future agenda items
- 14) 5 mins Confirm next meeting date and location December 3, 2014

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

- ☐ Review FY17 Budget Process- January
- ☐ Update FY16 Budget- January
- ☐ PARCC 2016 – January
- ☐ MCAS 2.0 - February
- ☐ Meet School Council Members – January
- ☐ Mid-year SC retreat – January
- ☐ School Committee FY17 Budget Priorities - January
- ☐ Policy Sub/MASC Recommendation Policy Changes – January
- ☐ Facilities Sub Capital Outlay Requests - February

BOURNE SCHOOL COMMITTEE MEETING

DATE: Wednesday, December 2, 2015
TIME: 5:30 EXECUTIVE SESSION 6:30PM REGULAR MEETING
PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER
MULVEY MEETING 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 [Superintendent] and to conduct collective bargaining sessions or contract negotiations with BEA personnel. To discuss strategy with respect to collective bargaining [BEA ESPs & BEA Admin Assistants] or litigation [Level II Grievance] 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 2015-2016 BPS VISION, MISSION & OBJECTIVES:

Public recording statement

PUBLIC PARTICIPATION

- 1) 10 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins Student report- Dawson Prophett
- 3) 15 mins Innovation Studio- update
- 4) 5 mins School Year 2017 Out of State/Overnight Field Trip Requests (Newport-Rome/London)
- 5) 10 mins Update on NEASC – School committee request
- 6) 10 mins **Action-** FY 2016 Budget Reductions
- 7) 20 mins Eureka Math- Parental rollout presentation
- 8) 10 mins School Committee Self Evaluation- distribution
- 9) 20 mins **Action-**Superintendent Contract
- 10) 10 min MSBA/School Building Committee,update

2015 NOV 24 PM 4 21
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 11) 2 mins Accept SC minutes Nov 17, 2015
- 12) 5 mins Town Policy: Electronic Communications- Review and comment
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- 14) 5 mins Review and propose future agenda items
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- ☐ Update FY16 Budget- January
- ☐ PARCC 2016 - January
- ☐ MCAS 2.0 - February
- ☐ Meet School Council Members - January
- ☐ Mid-year SC retreat - January
- ☐ School Committee FY17 Budget Priorities - January
- ☐ Policy Sub/MASC Recommendation Policy Changes - January
- ☐ Facilities Sub Capital Outlay Requests - February

Meier, Marie

From: Coelho, Melissa <MCoelho@bourneps.org>
Sent: Tuesday, December 1, 2015 4:20 PM
To: Administrators; Anne Marie Siroonian (asgs2991@comcast.net); Johnson, Barry; BEA Executive Board; BPS Staff; c.prophett@comcast.net; Christopher Hyldburg (chrish@alpha-1.com); Heather DiPaolo; jmcgrail; Judith Froman; Laura Scena (laurascena@yahoo.com); Lomeland, Hans; Mary Jane Mastrangelo (MJM@MRAINC.ORG); Matt Stuck; Michael Rausch (rausch@capenews.net); Mike Stevens (linshadoe@aol.com); Mitch McClain; Meier, Marie; petiet@capenews.net; Plante, Lisa; smkelleher@comcast.net; Guerino, Thomas; Chapman, Wendy
Subject: RE: TOL Agenda 12.03.2015

Good afternoon,
Please be advised that this meeting has been postponed to January.

Thank you,
Mel ☺

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

2015 DEC 2 AM 8 40
TOWN CLERK'S OFFICE
BOURNE, MASS

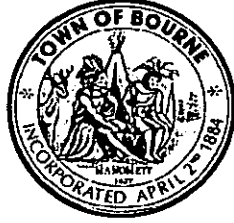
From: Coelho, Melissa
Sent: Tuesday, December 01, 2015 1:11 PM
To: Administrators <admin@bourneps.org>; Anne Marie Siroonian (asgs2991@comcast.net) <asgs2991@comcast.net>; Barry Johnson (bjohnson@townofbourne.com) <bjohnson@townofbourne.com>; BEA Executive Board <BEAExecutiveBoard@bourneps.org>; BPS Staff <BPSstaff@bourneps.org>; c.prophett@comcast.net; Christopher Hyldburg (chrish@alpha-1.com) <chrish@alpha-1.com>; Heather DiPaolo <capecodbaby@comcast.net>; jmcgrail <jmcgrail@bournetv.com>; Judith Froman <jfroman3@hotmail.com>; Laura Scena (laurascena@yahoo.com) <laurascena@yahoo.com>; Lomeland, Hans <HLomeland@townofbourne.com>; Mary Jane Mastrangelo (MJM@MRAINC.ORG) <MJM@MRAINC.ORG>; Matt Stuck <Matthew.B.Stuck@uscg.mil>; Michael Rausch (rausch@capenews.net) <rausch@capenews.net>; Mike Stevens (linshadoe@aol.com) <linshadoe@aol.com>; Mitch McClain <mitchmclain@comcast.net>; mmeier (mmeier@townofbourne.com) <mmeier@townofbourne.com>; petiet@capenews.net; Plante, Lisa <LPlante@townofbourne.com>; smkelleher@comcast.net; Thomas Guerino (tguerino@townofbourne.com) <tguerino@townofbourne.com>; Wendy Chapman (WChapman@townofbourne.com) <WChapman@townofbourne.com>
Subject: TOL Agenda 12.03.2015

Have a great 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 * www.bourneps.org

Bournedale Elementary School

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



Elizabeth Carpenito
Principal
ecarpenido@bourneps.org

Noreen Baranowski
Administrative Assistant
nbaranowski@bourneps.org
Christine Gegg
Administrative Assistant
cgegg@bourneps.org

Agenda – April 14, 2015 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.

