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9/6/17 SDOR

2012

School Committee
and
All Sub-committees

FY 2012 School Committee School Culture Ad Hoc Committee		
<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
July	7/19/2011	5/23/2012
August	no meeting	
September	9/19/2011	5/23/2012
October	no meeting	
November	11/21/2011	5/23/2012
December	no meeting	
January	1/23/2012	5/23/2012
Ferbruary	2/27/2012	5/23/2012
March	no meeting	
April	4/2/2012	5/23/2012
May		
June		

2012 MAY 29 AM 11 46

TOWN CLERK'S OFFICE
BOURNE, MASS

FY 2012 School Committee Policy Subcommittee Meeting		
Month	Date of Meeting	Sent to town hall
July	no meeting	5/23/2012
August	8/22/2011	5/23/2012
September	no meeting	5/23/2012
October	10/3/2011	5/23/2012
November	11/7/2011	5/23/2012
December	12/12/2011	5/23/2012
January	1/23/2012	5/23/2012
Ferbruary	2/27/2012	5/23/2012
March	3/26/2012	5/23/2012
April		
May		
June		

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TOWN CLERK'S OFFICE
BOURNE, MASS

FY 2011 School Committee Facilities Subcommittee Meeting		
<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
July	no meeting	
August	8/1/2011	5/23/2012
September	9/1/2011	5/23/2012
October	10/6/2011	5/23/2012
	10/28/2011	5/23/2012
November	no meeting	
December	12/2/2011	5/23/2012
January	1/6/2012	5/23/2012
	1/27/2012	5/23/2012
March	3/2/2012	5/23/2012
	3/30/2012	5/23/2012
April		
May		
June		

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TOWN CLERK'S OFFICE
BOURNE, MASS

FY 2012 School Committee Curriculum Subcommittee		
<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
June	6/23/2011	5/23/2012
July	no meeting	
August	8/22/2011	5/23/2012
September	9/28/2011	5/23/2012
October	10/27/2011	5/23/2012
November	11/30/2011	5/23/2012
December		
January	1/12/2012	5/23/2012
Ferbruary	2/17/2012	5/23/2012
March	3/15/2012	5/23/2012
April		
May		
June		

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JANUARY 4, 2011 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER
2014 JAN 29 PM 2 45

AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes
- BEA & AFSCME Contract
- Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION AND MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve December Minutes (School Committee) Consensus
- 3) 5 mins. Present Student Member's Report and Discuss next representative (Ms. Kelleher)
- 4) 20 mins. Discuss state of town finances with Town Administrator as per Policy DKF (SchComm)
- 5) 5 mins. Action on Head Injury/Concussion Policy JII (SchComm) VOTE
- 6) 20 mins. Update on Curriculum Development effort (Asst. Superintendent)
- 7) 15 mins. Discuss FY13 Budget Calendar and Status (Budget Sub)
- 8) 5 mins. Action on Food Service Program Audit (Superintendent/Dir. of Bus. Services) VOTE
- 9) 10 mins. Review recent Captured Savings Initiatives (Superintendent/Dir. of Bus. Services)
- 10) 5 mins. Action on BHS/PES Boiler Contracts (Director of Business Services) VOTE
- 11) 5 mins. Discuss Representative Vieira Visit in February (SchComm Vice Chair)
- 12) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 13) Confirm Next Date & Time: 7:00PM, February 1st, Bourne High School Media Center

"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)

- ☐ Meet with Representative Vieira – February
- ☐ Athletic Field Maintenance – February
- ☐ End of the Year Financial Report – February
- ☐ Forensic Analysis of School Lunch Program – February
- ☐ Update Indicators of Goals and School Improvement Plans – February/June
- ☐ Follow up as to effectiveness to attendance/tardiness [Dismissal] policy changes – February
- ☐ Budget Hearing – March/April
- ☐ Present Budget to Board of Selectmen – April
- ☐ Present Budget at Town Meeting – May
- ☐ Proposed Municipal Building on school land – May
- ☐ Present Student Achievement Report – June (Final)
- ☐ Update on Peebles Statement of Interest Status – June
- ☐ Assessment of Field Trips - Ongoing

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BOURNE PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

Minutes for January 4, 2012

The Bourne Middle School Media Center was the setting for the January 4, 2012 meeting.

Executive Session

After convening in open session, the School Committee entered into Executive Session at 6:15PM with Superintendent, Steven Lamarche. The following School Committee members were present:

Matthew Stuck
Laura Scena
William Gibbons

Anne-Marie Siroonian
David Harrison

Jonathan O'Hara
Catherine Walton

The Executive session held discussions on the approval of School Committee Minutes, BEA & AFSCME contract and pending legal matters.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:06PM asking all to stand for the pledge of allegiance. The Chairman then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Kerriann Kelleher, Student School Committee Member
Ed Donoghue, Director of Business Services
Ellen Varnerin, Retiring Director of Student Services & Special Education
Christina Stuart, Interim Director of Student Services & Special Education
Peter Meier, Bourne Town Selectman
Laurie Gilbert, BEA President
Jane Norton, BEA Assistant President
Various members of the public

- 1) **Announcements:** The first announcement Chairman Matt Stuck made was about the celebration being held on January 5, 2012 at the Bourne Community Building. The celebration is being hosted by the town selectmen to honor the Bourne High School Football Team's undefeated year and Superbowl victory. Selectman Peter Meier asked that all attend to celebrate this exciting accomplishment.

Superintendent Steven Lamarche announced the retirement of Director of Student Services and Special Education, Ellen Varnerin, and introduced the interim Director, Christina Stuart, formerly the district wide behavior analyst. Ms. Varnerin was presented with a gift from the Bourne School Committee.

Dawson Prophett, an eighth grade student at Bourne Middle School, has been selected to be the Ambassador to "Project 351". Superintendent Lamarche announced that Dawson will be meeting Governor Patrick Duval on January 14th in Boston along with other 8th grade students from Massachusetts communities and towns working on community service projects. Governor Duval states, "Project 351" is designed to inspire, challenge, and motivate our next generation of learners and leaders to give back and make a significant impact on the community."

- 2) **Minutes:** The Bourne School Committee unanimously voted to accept the meeting minutes submitted for October and November from Recording Secretary, Lois Bailey.
- 3) **Student Member's Report:** Student member, Kerriann Kelleher, reported on the activities of Bourne High School. The winter sports are doing well with the Boy's Basketball Team having an undefeated record of 6 – 0.

Thursday, January 5, the BHS Football Team will be honored by the Selectmen at the Bourne Community Building. Selectman Peter Meier spoke asking the community to attend the celebration honoring them for winning the high school Superbowl. The team has been invited to the State House for another celebration of this great accomplishment. Team member, Joseph Epps, has been awarded the Massachusetts Coaches Association Award making him a member of the top twenty six players in the state.

The BHS Hockey Team played two games of hockey at Fenway Park on January 3, winning both games. The team was one of only three teams invited to play.

The Southeast District Music Festival will be held at Bourne High School January 6th and January 7th.

Seniors are busy with college entrance applications. About 60% of the class have already applied to various institutions and several have had early acceptance.

Mid-term exams will be taken the week of January 19th.

- 4) **State of Town Finances:** Town Administrator, Tom Guerino, was not able to attend this meeting. This item was moved to the February 1, 2012 School Committee meeting agenda.
- 5) **Head Injury/Concussion Policy:** In accordance with MA state law, 105 CMR 201, all school districts must have policies and procedures governing the prevention and management of head injuries. Bourne Public Schools have finalized their Policy JIJ and have begun training as stated within the policy. This policy pertains to all athletics and marching band activities. No new equipment is required for any of the sports. The policy will be included in the high school and middle school handbooks next year. Superintendent Lamarche will formalize the implementation and training of said policy. If approved at this meeting, the policy will be effective immediately.

Motion was made by Bill Gibbons and seconded by Catherine Walton to accept the Head Injury/Concussion Policy JIJ as written.

Unanimously approved.

- 6) **Curriculum Development:** Assistant Superintendent Susan Quick presented a detailed update of the standards-based curriculum development. The Curriculum Development teams have been meeting once a month while the co-facilitators meet at least once every two months. Postings have been placed for new CD team members to allow other teachers to share their knowledge in developing the curriculum.

Completing Stage 1 of a multi-year plan, Ms. Quick stated that last year at this time we weren't sure we could get this far, but we are right on track. Focus is on making sure the curriculum is "doable" within the 180 day school year. Stage 2 will be a development of assessments, how we will know what students know and are able to do what they know.