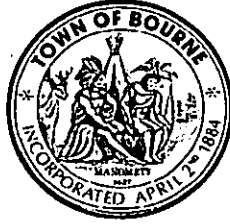
- Discussion on Parent Involvement Plan
- School Improvement Plan Update
- Other
- Next Meeting May 12th at 11:30 am

2015 APR 8 AM 8 24
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Bournedale Elementary School

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508.743.3800
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www.bourneps.org



Elizabeth Carpenito
Principal
ecarpenito@bourneps.org

Noreen Baranowski
Administrative Assistant
nbaranowski@bourneps.org
Christine Gegg
Administrative Assistant
cgegg@bourneps.org

Agenda – May 12, 2015 Bournedale Elementary School Conference Room

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

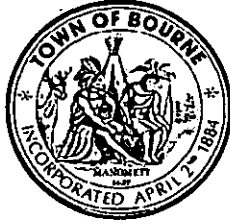
- Feedback for Next Year's School Improvement Plan
- Results of Open Seats for SY 16
- Other
- Next Meeting June 9th at 11:30 am

2015 MAY 6 AM 11 51
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BOURNE, MASS

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508.743.3800
508.743.3801 (fax)
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Elizabeth Carpenito
Principal
ecarpenito@bourneps.org

Noreen Baranowski
Administrative Assistant
nbaranowski@bourneps.org
Christine Gegg
Administrative Assistant
cgegg@bourneps.org

Agenda – June 9, 2015

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
- Other

2015 JUN 3 PM 12 23
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BOURNE, MASS

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Bournedale Elementary School

41 Ernest Valeri Road
Bourne, MA 02532
508.743.3800
508.743.3801 (fax)



Elizabeth Carpenito

Principal

ecarpenito@bourneps.org

Noreen Baranowski

Administrative Assistant

nbaranowski@bourneps.org

Christina Gonn

BOURNEDALE ELEMENTARY SCHOOL COUNCIL MEETING

Bournedale Elementary School Conference Room

November 17, 2015

11:30 AM

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

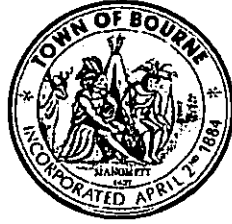
- Finalize SY 16 School Improvement Plan
 1. Invite Members to November 10th SC Meeting
- Student Achievement Update
- Other
- Next Meeting at:

2015 NOV 2 PM 3 37
TOWN CLERK'S OFFICE
BOURNE, MASS

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

James F. Peebles Elementary School

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



Jane Norton
Interim Principal
jnorton@bourneps.org

Lisa Niland
Administrative Assistant
liland@bourneps.org
Michelle Laflamme
Administrative Assistant
miaflamme@bourneps.org

Peebles Elementary School Council Meeting

Tuesday, May 26, 2015
3:30pm – PES Conference Room

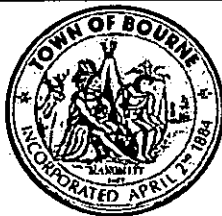
- Introductions
- School Improvement Plan
- Concerns/Feedback
- Representation '2015-2016'
- Other

2015 MAY 19 PM 12 46
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Peebles Elementary School

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



Jane Norton
Principal
jnorton@bourneps.org

Lisa Niland
Administrative Assistant
liland@bourneps.org

Peebles Elementary School
School Council Meeting
October 30th, 2015

Place: Peebles Elementary School, Conference Room

Time: 3:30pm

Meeting Agenda

1. Introductions
2. Set Meeting Norms
3. School Improvement Plan
4. Other
5. Future Agenda Items
6. Next Meeting

Members: Janey Norton
Donna Buckley
Natasha Scarpato
Courtney Costa
Kim Colella

2015 OCT 28 AM 9 25
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Project: Peebles Elementary School Project No.: 15041
Re: Kick-Off Meeting with the MSBA Meeting Date: 10/27/2015
Location: Peebles Elementary School Conference Room
Prepared by: Joel G. Seeley Meeting Time: 10:00 AM
Distribution: Bourne School Building Committee (MSB)
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda

Objective: Meeting to introduce the project team and discuss the project goals, procedures, and schedule.

1. Introductions
2. MSBA Communication Protocol
3. Status of Contracts and Agreements
4. Project Schedule
5. Feasibility Study Submittals (*Module 3*)
 - a. Preliminary Design Program (PDP)
 - b. Preferred Schematic Report (PSR)
6. Facilities Assessment Subcommittee Presentation (FAS)
7. Getting to a Project Scope and Budget Agreement (*Module 4*)
8. Questions, Comments, Concerns

JGS/sat/P:\2015\15041\04-
MEETINGS\4.2
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MSBA\Agenda_27October
2015.Docx

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

Agenda
Time on Learning Adhoc Group
Bourne Public Schools Central Office
Meeting room
Friday, October 30th 2015 12:00pm

Structuring of the Group

Ground rules for the Group

New Business

Review school day schedule of all BPS schools
Report on national average of school day length

Updates

Next Meeting

Set future agenda items
Set date

Adjournment

2015 OCT 28 AM 9 25
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda
Time on Learning Adhoc Group
Bourne Public Schools Central Office
Meeting room
Thursday, December 3, 2015 1:30pm

Goal Setting of the Group

Ground rules for the Group

New Business

Individual Articles

Updates

Next Meeting

Set future agenda items

Set date

Adjournment

2015 DEC 1 PM 2 01
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

BMS School Council

Date | time 2/3/2015 2:30 PM | Meeting called by BMS School Council

Council members

Melissa Ryan, Principal | John Schmidt, Parent | Erika Fitzpatrick, Parent | Mike Colella, Teacher | Sydney McCabe, Parent

Item

1. Review Proposals of new course(s) for 2015-2016 school year
2. Review Program of Studies for Revisions for 2015-2016 School Year
3. Review CDSA Report

Future Agenda Items

2015 JAN 29 AM 10 08
TOWN CLERK'S OFFICE
BOURNE, MASS

BHS SCHOOL COUNCIL

Agenda

Date/Time 2/11/2015 3:30 PM | Meeting Location Student Services Conference Room

Members

Kat Gurnon, Student; Grimm Lacina, Student; Mrs. LaCasse, Parent; Mrs. Rubinstein, Parent; Mr. Dow, Teacher; Mrs. J. Donovan, Teacher; Mrs. Cetner, Principal

Time	Item	Owner
3:30 PM	Establish Future Meeting Dates Through May, 2015	All
3:40 PM	Old business and approval of last meeting's minutes	All
3:45 PM	New Business	Mrs. Cetner
	A. Overview of Program of Studies	
	B. New course proposals for 2015	
	C. Scheduling Timeline of events	
4:20 PM	Open Discussion	
4:30 PM	Adjournment	

Meeting Norms:

Start and end on time

Everyone has a voice

Provide 10 minutes for "open discussion" at each meeting

Distribute copies of agendas at meetings

2015 FEB 4 AM 9 25
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

BMS School Council

Date | time 2/24/2015 2:30 PM | Meeting called by BMS School Council

Location Bourne Middle School Conference Room 100

Council members

Melissa Ryan, Principal | John Schmidt, Parent | Erika Fitzpatrick, Parent | Mike Colella, Teacher | Sydney McCabe, Parent

Item

1. Review Proposals of new course(s) for 2015-2016 school year
2. Review Program of Studies for Revisions for 2015-2016 School Year
3. Review CDSA Report

Future Agenda Items

2015 FEB 23 PM 2 43
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

School Council
Bourne Middle School

77 Waterhouse Road
Bourne, MA 02532

Date | time 9/23/2015 3:30 PM | *Location* Bourne Middle School - Conference Room 100

Item

1. Welcome/Introductions
2. Review School Council Mission & Responsibilities
3. Discuss Goals for the BMS School Council 2015-2016
4. Discuss Future Meeting Schedule

Future Agenda Items

1. Review School Assessment Data
2. School Improvement Plan

2015 SEP 18 PM 3 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne SEPAC agenda—February 2, 2015 6:00-7:30 PM

Bourne Middle School Media Center

1. Introductions
2. Minutes from December 8, 2015
3. Old Business
4. New Business—Light It Up Blue Fun Run on April 11
5. Presentation on Social Skills/zones of regulation by Anne-Marie Folino
6. Public Comment
7. Adjournment

2015 JAN 29 PM 3 02
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda—Bourne SEPAC March 30, 2015

6:00-7:30 PM in Bourne Middle School classroom 101

1. Introductions
2. Minutes from December 3 meeting
3. Revision of by-laws and discussion of elections
4. Update on Spring Fun Run for April 11 and Light It Up Blue event at Bomedale
5. Presentation on Special Needs Trusts by Fred Misilo of Fletcher Tilton Attorneys at Law
6. Public comment
7. Adjournment

2015 MAR 26 AM 10 22
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne SEPAC Meeting Minutes
March 30, 2015
Bourne Middle School

2015 MAY 26 PM 1:59
TOWN CLERK'S OFFICE
BOURNE, MASS.

In Attendance: Christina Stuart, Susan Schmidt, Mary Liz Noguera, Lisa Czyrca, Maureen Pelonzi, Fred Misilo of Fletcher Tilton Attorneys at Law with his office Assistant