The curriculum mapping is being done with the use of ATLAS, a web site that will be accessible not only to administrators and teachers but also parents and the community, to monitor the curriculum and progress of our district in comparison to other districts as well as other countries around the world. Ms. Quick provided a demonstration of ATLAS showing the various ways progress can be viewed; by grade, school, subject or teacher. This web-site is extremely dependable without loss of work, time-outs or interruptions as experienced using the former program. Teachers will be able to use ATLAS for lesson plans at a click of a button.

- 7) **FY13 Budget Calendar:** Catherine Walton, of the Budget Subcommittee, went over the budget schedule process for SY12-13. Budget sheets have been distributed and are due back to the Business Manager by January 20th for compilation. Between now and the May 7th town meeting, the Town Administrator will present the state of town finances to the School Committee, the budget drafted by the Superintendent, presented to the School Committee for approval and finally to the Board of Selectmen before presented to the town.

- 8) **Food Service Audit:** Superintendent Lamarche discussed the food service program deficit for the past several years making it necessary to use monies appropriated for the following year. A discussion of the analysis will continue at the February meeting.
- 9) **Captured Savings Initiatives:** Director of Business Services, Ed Donoghue, presented district Cost Savings Initiatives for SY 11-12. Superintendent Lamarche recognized the hard work and many hours of researching ways to cut costs for the Bourne Public Schools in a time when finances are low. Mr. Donoghue explained each of the eight items that ranged from rotating building alarm call staffing to conversion of hot water/burners to natural gas. The CSI projects have totaled an estimated savings of \$408,000 so far.
- 10) **BHS/PES Boiler Contracts:** Commercial Industrial Boiler Services contract for replacement of the oil burner at Peebles Elementary School was terminated. \$36,341 is due for their work so far. Mr. Donoghue told of the company not meeting Bourne Public Schools standards with cold weather approaching. Lemieux Heating, Inc., another bidder for the initial contract, completed the project with some changes to the original plan. With the new contractor completing the unfinished project and completing the project changes, the balance due to Lemieux Heating, Inc. is \$13,865.02. Mr. Donoghue asked at this time to allow the payments be made to the prospective contractors allowing for the variance of \$8,706. The funds are available in the project appropriation.

Motion #1 was made by Jonathan O'Hara and seconded by Laura Scena to terminate the contract dated 7/14/2011 for \$41,500.00 with Commercial Industrial Boiler Services for the Replacement of the oil fired burner-Peebles Elementary School with payments totaling \$36,341.00 already made.

Unanimously approved.

Motion #2 was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to award a contract to Lemieux Heating, Inc. in the amount of \$13,865.02 to complete the project and the change orders required. This award is contingent upon both parties signing a mutually agreed upon contract.

Unanimously approved.

Motion was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to amend motion #2 by inserting Peebles Elementary School prior to the word project.

Unanimously approved.

Item # 10 continued:

Commercial Industrial Boiler Services contract for conversion of the Bourne High School boilers/hot water heater to natural gas was terminated in October 2011. As a result of the termination, the BPS would like to award the contract to Lemieux Heating, Inc. in the amount of \$94,500. The original contract awarded to Commercial Industrial Boiler Services was in the amount of \$99,500. In December 2011, an agreement was signed stating that \$5,000 would be paid for the services provided up until the contract was terminated. Lemieux Heating, Inc. has begun the work in good faith while waiting for the award to be accepted and contract signed.

Motion #3 was made by Jonathan O'Hara and seconded by David Harrison to terminate the contract dated 7/14/2011 with Commercial Industrial Boiler Services for the Conversion of Bourne High School Boilers/Hot Water to Natural Gas project in the amount of \$99,500.00, minus a payment of \$5,000.00 for the services provided up until the contract was terminated.

Unanimously approved.

Motion #4 was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to award a contract to Lemieux Heating, Inc. in the amount of \$94,500.00 for the Conversion of Bourne High School Boiler/Hot Water to Natural Gas project. This work will be performed as per the specifications in the Project Manual dated May 2011 and any applicable addendums. This contract is being awarded under Section 14 of G.L. c.25A of the MA Green Communities Act and is contingent upon both parties signing a mutually agreed upon contract.

Unanimously approved.

- 11) ***Representative Vieira's Visit:*** School Committee Vice Chairman Jonathan O'Hara asked that any questions to be asked of Rep. Vieira at the February 1st School Committee meeting be gotten to him as soon as possible. Jonathan requested help in understanding how the budget works as he has not had the opportunity to work in that area.
- 12) ***Future Agenda Items:*** A few of the February Agenda Items were mentioned for the February 1, 2012 meeting. They included Representative Vieira's visit, the Town Administrator's presentation of the state of town finances and the athletic field maintenance.

Notice was given that the February 1st School Committee meeting may change to February 8th if Representative Vieira cannot make the meeting date as set.

Motion was made by Anne-Marie Siroonian and seconded by Jonathan O'Hara to adjourn this meeting.

Unanimously approved.

Meeting adjourned at 8:30PM.

The next Bourne School Committee meeting will be at 7:00PM, February 1, 2012 in the Bourne High School Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

2014 JAN 29 PM 2 45

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

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Unanimously approved.

Meeting adjourned at 8:30PM.

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Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

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TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
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TOWN CLERK'S OFFICE
BOURNE, MASS

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION AND MISSION

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- 4) 20 mins. Meet with Representative Vieira of the MA Joint Committee on Education (SchComm)
- 5) 20 mins. Discuss state of town finances with Town Administrator, Mr. Guerino (SchComm)
- 6) 5 mins. Discuss Article submission deadline for May Town Warrant (SchComm)
- 7) 10 mins. Action on effectiveness of attendance/tardiness procedure changes (Superintendent) VOTE
- 8) 10 mins. Present "Diversity Means..." Project (Bourne PTA)
- 9) 5 mins. Action on Position Description for Circuit Breaker Management (Superintendent) VOTE
- 10) 5 mins. Action on BHS Media Specialist FTE (Superintendent) VOTE
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BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, FEBRUARY 1, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER

AGENDA

2012 JAN 27 PM 12 04
TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

- 6:15PM Executive session to discuss contracts and legal matters
 - Approve Minutes
 - BEA & AFSCME Contracts
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Motion to approve the proposed changes to the Bourne High School Tardy Policy as presented in the document dated February 1, 2012 with the exception of removing "points of interest" from the proposed policy was moved by Bill Gibbons and seconded by David Harrison.

Unanimously approved.

- 8) **"Diversity Means":** Bourne PTA Co-President, Melissa Healy, presented certificates and ribbons to the four students who submitted their work to the annual National PTA Art Program called "*Reflections*". This year the subject was "Diversity in the United States of America". The PTA was happy to report that two of the submissions were from BHS, one from PES and one from BMS. The School Committee offered to give their support in future years.
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Funding for this position for the remainder of SY11-12 comes from the difference in pay scale of the retiring Director and the appointed interim Director. For SY12-13 funding will be a Special Education line item or grant.

Motion to approve the functional job description for a Circuit Breaker/Out-of-District Liaison as printed in the document dated February 1, 2012 was moved by Jonathan O'Hara and seconded by David Harrison.

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10) **BHS Media Specialist FTE:** Superintendent Lamarche presented this item to increase the current Library/Media Specialist position effective immediately by .2FTE reinstating the position to a full time 1.0FTE as recommended in a letter dated July 27, 2011 from the New England Association of Schools & Colleges, Inc. This action will remove Bourne High School from the warning list for accreditation. The funding for this increase is a result of the Library/Media Specialist assistant's resignation.

Motion to reinstate the Bourne High School Media Specialist to a 1.0FTE effective immediately was moved by Catherine Walton and seconded by Laura Scena.

Approved by 6-0-1.

11) **Food Service Program Audit:** Ed Donoghue, Director of Business Services, recommended contracting Consulting Partners, Inc. of Boston to audit and assist BPS in solving the problem for re-occurring deficits of the past six or seven years. The \$4,800 contract will be well worth the money to zero out this shortage. A meeting has been set for the week of February 6 to start the audit should this item be approved at this meeting. When complete, the result will be presented to the budget sub-committee. A new bid will be going out in April for SY12-13.

Motion to support the Food Service Audit was moved by David Harrison and seconded by Catherine Walton.

Unanimously approved.