Meeting was called to order

Minutes of December 8, 2014 meeting read and approved

- Motion to accept the minutes of December 8, 2014 as read by Christina Stuart
- Seconded by Lisa Czyrca
- Motion approved

Review of By-Laws and Elections

- Looking at by-laws and agenda for next year's meetings
- Elections are held every 2 year
- May 18th meeting will have elections and review of by-laws, this meeting will be posted one month in advance

Bourne Spring Fun Run

- Purpose to allow all kids an opportunity to run and have fun
- Run / Walk 1 mile or do a 5K
- Date: April 11, 2015, registration at 7:30 am, run begins at 8:30 am
 - Bourne Middle School Track
 - All Bourne Public School students may participate
- This will be in conjunction with Children's STEM Day at Peebles Elementary

Light it Up Blue

- April 2, 2015 at Bournedale Elementary
- Raise awareness for Autism Spectrum Disorder
- Sensory tables, healthy snack table, vendor booths and open gym

Presentation on Special Needs Trust

- Presenter Fred Misilo of Fletcher Tilton Attorney at Law
- Workshop which touch upon several topics:
 - Special Needs Planning: Government Benefits Overview, Child Support, Special Needs Trusts
 - Legal Emancipation: Coming of Age, Transition Issues, Guardianship, Decision making after age 18
- In depth discussion regarding why parents or caregivers should have a special needs trusts, protection of governmental benefits and healthcare
- It was agreed by the attendees more time is needed for this topic

Next meeting: May 18, 2014

Meeting Adjourned
mep

Bourne SEPAC agenda for May 18, 2015

Bourne Middle School Media Center

6:00-7:30 PM

1. Introductions
2. Minutes from March 30 meeting
3. Election
4. Dates and topics for 2015-2016
5. Public comment
6. Adjournment

2015 MAY 14 AM 8 30
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne SEPAC Meeting Minutes
May 18, 2015
Bourne Middle School

In Attendance: Christina Stuart, Susan Schmidt, Mary Liz Noguerras, Maureen Pelonzi, Linda Pezzello

Meeting was called to order

Introductions:

- Linda Pezzello joined meeting as a grandparent seeking information

Minutes of March 30, 2015 meeting read and approved

- Motion to accept the minutes of March 30, 2015 with revision; addition of an attendee Melissa Deyo by Susan Schmidt
- Seconded by Christina Stuart
- Motion approved

Elections

- Susan Schmidt co-chair is up for re-election for a two year term
- Election notice was posted and emailed 4/20/15
- Any candidates who wish to run contact SEPAC
- Susan ran unopposed
- Motion to elect Susan Schmidt to the position of Co-Chair was made by Mary Noguerras and seconded by Linda Pezzello

Dates and Topics for 2015-2016

- October 5, 2015 – Presentation regarding Social Skills with Ann Marie Folino
- December 7, 2015 – Presentation by Federation for Children with Special Needs by Leslie Leslie
- February 1, 2016 - State Assessment Presentation regarding PARCC and MCAS, Melissa Ryan
- March 28, 2016 – Presentation of Parent's Rights by Christina Stuart
 - Dates are subject to change due to availability of presenters

Other Topics Discussed

- October 17, 2015 – 3rd Bourne SEPAC Special Needs Resource Fair
 - Possibly add breakout workshop – Presenter Fred Misilo of Fletcher Tilton Attorneys at Law regarding Special Needs Trusts and Guardianship / Legal Emancipation
 - Resource vendors
- Discussion regarding hosting workshops regarding key transitions for children with special needs within the district
 - Pre K – Elementary
 - Middle School
 - High School
- Suggestion boxes for SEPAC to be placed at Open Houses, Event Tables, at IEP Meetings
 - Suggestions for what parents or caregivers are looking for from the SEPAC
 - Ideas for future meetings or workshops
- Ask presenters for Power Point Presentation to put on website for reference for parents/caregivers.

Review of By-Laws

- Discussion of current By-Laws, no changes
- Motion to accept the By-Laws as revised date of 2013 by Susan Schmidt
- Seconded by Linda Pezzello
- Motion approved

Meeting Adjourned

mep

2015 OCT 7 AM 9 44
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne SEPAC Meeting Minutes
May 19, 2015
Bourne Middle School

Attendance: Christina Stuart, Susan Schmidt, Mary Liz Nogueras, Maureen Pelonzi, Linda Pezzella

Meeting was called to order

Introductions:

- Linda Pezzella joined meeting as a grandparent seeking information

Minutes of March 30, 2015 meeting read and approved

- Motion to accept the minutes of March 30, 2015 with revision; addition of an attendee Melissa Deyo by Susan Schmidt
- Seconded by Christina Stuart
- Motion approved

Elections

- Susan Schmidt co-chair is up for re-election for a two year term
- Election notice was posted and emailed 4/20/15
- Any candidates who wish to run contact SEPAC
- Susan ran unopposed
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Dates and Topics for 2015-2016

- October 5, 2015 – Presentation regarding Social Skills with Ann Marie Folino
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 - Dates are subject to change due to availability of presenters

Other Topics Discussed

- October 17, 2015 – 2nd Bourne SEPAC Special Needs Resource Fair
 - Possibly add breakout workshop – Presenter Fred Misilo of Fletcher Tilton Attorneys at Law regarding Special Needs Trusts and Guardianship / Legal Emancipation
 - Resource vendors
- Discussion regarding hosting workshops regarding key transitions for children with special needs within the district
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 - Suggestions for what parents or caregivers are looking for from the SEPAC
 - Ideas for future meetings or workshops
- Ask presenters for Power Point Presentation to put on website for reference for parents/caregivers

Review of By-Laws

- Discussion of current By-Laws, no changes
- Motion to accept the By-Laws as revised date of 2013 by Susan Schmidt
- Seconded by Linda Pezzella
- Motion approved

Meeting Adjourned
mep

2015 JUL 23 PM 2 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Agenda-Bourne SEPAC

Monday, October 5, 2015 6:00-7:30 PM, Bourne Middle School Media Center

1. Introductions
2. Minutes from May meeting
3. Discussion of Resource Fair on October 17
4. Presentation on Social Skills by Ann Marie Folino
5. Public comment
6. Adjournment

2015 OCT 1 PM 3 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne SEPAC meeting agenda

December 7, 2015

Bourne Middle School Media Center

6:00-7:30 pm

2015 NOV 30 AM 8 58

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Introductions
2. Minutes from October 5 meeting
3. Follow up from the Resource Fair
4. Presentation: Leslie Leslie from the Federation for Children with Special Needs to talk about what the FCSN can do to help parents
5. Public comment
6. Adjournment

Bourne SEPAC Meeting Minutes

December 7, 2015

Bourne Middle School

RECEIVED

2016 MAY -4 AM 11:45

TOWN CLERK BOURNE

In Attendance: Susan Schmidt, Mary Liz Nogueras, Lisa Czyrca, Maureen Pelonzi, Leslie Leslie

Meeting was called to order

Introductions of panel

Minutes of meeting read from October 5, 2015 and approved

- Motion to accept the minutes of October 5, 2015 as read by Susan Schmidt
- Seconded by Mary Nogueras
- Motion approved

Short discussion regarding Resource Fair Ideas

- Transition Fair for children transitions to other schools
- Community Fair to promote awareness of Special Education

Presentation by Leslie Leslie from Federation for Children with Special Needs

- Empowering families to be an advocate and be informed
- Importance of Partnerships
- The Federation:
 - Informs
 - Educates
 - Empowers
 - Offers parent trainings
 - Support Center
 - Parent to Parent network

Some sources of support for parents

- Family Ties
- Mass Family Voices

Ways the SEPAC can deliver information to parents/caregivers

- Interactive workshop for new parents in Pre-School or Kindergarten
- Coffee time with principal and parents – question and answer session
- Transition time workshop – elementary to middle to high school
- Principal host a SEPAC meeting and have them invite parents / caregivers
- Work with the PTA
- Post information at local library

Next meeting: February 1, 2016 – Presentation of State Assessment PARCC and MCAS by Melissa Ryan

Meeting Adjourned

mep

S.W.O.P

Special Workshop Opportunities Program

MEETING IS/was
POSTPONED JAN 20
TO FEB 3

The board of directors for S.W.O.P will hold its monthly meeting on Tuesday,
January 20, 2015 beginning @ 7:30 @ Peebles School Cafeteria.

→ FEBRUARY 3, 2015

Agenda:

1. **Read and discuss minutes of meeting held November 25, 2014**
2. **Discuss calendar and events from November**
3. **Registration forms, liability, release forms...take note of; send reminders...be certain up -to date**
4. **Finish discussion about new members**
5. **Review activities planned for February and put activities on the calendar for the month**
6. **New Calendar for remainder of year**
7. **Next Board Meeting will be March 17, 2015**

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

2015 JAN 26 PM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

S.W.O.P

Special Workshop Opportunities Program

2015 JAN 15 AM 10 07

TOWN CLERK'S OFFICE
BOURNE, MASS

**The board of directors for S.W.O.P will hold its monthly meeting on Tuesday,
January 20, 2015 beginning @ 7:30 @ Peebles School Cafeteria.**

Agenda:

1. **Read and discuss minutes of meeting held November 25, 2014**
2. **Discuss calendar and events from November**
3. **Registration forms, liability, release forms...take note of; send reminders...be certain up -to date**
4. **Finish discussion about new members**
5. **Review activities planned for February and put activities on the calendar for the month**
6. **New Calendar for remainder of year**
7. **Next Board Meeting will be March 17, 2015**

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Kathy Stubstad, Director

Judy Shorrocks

Jan Hughgill

Tracy Medeiros, Assistant Director

SWOP Board Meeting Minutes..... January 20, 2015 meeting postponed to February 3,2015

The board of Directors held it's monthly meeting on February 3, 2015 at 7:30 in the cafeteria of Peebles school.

Those in attendance: Patty Duffy, Sue Cronin, Andrew Cormier, & Tracy Medeiros.