12) **Quarterly Budget Report:** Director of Business Services, Ed Donoghue presented the School Committee with a SWOT Analysis of the BPS Budget FY 2012. This SWOT Analysis shows the Strengths, Weaknesses, Opportunities and Threats for understanding the district budget/budget process.

Mr. Donoghue also presented the BPS FY13 Budget Schedule which shows the process of forming the district budget from distributing budget sheets to presenting the budget at town meeting on May 7th. *See attached documentation.*

January 14th In-Service: Superintendent Lamarche used a new presentation software concerning School Committee has done for vision and goals and for staff input to assist in establishing plans.

Assistant Superintendent, Susan Quick, said it was a great in-service day. The KHAN Academy video was shown after the introductory presentation. There was a lot of discussion on backwards work in the classroom and the curriculum framing software ATLAS. Ms. Quick spoke of a neighboring district that also uses ATLAS but it was five years before it could actually be used by the teachers. It will not take Bourne that long. We had 46 teachers from the district who have offered to help get us this far. Sixteen of those teachers work with Ms. Quick to develop the professional development agenda and training for in-service days.

An exit review questionnaire was given to the staff at the end of the day. Ms. Quick went on to discuss the in-service feedback results. The KHAN Academy video was favored as being the most helpful and relevant item of the day.

13) Indicators of Goals and School Improvement Plans: Superintendent Lamarche reviewed the three month progress monitoring chart. There are thirteen goals established by the School Committee. The chart shows who is responsible for working on each goal and the progress that person(s) has advanced to at this time. The second installment is now due. Superintendent Lamarche will ask all school councils within the district to come together to review the goals and their advancement thus far.

14) Athletic Field Maintenance: Laura Scena, Facilities Sub-Committee member, explained the building maintenance plan for schools and community groups who use our fields. One field will be out of use for one season to let it rest while being worked on to be brought back to shape. The sub-committee is reviewing the facilities use policy to find out what the responsibility is for groups using the fields. Notification will be sent to the organizations informing them of what field will be closed for the season so they may plan their schedules accordingly.

16) Evaluation Negotiation Committee: Anne-Marie Siroonian was nominated to be the representative for negotiation committees.

Motion to approve the appointment of Anne-Marie Siroonian as representative for negotiation committees was moved by Jonathan O'Hara and seconded by Laura Scena.
Unanimously approved.

Motion was made by Bill Gibbons and seconded by David Harrison to adjourn this meeting. *Unanimously approved.*

Meeting adjourned at 8:42PM.

The next Bourne School Committee meeting will be at 7:00PM, March 7, 2012 in the Bourne Middle School Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

2014 JAN 29 PM 2 45
BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

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Motion to reinstate the Bourne High School Media Specialist to a 1.0FTE effective immediately was moved by Catherine Walton and seconded by Laura Scena.

Approved by 6-0-1.

11) Food Service Program Audit: Ed Donoghue, Director of Business Services, recommended contracting Consulting Partners, Inc. of Boston to audit and assist BPS in solving the problem for re-occurring deficits of the past six or seven years. The \$4,800 contract will be well worth the money to zero out this shortage. A meeting has been set for the week of February 6 to start the audit should this item be approved at this meeting. When complete, the result will be presented to the budget sub-committee. A new bid will be going out in April for SY12-13.

Motion to support the Food Service Audit was moved by David Harrison and seconded by Catherine Walton.

Unanimously approved.

12) Quarterly Budget Report: Director of Business Services, Ed Donoghue presented the School Committee with a SWOT Analysis of the BPS Budget FY 2012. This SWOT Analysis shows the Strengths, Weaknesses, Opportunities and Threats for understanding the district budget/budget process.

Mr. Donoghue also presented the BPS FY13 Budget Schedule which shows the process of forming the district budget from distributing budget sheets to presenting the budget at town meeting on May 7th. *See attached documentation.*

January 14th In-Service: Superintendent Lamarche used a new presentation software concerning School Committee has done for vision and goals and for staff input to assist in establishing plans.

Assistant Superintendent, Susan Quick, said it was a great in-service day. The KHAN Academy video was shown after the introductory presentation. There was a lot of discussion on backwards work in the classroom and the curriculum framing software ATLAS. Ms. Quick spoke of a neighboring district that also uses ATLAS but it was five years before it could actually be used by the teachers. It will not take Bourne that long. We had 46 teachers from the district who have offered to help get us this far. Sixteen of those teachers work with Ms. Quick to develop the professional development agenda and training for in-service days.

An exit review questionnaire was given to the staff at the end of the day. Ms. Quick went on to discuss the in-service feedback results. The KHAN Academy video was favored as being the most helpful and relevant item of the day.

- 13) **Indicators of Goals and School Improvement Plans:** Superintendent Lamarche reviewed the three month progress monitoring chart. There are thirteen goals established by the School Committee. The chart shows who is responsible for working on each goal and the progress that person(s) has advanced to at this time. The second installment is now due. Superintendent Lamarche will ask all school councils within the district to come together to review the goals and their advancement thus far.
- 14) **Athletic Field Maintenance:** Laura Scena, Facilities Sub-Committee member, explained the building maintenance plan for schools and community groups who use our fields. One field will be out of use for one season to let it rest while being worked on to be brought back to shape. The sub-committee is reviewing the facilities use policy to find out what the responsibility is for groups using the fields. Notification will be sent to the organizations informing them of what field will be closed for the season so they may plan their schedules accordingly.
- 16) **Evaluation Negotiation Committee:** Anne-Marie Siroonian was nominated to be the representative for negotiation committees.

Motion to approve the appointment of Anne-Marie Siroonian as representative for negotiation committees was moved by Jonathan O'Hara and seconded by Laura Scena.
Unanimously approved.

Motion was made by Bill Gibbons and seconded by David Harrison to adjourn this meeting. *Unanimously approved.*

Meeting adjourned at 8:42PM.

The next Bourne School Committee meeting will be at 7:00PM, March 7, 2012 in the Bourne Middle School Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 7, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

REVISED AGENDA

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes (January & February)
- BEA & AFSCME Contracts
- Non-Union Contract
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7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS 2011-12 GOALS

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve January and February Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Kelleher)
- 4) 5 mins. Discuss Food Service Audit Status (Superintendent)
- 5) 60 mins. **7:30PM Public Hearing for the Draft FY2013 BPS Budget**
- 6) 10 mins. Update on Status of Proposed DPW Facility in Bournedale (Facilities Sub)
- 7) 5 mins. Present Proposed BHS Program of Studies for 2012-2013 (SchComm)
- 8) 10 mins. Present Proposed School Calendar for 2012-2013 (SchComm)
- 9) 30 mins. Review Follow-up of Out-of-State School Field Trips (Superintendent)
- 10) 10 mins. Action on Sexual Harassment Policy (ACAB) (SchComm) **VOTE**
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- 12) 5 mins. Action on SchComm Representative to the BES Principal Search Committee (SchComm) **VOTE**
- 13) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 14) Confirm Next Date & Time: 7:00PM, April 4th, Peebles School Atrium

2012 MAR 5 AM 8 50
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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BOURNE PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING

Minutes for March 7, 2012 (Updated 3/30/12)

The Bourne Middle School Media Center was the setting for the March 7, 2012 meeting.

Executive Session

The Executive session met at 6:15PM with Superintendent, Steven Lamarche. The following School Committee members were present:

Matt Stuck Anne-Marie Siroonian Jonathan O'Hara
David Harrison Catherine Walton
Bill Gibbons

The Executive session met to approve January & February minutes, discuss BEA & AFSCME contracts, non-union contracts and pending legal matters.

The Executive session ended at 7:03PM.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:15PM asking all to stand for the pledge of allegiance. Bill Gibbons then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Kerriann Kelleher, Student School Committee Member
Ed Donoghue, Director of Business Services
Tim Egan, Director of Technology
Christina Stuart, Director of Student Services & Special Education
Amy Cetner, Bourne High School Principal
Melissa Stafford, Bourne Middle School Principal
David Lundell, Bourne Middle School Asst. Principal
Wayne Francis, Peebles Elementary Principal
Jeanne Holland, Bournedale Elementary Principal
Liz Carpenito, Bournedale & Peebles Elementary School Asst. Principal
Laurie Gilbert, BEA President
Maureen Fuller, BEA Treasurer
Various BPS teachers and members of the public

Announcements: PTA Co-President, Melissa Healy announced that all four winners of the Bourne PTA "Reflections" Art Program placed in the state "Reflections" as well. The art work will now go to nationals. More information regarding this program is available on the web at HYPERLINK "<http://www.BournePTA.org>"www.BournePTA.org.