Minutes of the meeting held on November 25, 2014 were read and discussed. The minutes were accepted.

Discussed December and January happenings.

In December SWOP made a snowman water jug that we used as the center pieces at our Christmas party. Christmas party was a lot of fun. Discussion was brought up about no more Yankee swap. Instead go back to what SWOP used to do, have the Board of Directors get a small gift for each participant. All board members agreed with this idea.

In January SWOP went to the Mass Maritime to watch a Special Olympics basketball game. Three of SWOP members were in the game. It was a fun night.

Registration forms and all paperwork was discussed about having a "due date back" on them. If they are not turned in by the due date then you may not participate in SWOP.

Sue is going to try to see if she can find the old guide lines for SWOP to see who can participate at SWOP. It was brought up that maybe we should write up new guide lines, just to keep up with the times.

Activities coming up for February will be a Valentine's dance at Onset Computer on February 10, 2015. February 17 is vacation, so SWOP is optional. Andrew brought up that there is another game at Mass Maritime. SO that may be an option.

Next board meeting will be held March 17,2015 @ 7:30 in the Peebles cafeteria.

Meeting adjourned at 8:10

Respectfully submitted,


Tracy Medeiros

February 3, 2015

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BOULNE, MASS

2015 MAR 11 AM 8 37

TOWN CLERK'S OFFICE

BOURNE, MASS

S.W.O.P

2015 MAR 11 PM 8 37

TOWN CLERK'S OFFICE
BOURNE, MASS

Special Workshop Opportunities Program

The board of directors for S.W.O.P will hold its monthly meeting on Tuesday, March 17, 2015 beginning @ 7:30 @ Peebles School Cafeteria.

Agenda:

- 1. Read and discuss minutes of meeting held January 20, 2014**
- 2. Discuss calendar and events from February**
- 3. Registration forms, liability, release forms...take note of; send reminders...be certain up -to date**
- 4. Review activities planned for April and put activities on the calendar for the month**
- 5. Update Calendar for remainder of year**
- 6. Next Board Meeting will be April 14, 2015**

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Kathy Stubstad, Director

Judy Shorrocks

Jan Hughill

Tracy Medeiros, Assistant Director

Swop Board Meeting Minutes for March 17, 2015.

The board of directors held its monthly meeting on March 17, 2015 at 7:30 in the cafeteria of Pebbles school.

Those in attendance: Sue Cronin, Andrew Cormier, Judy Shorrocks, Kathy Stubstad, Tracy Medeiros, Patty Duffy.

Minutes of the meeting held on February 3, 2015 were read and discussed. The minutes were accepted.

February & March happenings...

On February 10, 2015 SWOP had a Valentines party at Onset Computer. Some of the employees at Onset are in a band, so they played music while we danced, sang and played along with them. We also made hot fudge sundaes. A great time was had by all!

On February 17, 2015 SWOP was to go to a special Olympics basketball game at Mass Maritime, but due to a snow storm the game was cancelled. Two members of SWOP participated in the winter games on March 7 & 8.

On March 15, 2015 SWOP members participated in Special Olympics bowling tournament. It was held in Kingston at the Alley Kats lane. SWOP took home 7 gold metals, 2 silver metals, and 1 bronze metal.

Events planned for the remainder of this month include bowling in Buzzards Bay on March 24. And a spring craft project for March 31.

All registration, liability, release forms and physicals are up to date.

In the month of April there will be a schedule change. For the whole month SWOP will meet at Pebbles school to practice for Special Olympics track and field area games which will be held on May 16, 2015 at Barnstable High.

Additional discussion and updates to the calendar for the end of the year were held and will be addressed at the next meeting April 14, 2015.

Next board meeting will be held April 14, 2015 @7:30 in the Pebbles cafeteria.

Meeting adjourned at 8:15

Respectfully submitted,

Tracy Medeiros

March 17, 2015

2015 MAR 19 AM 11 13
TOWN CLERK'S OFFICE
BOURNE, MASS

S.W.O.P

Special Workshop Opportunities Program

The board of directors for S.W.O.P will hold its monthly meeting on Tuesday, May 19, 2015 beginning @ 7:30 @ Peebles School Cafeteria.

Agenda:

- **Read and discuss minutes of meeting held March 17, 2015**
- **Discuss calendar and events from April**
- **Review activities planned for May and put activities on the calendar for the month**
- **Update Calendar for Consoni End of Year event**
- **Next Board Meeting will be September 2015**

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Kathy Stubstad, Director

Judy Shorrock

Jan Hughgill

Tracy Medeiros, Assistant Director

2015 MAY 14 AM 8 50
TOWN CLERK'S OFFICE
BOURNE, MASS

SWOP BOARD MEETING MINUTES for MAY 19, 2015

The Board of Directors for SWOP held its monthly meeting Tuesday, May 19 @ 7:30 PM in The Peebles School Cafeteria.

In attendance: Sue Cronin, Judy Shorrock, Tracy Medeiros, Kathy Stubstad, Andrew Cormier and Jan Hughgill.

The minutes of the meeting held March 17 were read and accepted with the following changes: date changes at the end: April 14, 2015 changed to May 19, 2015.

Practice for Track and Field calendar events were held as scheduled throughout April into May. Results recorded for Area games. The month of May continues with Track and Field in prep for Area Games qualifying. Cards were made to support the Troops ...Troops in the Spotlight 24hour event to be held at Kmart Plaza Sunday of Memorial Day Weekend.

Attended Area Games @ Barnstable High School on Saturday, May 16 bringing home 16 golds, 6 silver, 2 bronze and two 5 th place ribbons. We now have eight athletes going to State Games in Boston on June 5, 6, and 7.

The Torch Run, the Official Opening of State Games, will take place on Thursday, June 4, 2015. Tim Stubstad and Andrew Cormier will be running the torch from the Sagamore Bridge to The Bourne Bridge where it will then be passed to Meagan Cane who will run it in to the finish line at TDBank on Main Street.

Tuesday, May 26 SWOP will be @ Peebles for Track and Field practice/State games, June 9. June 2 will be a PIZZA social @ The Trowbridge. June 9 will be BOWLING night at Ryan Family Amusement beginning @ 5:45. And, our final gathering of the year, POT LUCK, will be held at The Consoni Pavillion, Bourne Scenic Park on June 16TH to mark the end of another year of SWOP.

SWOP WILL resume on Tuesday, September 15, 2015.

Respectfully submitted,

Janet P. Hughgill

May 19, 2015



2015 MAY 32 AM 10 34
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BOURNE, MASS

S.W.O.P. Special Work Opportunities Program

**The board of directors for S.W.O.P. will hold its monthly meeting
on Tuesday, September 15, 2015 beginning @ 7:30 PM
@ Peebles School Cafeteria.**

Agenda:

1. Read minutes of meeting held May 19, 2015...Discuss..accept
2. Discuss new calendar for Start-up 2015 Calendar Year
3. Open discussion on calendar for coming month
4. Registration form and Liability release for 2015/Members
5. Discussion/approval of SWOP Handbook
6. Next Board meeting: October, 20125

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Don Rhodes

Judy Shorrock

Jan Hughgill

Kathy Stubstad, Director

Tracy Medeiros, Assistant Director

2015 SEP 9 AM 11 13
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S.W.O.P. Special Work Opportunities Program

**The board of directors for S.W.O.P. held its monthly meeting on Tuesday,
September 15, 2015
@ Peebles School Cafeteria.**

The meeting was called to order at 7:40

1. The minutes of meeting held May 19, 2015 were discussed and accepted with a spelling change in paragraph 4: throughout
2. The new calendar for Start-up 2015 Calendar Year was presented and discussed. The following changes were made...List volunteers at top of page with participants....Add arrival time for bowling: 5:45....Add Craft projects 9/29, 11/24, 12/08, insert Board meeting 10/13. Calendar was then accepted with these changes.
3. The calendar activities for the month were discussed. Nathaniel Medeiros has volunteered to suggest the craft project for the month. and will notify the director what supplies will be needed for completion. On Saturday, October 3 SWOP participants may volunteer for manning a water station for Cape Cod Cares for The Troops Road Race. An email will be distributed with specific information for those who wish to volunteer.
4. Registration form and Liability release form for 2015/Members will be updated and printed for distribution on 9/22 with the stipulation that they must be completed and returned by October 6th.
5. The SWOP Handbook, a guide for Board Members and newcomers, was discussed and changes were pointed out. The Handbook was accepted as amended. All board members, the director and the assistant director will receive an electronic copy.
Summer activities included: July 4 parade, Bourne Braves game night, Special Olympics Fishing Tournament and Softball Event in Amherst, MA. Andrew Cormier has been accepted as a COACH for Special Olympics Events.

6. Next Board meeting: October 13, 20125

Sue Cronin, Chairman...present
Patty Duffy..present
Andrew Cormier...present
Don Rhodes...present
Judy Shorrock...present
Jan Hughgill...present
Kathy Stubstad, Director...present
Tracy Medeiros, Assistant Director...present

2015 OCT 1 PM 2 10
TOWN CLERK'S OFFICE
BOURNE, MASS

Respectively submitted,
Janet Hughgill, acting secretary

Janet P. Hughgill

S.W.O.P. Special Work Opportunities Program

**The board of directors for S.W.O.P. will hold its monthly meeting
on Tuesday, October 13, 2015 beginning @ 7:30 PM
@ Peebles School Cafeteria.**

Agenda:

1. Read minutes of meeting held September 15, 2015...Discuss..accept
2. Discuss calendar/activities for month of September
3. Open discussion on calendar/activities for coming month
4. Update Registration form and Liability release for 2015/Members
5. New Business
6. Next Board meeting: November 17, 20125

2015 OCT 7 AM 9 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Don Rhodes

Judy Shorrock

Jan Hughgill

Kathy Stubstad, Director

Tracy Medeiros, Assistant Director

SWOP: Special Workshop Opportunities Program

The Board of Directors for SWOP held its monthly meeting on October 13 @ 7:30 PM in the Peebles School Cafeteria. The following members were present: Sue Cronin, Patty Duffy, Andrew Cormier, Jan Hughgill, Don Rhodes, and Tracy Medeiros.