Ms. Healy also announced the winner of the Bournedale PTA Essay Contest. The subject of the essay was "Why someone you know deserves to be given two free airline tickets." PTA member and Books & Beyond coordinator, Larry Palmer, is a Southwest Airlines pilot. As an employee of Southwest, he can earn one free ticket to donate for every 40 hours of volunteer work. Maggie Dankert, the 3rd grade winner at Bournedale Elementary, wrote about her aunt who is battling cancer and a mother of 2 year old twins. Four tickets were presented to Maggie so that her aunt, uncle and cousins would be able to visit the aunt's family in Missouri. The PTA has provided a car rental for the family's use while visiting.

Another essay contest is being held at Bourne Middle School. The subject for that essay is; "If money were no option, what would you do to change the world?" Mr. Palmer will award the winner with two round trip tickets to Washington, DC.

Minutes: The Bourne School Committee accepted the meeting minutes for January and February submitted by Recording Secretary, Lois Bailey.

Student Member's Report: Student member, Kerriann Kelleher, reported on the latest activities of Bourne High School.

Both boys basketball and hockey have qualified for their division playoffs. Meet the coaches night is March 7th at Bourne High School. Many students have signed up for spring sports that will start this month.

March 8th the theater class will perform their MA Theater Guild Festival piece, *Marat Sade*, as a public performance in the Beth Bourne Auditorium at BHS.

95% of the senior class took the free *Accuplacer* test today and will finish on March 8th. This test helps the students determine what level of class they will choose when entering their freshman year at college. Many seniors have received replies from their college applications. Their name and selection are posted on the guidance bulletin board.

Sophomores will be taking the English MCAS tests March 20th through March 22nd.

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Alaina Durr was a finalist for a \$10,000 scholarship award for her greeting card design and Matt Trask won the National Merit Scholarship Award.

Emily Cheney will be the 2012-2013 Bourne School Committee Student Member.

Food Service Audit: Superintendent Lamarche announced that the food service audit is in process and the final report will be complete the week of March 12th. The President of Chartwell's Food Service came from the New York office to visit with Ed Donoghue, Director of Business Services, and to discuss the ongoing audit.

7:30PM Public Hearing for the Draft FY2013 BPS Budget: Superintendent Lamarche presented a PowerPoint presentation of the background for the structuring of the budget process. Superintendent Lamarche also presented an in depth line item report with budget history from 2009 till the present 2013SY. The presented budget is balanced at what the town has appropriated for Bourne Public Schools at \$20,460,000. An increase of only 1.73% from SY2009.

[ATTACH FULL SY13 FINANCIAL PLANNING DOCUMENT]

Summary of significant FY13 items:

The majority of the line items will remain the same value or little difference.

Technology is a concentration of increased expenditures. Schools are obligated to educate students on various devices to advance student learning. Verizon provided Bourne Public Schools two years of introduction to hand held devices at BMS for one 5th grade team. A parent survey reported favorable results concerning had increased student learning interest through these devices. The continuation for tablet computers is proposed for expansion to the entire 5th grade through the BPS Budget. WiFi will also be installed at Bourne Middle School.

Late buses at Bourne High School will discontinue due to low ridership. Most days there have been as little as one or two students per bus. A change in transportation vendors will help to reduce transportation costs as well.

An assistant golf coach position will be added. There are no coaching additions at the middle school level again this year however, 8th grade students are likely to be offered to sign up for freshman or JV teams at Bourne High School.

The line item for teaching salaries is not exact as contracts are still being negotiated with BEA. Some positions are being increased or added as the need per school is evaluated. Bourne High School needs to increase the librarian position to 1.0FTE for accreditation.

Bournedale Elementary School's pre-school program will have teacher reductions as the school week is a four day program. Enrollment levels at Bournedale and Peebles is requiring an increase of one 1.0FTE at each school.

The proposed budget will be presented to the Board of Selectmen on March 12th and presented and voted on for approval at the May Town Meeting.

- 6) **Status of Proposed DPW Facility:** Jonathan O'Hara, Facilities Sub-committee Chair, reported that land adjacent to Bournedale Elementary School has been looked at to build the new proposed DPW facility. Use of this site will reduce the cost of the project as it is town owned land. The proposal will likely be presented at the fall town meeting. More to follow.

BHS Studies for 2012-2013: Anne-Marie Siroonian presented the proposed changes in the program of studies at BHS. These changes require no additional teachers but would require some training for one teacher over the summer. The state is requiring four years of math but BHS has only offered three math courses for years.

Motion to approve the proposed changes to the Bourne High School program of studies as presented was moved by Jonathan O'Hara and seconded by Catherine Walton.

Unanimously approved.

School Calendar FY2012-2013: A draft of the proposed 2012-2013SY calendar was presented to the School Committee. The last day of school, set for June 14th, will be a half day for all BPS students.

Out-of-State School Field Trips: Superintendent Lamarche expressed his concerns in regard to the expense for a family if their student took advantage of each opportunity provided. Approximately \$19,117 is spent per child during their school years if they participated in all activities, meals, & field curriculum experiences.

Melissa Stafford, Principal of Bourne Middle School, presented the three curriculum based field trips currently offered, the history of these field trips and what alternatives she has researched that would allow a similar experience to students at a much lower cost.

Retired school teacher, Don Mahoney, initiated the Grade 6 field trip to Nature's Classroom over thirty years ago. The four night environmental experience has occurred at various venues, mostly at Lake George, NY and traditionally in September. The cost for this year's trip was \$410 to be paid in three installments. Strong consideration will be given to Grade 6 students having a comparable experience here in town at the Camp Bournedale location.

Grade 7 students are offered the experience of traveling to New York City for a two day trip. The trip originated in 1982 and usually occurs during the month of May, which will this year include the Broadway play "Wicked". A motor coach transports the students to and from NYC and all activities and sights for the duration of the trip. The cost for this year's NYC trip is \$500 to be paid in three installments as well. Consideration is being given for Grade 7 students to have a comparable experience in the Boston area including a theater production.

The curriculum based trip for Grade 8 students was started in 1980 by retired teacher, Tom Fedge, for students to get field experience about what they study in United States History. This trip has been traditionally held in the month of May for \$700 also paid in three installments. Recommendation is for Grade 8 students to be offered this trip during a time that does not substantially impact school-wide learning during the regularly scheduled school year, such as vacations or extended week-ends.

All students are afforded the opportunity to do fund raisers to off-set the cost of their individual trips. Occasionally, Bourne Middle School has received donations for students wishing to go on the trips whose families are not able to meet the costs.

Sexual Harassment Policy: Action on the approval of the draft of the Sexual Harassment Policy ACAB was moved to the April Bourne School Committee meeting.

Bullying Policy: Action on the approval of the draft of the Bullying Policy ACBA was moved to the April Bourne School Committee meeting.

BES Principal Search Committee: A new principal at the Bournedale Elementary School needs to be selected due to the June 30th retirement of Principal Jeanne Holland. A Bourne School Committee member is required to be on the search committee.

Motion to appoint Anne-Marie Siroonian as the Bourne School Committee representative to the BES Principal Search Committee was made by Bill Gibbons and seconded Jonathan O'Hara.

Unanimously approved.

Motion was made by Catherine Walton and seconded by Anne-Marie Siroonian to adjourn this meeting.

Unanimously approved.

Meeting adjourned at 10:09PM.

The next Bourne School Committee meeting will be at 7:00PM, April 4, 2012 in the Peebles Elementary School Atrium.

Respectfully submitted,

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Recording Secretary

2014 JAN 29 PM 2 45

**BOURNE PUBLIC SCHOOLS CLERK'S OFFICE
SCHOOL COMMITTEE MEETING BOURNE, MASS**

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The proposed budget will be presented to the Board of Selectmen on March 12th and presented and voted on for approval at the May Town Meeting.

- 6) ***Status of Proposed DPW Facility:*** Jonathan O'Hara, Facilities Sub-committee Chair, reported that land adjacent to Bournedale Elementary School has been looked at to build the new proposed DPW facility. Use of this site will reduce the cost of the project as it is town owned land. The proposal will likely be presented at the fall town meeting. More to follow.

BHS Studies for 2012-2013: Anne-Marie Siroonian presented the proposed changes in the program of studies at BHS. These changes require no additional teachers but would require some training for one teacher over the summer. The state is requiring four years of math but BHS has only offered three math courses for years.