The minutes of the September 15th meeting were read, discussed and clarified: #3 Nathaniel Medeiros would merely SUGGEST a craft project to the director. He would not be gathering the materials necessary for the project that would remain with the duties of the Director. Minutes were then accepted as clarified.

Calendar activities for September/October were reviewed and discussed. Bowling next week followed by Halloween Bash @ Puffin Circle. Jan Hughgill has a craft project set for undertaking before the annual neighborhood Trick-or-Treating around the circle. The adjusted bowling time schedule was reported to be working to our advantage. Provides for more interaction among the group while bowling.

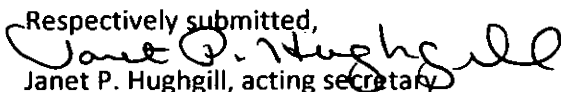
All Registrations and Liability forms with the exception of three are updated and on file. Sue Cronin is to follow-up with this.

Cori Checks for new volunteers are to be secured at the Selectmen's office in Town Hall....picture ID, form filled out....Patty Duffy to follow-up with this. Also, a follow-up is in order with the selectmen to check the status of having Don Rhodes as a member of the board. Don sought placement on the board back in July. Patty will check on this as well.

Whether or not we participate in The Jolly Jaunt, Hyannis on December 6, 2015 will be addressed at the November meeting. It was thought that our Calendar Fundraising activity would be sufficient to supplement our Special Olympics budget at this time.

Christmas activity Yankee SWAP will be replaced with a "gift" from the board for the participants. Please be thinking of what this might be.

Meeting was adjourned at 8:00 PM

Respectively submitted,

Janet P. Hughgill, acting secretary

October 13, 2015

2015 OCT 27 PM 1 31
TOWN CLERK'S OFFICE
BOURNE, MASS

S.W.O.P. Special Work Opportunities Program

2015 NOV 10 PM 2 40
TOWN CLERK'S OFFICE
BOURNE, MASS

The board of directors for S.W.O.P. will hold its monthly meeting on Tuesday, November 17, 2015 beginning @ 7:30 PM @ Peebles School Cafeteria.

Agenda:

1. Read minutes of meeting held October 13, 2015...Discuss..accept
2. Discuss calendar/activities for month of October
3. Open discussion on calendar/activities for coming month
4. Update Registration form and Liability release for 2015/Members
5. New Business
6. Next Board meeting: January 12, 2016

Sue Cronin, Chairman

Patty Duffy

Andrew Cormier

Don Rhodes

Judy Shorrock

Jan Hughgill

Kathy Stubstad, Director

Tracy Medeiros, Assistant Director

SWOP: Special Workshop Opportunities Program

The Board of Directors for SWOP held its monthly meeting on November 17 @ 7:30 PM in the Peebles School Cafeteria. The following members were present: Sue Cronin, Patty Duffy, Andrew Cormier, Jan Hughgill, Judy Shorrocks, Kathy Stubstad and Tracy Medeiros.

The minutes of the October 13th meeting were read and discussed. Minutes were then accepted and seconded.

Calendar activities for October/November were reviewed and discussed. The annual Halloween Bash on Puffin Circle was a huge success. Trick-or-treating, making a Halloween Glow Ball, eating, and sharing jokes were all a part of this evening. Bowling, game night, and the pumpkin craft were also fun activities during the month. The Seasonal "POT PROJECT" was started this week and will be finished up next week along with making our annual Cranberry Orange Relish for our Thanksgiving offering. The egg crate reindeer project will also be started next week. Calendar fundraising was collected and accounted for.

The Pocasset Community Bldg. will be contacted by Tracy for our Christmas Celebration to be held on Tuesday, December 15. Patty Duffy will be responsible for the SWOP Christmas gift. The food list for the Christmas Dinner will be generated.

On December 13, SWOP will be attending the performance of The Nutcracker to be held at Bourne High School. Notices have been sent with necessary information.

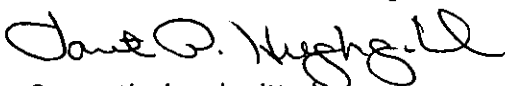
All Registrations and Liability forms are updated and on file.

The Town of Bourne Electronic Communication Policy, which was received today (November 17, 2015) via email, was presented, read and discussed.

SWOP will finish up for the year on December 15, 2015 and will reconvene on Tuesday, January 5 for Bowling at Ryan Family Amusement in Buzzards Bay.

The next board meeting is scheduled for Tuesday, January 12, 2016 @ 7:30 in Peebles School Cafeteria.

Meeting was adjourned at 8:05 PM



Respectively submitted,

Janet P. Hughgill, acting secretary

November 17, 2015

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TOWN CLERK'S OFFICE
BOURNE, MASS

2015 NOV 25 AM
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BOURNE, MA