Motion to approve the proposed changes to the Bourne High School program of studies as presented was moved by Jonathan O'Hara and seconded by Catherine Walton.

Unanimously approved.

School Calendar FY2012-2013: A draft of the proposed 2012-2013SY calendar was presented to the School Committee. The last day of school, set for June 14th, will be a half day for all BPS students.

Out-of-State School Field Trips: Superintendent Lamarche expressed his concerns in regard to the expense for a family if their student took advantage of each opportunity provided. Approximately \$19,117 is spent per child during their school years if they participated in all activities, meals, & field curriculum experiences.

Melissa Stafford, Principal of Bourne Middle School, presented the three curriculum based field trips currently offered, the history of these field trips and what alternatives she has researched that would allow a similar experience to students at a much lower cost.

Retired school teacher, Don Mahoney, initiated the Grade 6 field trip to Nature's Classroom over thirty years ago. The four night environmental experience has occurred at various venues, mostly at Lake George, NY and traditionally in September. The cost for this year's trip was \$410 to be paid in three installments. Strong consideration will be given to Grade 6 students having a comparable experience here in town at the Camp Bournedale location.

Grade 7 students are offered the experience of traveling to New York City for a two day trip. The trip originated in 1982 and usually occurs during the month of May, which will this year include the Broadway play "*Wicked*". A motor coach transports the students to and from NYC and all activities and sights for the duration of the trip. The cost for this year's NYC trip is \$500 to be paid in three installments as well. Consideration is being given for Grade 7 students to have a comparable experience in the Boston area including a theater production.

The curriculum based trip for Grade 8 students was started in 1980 by retired teacher, Tom Fedge, for students to get field experience about what they study in United States History. This trip has been traditionally held in the month of May for \$700 also paid in three installments. Recommendation is for Grade 8 students to be offered this trip during a time that does not substantially impact school-wide learning during the regularly scheduled school year, such as vacations or extended week-ends.

All students are afforded the opportunity to do fund raisers to off-set the cost of their individual trips. Occasionally, Bourne Middle School has received donations for students wishing to go on the trips whose families are not able to meet the costs.

Sexual Harassment Policy: Action on the approval of the draft of the Sexual Harassment Policy ACAB was moved to the April Bourne School Committee meeting.

Bullying Policy: Action on the approval of the draft of the Bullying Policy ACBA was moved to the April Bourne School Committee meeting.

BES Principal Search Committee: A new principal at the Bournedale Elementary School needs to be selected due to the June 30th retirement of Principal Jeanne Holland. A Bourne School Committee member is required to be on the search committee.

Motion to appoint Anne-Marie Siroonian as the Bourne School Committee representative to the BES Principal Search Committee was made by Bill Gibbons and seconded Jonathan O'Hara.

Unanimously approved.

Motion was made by Catherine Walton and seconded by Anne-Marie Siroonian to adjourn this meeting.

Unanimously approved.

Meeting adjourned at 10:09PM.

The next Bourne School Committee meeting will be at 7:00PM, April 4, 2012 in the Peebles Elementary School Atrium.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 4, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: PEBBLES SCHOOL ATRIUM

REVISED AGENDA

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes (March)
- BEA & AFSCME Contracts
- Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve March Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Kelleher)
- 4) 10 mins. Action on FY13 BPS Budget (Superintendent/SchComm) **VOTE**
- 5) 5 mins. Action on School Choice Participation (SchComm) **VOTE**
- 6) 30 mins. Update on Educator Evaluation System (SchComm/Assistant Superintendent/Subcommittees)
- 7) 10 mins. Presentation of Food Service Audit (Dir. Of Business Services)
- 8) 5 mins. Termination of Student Transportation Services Contract (Dir. Of Business Services) **VOTE**
- 9) 10 mins. Action on Sexual Harassment Policy (ACAB) (SchComm) **VOTE**
- 10) 10 mins. Action on Bullying Policy (ACBA) (SchComm) **VOTE**
- 11) 5 mins. Action on Submission and Approval of the School Improvement Plan (BDFEA-EE) (SchComm) **VOTE**
- 12) 10 mins. Update on Status of Proposed DPW Facility in Bournedale (Facilities Sub)
- 13) 5 mins. Discuss updates to proposed School Calendar for 2012-2013 (SchComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Date & Time: 7:00PM, May 2nd, Bournedale Elementary School Library

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

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

- ☐ Action on Line Item Transfers and Quarterly Report – May
- ☐ Discuss Technology Committee Objectives – May
- ☐ Support Budget at Town Meeting – May
- ☐ Discuss Superintendent Evaluation – May
- ☐ Discuss Impact of NCLB Waiver Approval – May
- ☐ Proposed Municipal Building on school land – May
- ☐ Update Indicators of Goals and School Improvement Plans – June
- ☐ Present Student Achievement Report – June
- ☐ Update progress of Athletic Field Improvement Plan – June
- ☐ Update on Peebles Statement of Interest Status – June
- ☐ School Council Invitation – June
- ☐ District Vision, Mission & Goals Evaluation and 2012-13 Update – July
- ☐ Student Handbook Revisions – August

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 4, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
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REVISED AGENDA

2012 APR 33 AM 10 14
TOWN CLERK'S OFFICE
BOURNE, MASS
April 2, 2012
BHJ

CALL TO ORDER

- 6:15PM Executive session to discuss contracts and legal matters
 - Approve Minutes (March)
 - BEA & AFSCME Contracts
 - Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

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BOURNE SCHOOL COMMITTEE MEETING

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- 8) 5 mins. Action on Bus Contract (Dir. Of Business Services/SchComm) **VOTE**
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2012 MAR 30 AM 9 06
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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**BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**
2012 JAN 29 PM 2 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes for April 5, 2012

The Peebles Elementary School Atrium was the setting for the April 5, 2012 meeting.

Executive Session

The Executive session met at 6:20PM. The following School Committee members were present:

Matt Stuck	Anne-Marie Siroonian	Jonathan O'Hara
Laura Scena	Catherine Walton	Bill Gibbons
David Harrison		

The Executive session met to approve March minutes, discuss BEA & AFSCME contracts, non-union contracts and pending legal matters.

The Executive session ended at 7:03PM.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:15PM asking all to stand for the pledge of allegiance. Bill Gibbons then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Susan Quick, Assistant Superintendent
Kerriann Kelleher, Student School Committee Member
Ed Donoghue, Director of Business Services
Wayne Francis, Peebles Elementary Principal
Robert Ruggiero, Science Teacher, Bourne Middle School
Laurie Gilbert, BEA President
Melissa Healy, President, Bourne PTA
Various BPS teachers and members of the public

- 1) **Announcements:** The only item the Bourne School Committee has on the agenda for the Bourne Town Meeting is the 2012-2013 BPS School Budget.

Matt Stuck attended the 2012 PTA Science Fair as a judge and parent of a Bourne Middle School student participant. The Science Fair was held on Friday, March 30th in the BMS gymnasium. The feedback from those in attendance was that the event was outstanding.

The BEA will be hosting their first "Meet the Candidate's Night" on May 1st from 6:30-8:00 in the Community Room at the Jonathan Bourne Library. The candidates running for School Committee will be on hand to introduce themselves and answer questions.

- 2) **Minutes:** The Bourne School Committee accepted the March 2012 meeting minutes for from Recording Secretary, Lois Bailey.
- 3) **Student Member's Report:** Student member, Kerriann Kelleher, was present to report the news and current activity from Bourne High School.

Joe Epps and Jack Schmitt, both members of the BHS Football Team, were chosen to play in the Massachusetts Shriner's Game in June.

On Saturday, April 7th, throughout the day, many of BHS sports teams will be playing the UCT sports teams in what Mr. Ashworth is calling a "Spring Sports Jamboree".

For the first time ever at BHS, all student-athletes will be taking an online Concussion Course the week of April 9, 2012.

"42nd Street" will be presented by the Drama Club on April 12th, 13th, and 14th in the Beth Bourne Auditorium.

Fifteen members of the Bourne Student Council attended the SEMASC Conference during the week of March 26th.

Many of the National Honor Society Members spent a day volunteering with AmeriCorps Cape Cod.

Eight contestants will be competing in the male beauty pageant, Mr. BHS, on April 28th. They will be judged on talent, formal wear, beach wear and questions & answers.

- 4) **FY13 BPS Budget:** Mr. Stuck broke down the \$20,460,000 Town Budget which was compiled and presented to the School Committee for approval. Community member Dee O'Reagan from Monument Beach, asked the process for compiling the budget. Mr. Stuck asked Director of Business Services Ed Donoghue to explain.

Mr. Donoghue stated that the process starts in December when each school Principal submit their building budget. He does the maintenance and transportation budgets, then combines them together. Mr. Donoghue and the Superintendent will review the budget and

makes any changes necessary. From there it is presented to the School Committee. The budget sub-committee will review and discuss their concerns. Then it will be placed on the agenda at a scheduled School Committee meeting for final review. Once approved by the School Committee, the budget will be presented to the Selectmen and Finance Committee. The budget must be approved for funding a Town Meeting. Once the year begins, the budget is constantly reviewed to make changes where money can be transferred from one line item to the other as contracts are made, settled, and extra funds can be used to keep the budget at the set amount as approved.

Motion to approve the amount of \$20,460,000. Subject to approval at Town Meeting to operate the Bourne Public School District in FY2013 was moved by Bill Gibbons and seconded by Laura Scene. *Unanimously approved.*

[ATTACH FINAL BUDGET FOR SY13 TO BE APPROVED AT TOWN MEETING]

- 5) ***School Choice Participation:*** A short discussion was held regarding school choice for the Bourne School District. For SY2011-2012, a limit of forty students per school had been established but without a set number of students per grade. This item will be placed on the next School Committee meeting agenda.
- 6) ***Educator Evaluation System:*** Assistant Superintendent Susan Quick helped establish a sub-committee of teachers to evaluate the model system for conducting evaluations of educators within the Bourne School District. One of the members, Bob Ruggiero, BMS 8th grade Science teacher, was in attendance to present the Rubric-At-A-Glance slide show. The Massachusetts Department of Education formatted this model system so that educators across the state would be evaluated on the same level. Understanding the key features of the new educator evaluation framework is essential before adopting the model system.

Key features are:

- 1) Set of Standards and Indicators for effective Leadership and Teaching Practice
- 2) Role Specific Rubrics to define Standards and Indicators
- 3) Three Categories of Evidence
- 4) Statewide Performance Rating Scale
- 5) Rating Educator Impact on Student Learning
- 6) Four Educator Plans
- 7) Five Step Cycle with Goals for Student Learning and Professional Practice

Decisions for the School Committee will be to *Adopt* - using the rubrics and protocol created by DESE, *Adapt* - using the model as a starting point, and *Revise* – an existing system in the district. The Committee will also need to decide dates for goal setting, mid-year review, summative evaluation and set district goals and priorities.

Evaluations will be a two year process. Phase I of the Educator Evaluation will begin with the 2012-2013 school year.

[ATTACH RUBRICS FOR THE MODEL SYSTEM FOR EDUCATOR EVALUATION]

- 7) **Food Service Audit:** Director of Business Services, Ed Donoghue, presented results of the food service audit conducted by Consulting Partners, Inc. in February 2012. The current food provider is Chartwells Food Service. During the first year of a three-year contract there was a \$75,000 loss. Projection for the current & final year (SY11-12) is break even. Two consultants from CPI met with Mr. Donoghue, Cindy Lucas-Terra, Director of Dining Services, and a Regional Manager from Chartwells. The consultants toured the cafeterias and met with the food service staff to evaluate the operation of each kitchen. A full review of the audit is attached to this report.

[ATTACH FOOD SERVICE AUDIT]

- 8) **Student Transportation Services:** Thomas Reckner, President and Owner of JCR Transportation, has notified the Town of Bourne of his desire to terminate the contract he currently holds for the Bourne School District at the end of this year. The contract would include SY12-13.

Vendors will bid for the four routes that are provided by JCR. It is more economical to use one provider for all.

Motion to authorize the Superintendent to execute an agreement thereby terminating any and all contracts with JCR Transportation, Inc. that provide student transportation services was moved by Bill Gibbons and seconded by Jonathan O'Hara. *Unanimously approved.*

- 9) **Sexual Harassment Policy ACAB:** The final draft of the Sexual Harassment Policy ACAB was presented and reviewed by the School Committee. The newly drafted policy will replace the existing policy.

Motion to approve the BPS-SC Sexual Harassment Policy ACAB as printed was moved by Laura Scena and seconded by Catherine Walton. *Unanimously approved.*

[ATTACH COPY OF SEXUAL HARASSMENT POLICY ACAB]

- 10) **Bullying Policy ACBA:** The Bullying Policy has been reviewed by the Bourne School Committee Policy Sub-Committee. It is their recommendation that this policy follow the Bourne Bullying Prevention and Intervention Plan as presented at this meeting. The BPIP was approved by DESE in April 2011.

Motion to approve the BPS-SC Bullying Policy ACBA as printed was moved by Anne-Marie Siroonian and seconded by Catherine Walton. *Unanimously approved.*

[ATTACH COPY OF BULLYING POLICY ACBA INCLUDING THE BOURNE BULLYING PREVENTION & INTERVENTION PLAN]

- 11) **School Improvement Plan BDFA-EE:** Action on Submission and Approval of the School Improvement Plan BDFA-EE was moved to the May School Committee meeting.

12) DPW Facility in Bournedale: The School Committee responded to the Bourne DPW Building Committee with their concerns regarding the preliminary phase of choosing a site for a new facility so close to the Bournedale School. The major concerns were site containment, disposal of hazardous materials during construction and onsite after construction and the noise disturbing the students learning.

Jonathan O'Hara will be the School Committee liaison to attend the DPW Building Committee meetings and report back the progress. Impacts of the School Committee concerns need to be submitted to the DPW Committee by September.

13) School Calendar for SY12-13: The 2012-2013 school calendar is not finalized. Vacation dates are set and not likely to change. Vacation dates are usually about the same time every year. The starting days for teachers and students has not been confirmed as the exhibited calendar shows. This item will be placed on the May agenda.

Motion was made by Bill Gibbons and seconded by Catherine Walton to adjourn this meeting.

Unanimously approved.

Meeting adjourned at 9:49PM.

The next Bourne School Committee meeting will be at 7:00PM, May 2nd, 2012 in the Bournedale Elementary School Library.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MAY 2, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

AGENDA

2014 JAN 29 PM 2 45

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes (March)
- BEA & AFSCME Contracts
- Pending legal matters

TOWN CLERK'S OFFICE
BOURNE, MASS

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve April Minutes (School Committee) **Consensus**
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- 4) 10 mins. Action on Elementary Field Trip to the Roger Williams Zoo (SchComm/Asst. Superintendent) **VOTE**
- 5) 15 mins. Action on BHS Solar Panel Project (SC Facilities Sub/Richard Eldrick) **VOTE**
- 6) 15 mins. Action on BMS Curriculum/Program changes for SY 2012-2013 (SC Curr.Sub/BMS Principal) **VOTE**
- 7) 15 mins. Review Quarterly Report and Action on Line Item Transfers (Dir. of Business Services) **VOTE**
- 8) 10 mins. Action on Transportation Contract Award (Dir. of Business Services) **VOTE**
- 9) 10 mins. Discuss Superintendent Evaluation Instrument and Process (Superintendent/SchComm)
- 10) 10 mins. Action on School Choice Opt Out for Grades Pre-K to 4 (SchComm/Superintendent) **VOTE**
- 11) 5 mins. Action on Changes to the School Improvement Plan Policies (BDFAs) (SchComm) **VOTE**
- 12) 5 mins. Action on Proposed 2012-2013 School Calendar (SchComm) **VOTE**
- 13) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 14) Confirm Next Date & Time: 7:00PM, June 6th, Bourne High School Media Center

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

- ☐ Support Budget at Town Meeting – May 7th
- ☐ Update Indicators of Goals and School Improvement Plans – June
- ☐ Review BHS Special Education Audit – June
- ☐ Update Indicators of Goals and School Improvement Plans – June
- ☐ Present Student Achievement Report & Academic Plans – June
- ☐ Update progress of Athletic Field Improvement Plan – June
- ☐ Update on Peebles Statement of Interest Status – June
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2012 APR 30 PM 12:45
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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**BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

2014 JAN 29 PM 2 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes for May 2, 2012

The Bournedale Elementary School Library was the setting for the May 2, 2012 meeting.

Executive Session

The Executive session met at 6:24PM with Superintendent, Steven Lamarche. The following School Committee members were present:

Matt Stuck	Anne-Marie Siroonian	Jonathan O'Hara
Laura Scena	Catherine Walton	Bill Gibbons
Absent: David Harrison		

The Executive session met to approve April minutes, discuss BEA & AFSCME contracts, non-union contracts and pending legal matters.

The Executive-session ended at 7:03PM.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:12PM asking all to stand for the pledge of allegiance. Jonathan O'Hara then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Kerriann Kelleher, Student School Committee Member
Ed Donoghue, Director of Business Services
Laurie Gilbert, BEA President
Melissa Healy, Co-President, Bourne PTA
Kim Gardner, Co-President, Bourne PTA
Stephanie O'Neil, Vide-President, Bourne PTA
Various BPS teachers and members of the public

27 S 09 OS VAL PIC
1) Announcements:

Senae President Therese Murray met with the 4th Grade classes from Bourne Middle School today, May 2nd, in the BES Library for 50 minutes. Senate President Murray spoke about civics with the students, then held an answer & question session.

The Spring Art Show for grades 1-12 will be held on various dates throughout the month of May at their respective schools. The Jonathan Bourne Library will have art work from all schools on display at various days during the month of May as well.

National Arbor Day was celebrated by Grade 5 students at Bourne Middle School with a planting of a Red Japanese Maple tree in the area of the Outdoor Classroom. The Bourne Garden club donated the tree and assisted in the planting.

Located on the Bourne Public Schools web page under the School Committee tab is the link to the 2012 Climate Survey. The 7-question survey can be submitted by parents, staff, students and community members.

The Board of Selectmen and the Bourne School Committee will have a joint meeting to appoint a new member to the Upper Cape Cod Regional Vocational-Technical School District Committee to complete the year due to a recent resignation of one of the members.

- 2) **April Minutes:** The April minutes will be approved at the June School Committee meeting.
- 3) **Student Member's Report:** Student member, Kerriann Kelleher, was present to give report of the news and activities at Bourne High School.

Senior Chelsea Boulrisse was selected as a Discus Award Winner for the 2011-2012 school year. The Discus award is a national program and Ms. Boulrisse was selected for her excellence in academics, athletics, and service.

The Mr. BHS competition was held April 28th. Sam Howard was crowned as the winner for the 2012 competition.

AP exams will be taken by students during the week on May 7th.

The Willow Bend Country Club in Mashpee is the setting for the junior prom being held May 18th. The After Prom Party will be held at BHS for the first time in many years.

The BHS Spring Concert will be held in the Beth Bourne Auditorium on Thursday evening, May 10th.

Seniors have only 14 days of school left as of this meeting. All are busy gathering pictures for the slide show to be viewed at Memory Night on May 30th.

The Class of 2012 senior trip will be to Boston for the afternoon to see "Shear Madness" and have lunch at the Hard Rock Café.

Ms. Kelleher will be graduating from BHS this year and attending Boston University in the fall, pursuing a degree in International Relations and Public Health. This is her last meeting as student representative. Ms. Kelleher introduced her successor, sophomore Emily Cheney, class vice-president and student-athlete. After Ms. Kelleher said her farewells, Chairman Matt Stuck presented her with a gift from the Bourne School Committee.

- 4) **Elementary Field Trip:** The first grade teachers at Peebles Elementary have submitted a letter to Superintendent Lamarche for the School Committee's approval for an out-of-state field trip to the Roger Williams Park Zoo in Providence, RI. The tentative date for the field trip is May 15th or May 22nd, 2013. The field trip will be a follow up enrichment activity for students and follows the Science Frameworks.

Motion to approve the 2012-2013 elementary school field trip to the Roger Williams Park Zoo was moved by Bill Gibbons and seconded by Jonathan O'Hara. *Unanimously approved.*

- 5) **BHS Solar Panel Project:** Representatives from Cape & Vineyard Electrical Cooperative (CVEC) were in attendance to present the plans for Round II PV of solar panels to be installed at Bourne High School. CVEC has partnered with Broadway Electrical to design, procure, install, test, commission, own, operate and maintain the 44 systems throughout Cape Cod & Martha's Vineyard, one of which is BHS. Broadway Electrical is one of Northeast's largest electrical contractors. Broadway Electrical will be responsible for any repairs or replacement of damaged panels or malfunctioning parts.

Plans for the project include the majority of the buildings. BPS Maintenance Department has inspected the roof of BHS to ensure it's durable enough to hold the weight of the solar panels. The project can be adjusted to fit the area that is in good shape once the roof is inspected more thoroughly.

Broadway Electrical can possibly do the installation next spring. It's necessary to get the paperwork submitted soon and get on the list with NSTAR for connection to the grid. The solar panels could be in place and working within two months. The target date for the Town of Bourne to sign the contract with Broadway Electrical and CVEC is May 25, 2012.

Motion to support the plan moving forward for Round II PV Contract at Bourne High School with Broadway Electrical and Cape & Vineyard Electric Cooperative pending final contract approval with Town Counsel and final evaluation of the roof by the project engineer was moved and Anne-Marie Siroonian and seconded by Bill Gibbons. *Unanimously approved.*

- 6) **BMS Curriculum/Program Changes:** Bourne Middle School Principal, Melissa Stafford, presented the proposed program and curriculum changes for SY 2012-2013 at BMS. The changes would occur in four different ways as follows:

1. Change in Grade 7 & Grade 8 Mathematic course pathway allowing Grade 7 to have

- Mathematics II (formally Pre-Algebra) at teachers recommendation and Grade 8 students to have Mathematics II (Algebra).
2. Allow Grade 7 students to have the option to take French or Spanish in addition to Grade 8. In Grade 9 students will be given the same language choice as level II.
 3. Health would be a yearlong special for all students Grade 5-8. Art classes would be daily for 1 quarter/year Grades 5-7. The change reduces the need for 1 Art teacher.
 4. Grade 6 teams would change from three 3 teacher teams to four 2 teacher teams. This would give teachers 88 minute instructional blocks in Math/Science & ELA/Social Studies.

[ATTACH COPY OF BMS PROPOSED CHANGES FOR SY 2012-2013]

These proposed changes are an important component of a range of changes needed to continue increasing student achievement and growth at BMS. Curriculum Sub-Committee members, Anne-Marie Siroonian and Laura Scena went through the changes with the transition teams who are suggesting these changes.

Several members of the community in attendance spoke of their concerns with the changes particularly as they related to the resulting elimination of 8th grade Art. Art would change from 60 classes per year to 45 classes per year. The question was raised of why the change in Art to a quarter year special and Health to a yearlong special. Yearlong Health class will meet student needs as they are changing and growing all year long.

Anne-Marie Siroonian, a member of the Health & Wellness Sub-Committee, said there are changes coming in the fall of 2012 from DOE. Assistant Superintendent Susan Quick said the changes are from community feedback and there are just so many hours in a day to give the students of Bourne all they need.

Lisa Fournier, Art Department Head & teacher from BHS, expressed her concerns about the elimination of Grade 8 Art that students would not be interested in taking Art in 9th Grade and lose valuable opportunities in learning.

Motion to support the BMS proposed Program of Studies and Team Structure Changes as presented beginning SY 2012-2013 was moved by Anne-Marie Siroonian and seconded by Laura Scena. *Passed 5-1.*

- 7) ***Line Item Transfers:*** Director of Business Services, Ed Donoghue, went over the quarterly report and action on line item transfers. This is the first time in years that the budget has not been frozen but spending requests are still being closely scrutinized. There have been several budget challenges as of year-to-date as well as cost saving initiatives. \$1,122,000 remains unencumbered as of this date but is planned to be spent by FY12 year end.

[ATTACH FY12 QUARTERLY FINANCIAL UPDATE AS WRITTEN & PRESENTED]

Motion to approve the line item transfers as on May 2, 2012 as printed was moved by Bill Gibbons and seconded by Jonathan O'Hara. *Unanimously approved.*

- 8) **Transportation Contract Award:** Bourne Public Schools transportation contract was put to bid as a result of the current contract with JCR Transportation being terminated at the end of FY 2012 (the contract due to expire at the end of FY2013.) The bid opening was held at the Bourne School Department Administration Building on Friday, April 20, 2012 @ 11:00AM. The bid results were as follows based on 3 years of service:

First Student, Inc.	\$3,073,536.00
Reliable Bus Lines, Inc.	\$3,580,370.80
Braga Transportation, Inc.	\$4,041,990.00

Ed Donoghue, Director of Business Services explained this includes all transportation for students to school, athletics and field trips. Buses would be parked on site to lower costs. Cost is estimated due to routes being added or subtracted.

Mr. Donoghue recommended awarding the contract to First Student, Inc. of Hanson, MA as per the specifications in the Bid Specifications Document dated March 30, 2012. First Student, Inc. is part of a \$10B corporation and is the largest private contractor of student transportation services in North America.

Motion to move that First Student, Inc. of Hanson, MA be awarded the contract for student transportation for an estimated three year value of \$3,073,536. These services will be performed as per the specifications in the Bid Specifications Document dated March 30, 2012 and any applicable addendums. This is contingent upon both parties signing a mutually agreed upon contract. Motion was moved by Anne-Marie Siroonian and seconded by Bill Gibbons. *Unanimously approved.*

- 9) **Superintendent Evaluation Instrument:** The evaluation for Superintendent Lamarche was moved to the June 6th, 2012 School Committee meeting and finalized at the June 26th, 2012 meeting. The evaluation is based on the Department of Education Superintendent Evaluation (DESE) process.

Superintendent Lamarche's self assessment is due May 29th largely based on goals and missions.

- 10) **BPS School Choice:** Superintendent Lamarche presented the School Choice proposal for Grades K-12. The class sizes are good at present time in Grades K-4 and are not as flexible to allow School Choice. School Choice for Grades 5-12 could be accepted as capacity and flexibility per grade would allow. Forty students would be the limit at Bourne High School and forty at Bourne Middle School with no cap per grade.

Motion to opt out of School Choice for Grades K-4 and limiting School Choice availability for Grades 5-8 at 40 students and Grades 9-12 at 40 students was moved by Bill Gibbons and seconded by Anne-Marie Siroonian. *Unanimously approved.*

- 11) **Changes to School Improvement Plan Policies:** Chairman Matt Stuck the changes needed for BDFA policies. The only change will be to eliminate specific reference to the months of March and April. Changes will be done annually as new policies are written or reviewed.

The current policy in question will be approved at the June 6th, 2012 School Committee meeting.

12) ***SY12-13 Calendar:*** The proposed 2012-2013 School Calendar was presented for approval. The calendar has only one change from last year and that is the November 6th, 2012 half day to accommodate staff to participate in the Cape-wide in-service day.

Recommendation for the last day of SY2011-2012 be changed to a half day will be put on the June School Committee agenda.

Motion to approve the SY 2012-2013 School Calendar as printed was moved by Laura Scena and seconded by Catherine Walton. ***Unanimously approved.***

Motion was made by Laura Scena and seconded by Catherine Walton to adjourn the meeting. ***Unanimously approved.***

Meeting adjourned at 10:30PM.

The next Bourne School Committee meeting will be at 7:00PM, June 6th, 2012 in the Bourne High School Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, MAY 22, 2012
TIME: 6:40PM
PLACE: BOURNE VETERANS MEMORIAL COMMUNITY CENTER

AGENDA

1. ~~4~~ Regarding a joint meeting with the Bourne Board of Selectmen to appoint a new member to the Upper Cape Cod Regional Vocational-Technical School District Committee

2012 MAY 16 PM 5:41

TOWN CLERK'S OFFICE
BOURNE, MASS.

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

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 6, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL LIBRARY/MEDIA CENTER

AGENDA

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes (May)
- BEA & AFSCME Contracts
- Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve April & May Minutes (School Committee) **Consensus**
- 3) 5 mins. Introduce New Members & Reorganize Committee Positions (School Committee) **VOTE**
- 4) 5 mins. Present Student Member's Report (Ms. Cheney)
- 5) 10 mins. Action on the AFSCME Contract (Negotiation Subcommittee) **VOTE**
- 6) 10 mins. Action on Nature's Classroom Field Curriculum Experience for Grade 6 (BMS Principal) **VOTE**
- 7) 15 mins. Update Indicators of Goals and School Improvement Plans (Superintendent)
- 8) 20 mins. Review BHS Special Education Audit (Dir. of Student Services)
- 9) 30 mins. Discuss Impact of NCLB Waiver Approval (Superintendent)
- 10) 10 mins. Discuss Superintendent Evaluation Input and Process (Superintendent/SchComm)
- 11) 10 mins. Action on Food Service Contract (Dir. of Business Services)
- 12) 5 mins. Action on Cape Cod Collaborative Lease (Dir. Of Business Services) **VOTE**
- 13) 20 mins. Action on Job Descriptions (Superintendent/SchComm) **VOTE**
- 14) 5 mins. Action on Changes to the School Improvement Plan Policies (BDFAs) (SchComm) **VOTE**
- 15) 5 mins. Action on School Calendar Change for 2011-2012 (SchComm) **VOTE**
- 16) 5 mins. Update on Peebles Statement of Interest Status (Facilities SubComm)
- 17) 5 mins. Draft Agenda for School Committee Summer Vision, Mission & Goals Meeting (SchComm)
- 18) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 19) Confirm Next Date & Time: 7:00PM, Tuesday, June 26th, Bourne Middle School Media Center

2012 JUN 1 AM 10 09
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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

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

- Letter from SchComm to School Council Members & Fall Invitation - July
- Develop Format & Contents of Student Achievement Report - July
- Update progress of Athletic Field Improvement Plan - July
- Review Changes to Emergency & Hazard Procedures & Policies - August
- District Vision, Mission & Goals Evaluation and 2012-13 Update - July Goal Meeting
- Update on Status of Proposed DPW Facility in Bourneville (Facilities Sub) - August
- Discuss Technology Committee Objectives - August
- Student Handbook Revisions - August
- Proposed Municipal Building on school land - September

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7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL LIBRARY/MEDIA CENTER 2 44

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TOWN CLERK'S OFFICE
BOURNE, MASS

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- ☐ Discuss Technology Committee Objectives – August
- ☐ Student Handbook Revisions – August
- ☐ Proposed Municipal Building on school land – September

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TOWN CLERK'S OFFICE
BOURNE, MASS
**BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING**

Minutes for June 6, 2012

The Bourne High School Library/Media Center was the setting for the June 6, 2012 meeting.

Executive Session

The Executive session met at 6:22PM with Superintendent, Steven Lamarche. The following School Committee members were present:

Matt Stuck Anne-Marie Siroonian Jonathan O'Hara
Laura Scena Chris Hyldburg
Absent: David Harrison & Catherine Walton

The Executive session met to approve April and May minutes, discuss BEA & AFSCME contracts, and pending legal matters.

The Executive session ended at 7:04PM.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:10PM asking all to stand for the pledge of allegiance. Anne-Marie Siroonian then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Emily Cheney, Student School Committee Member
Ed Donoghue, Director of Business Services
Melissa Stafford, Principal, Bourne Middle School
Jeanne Holland, Principal, Bournedale Elementary School
Wayne Francis, Principal, Peebles Elementary School
Elizabeth Carpenito, Assistant Principal, Bournedale & Peebles Elementary Schools
Christina Stuart, Interim Director of Student Services & Special Education
Laurie Gilbert, BEA President
Janey Norton, BEA Vice-President
Maureen Fuller, Treasurer
Various BPS teachers and members of the public

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TOWN CLERK'S OFFICE
BOURNE, MASS

- 1) **Announcements:** Superintendent, Steven Lamarche, introduced the new Bournedale Elementary School Principal, Elizabeth Carpenito. He thanked Susan Quick, Wayne Francis, Anne-Marie Siroonian, Jonathan O'Hara and Megan Correia for their participation and time with the interview process. Superintendent Lamarche read the press release regarding the selection of Mrs. Carpenito.

Chairman, Matt Stuck, thanked retiring Bournedale Elementary School Principal, Jeanne Holland for her decades of devotion to the children of Bourne.

Chairman Stuck spoke of the impressive speeches given by the graduating 2012 students at commencement exercises held June 2, 2012.

Chairman Stuck reminded those in attendance of the Bourne Middle School Recognition Ceremony being held June 8th at 5PM in the BMS gymnasium. The 8th grade class will be attending a cook-out and dance after the ceremony hosted by teachers and staff.

- 2) **Minutes:** The Bourne School Committee accepted the April and May minutes as submitted by Recording Secretary, Lois Bailey.
- 3) **New Members:** Congratulations were given to School Committee member, Anne-Marie Siroonian, elected for another three year term and to new School Committee member Chris Hyldburg. New officers were then voted on.

Motion was made to nominate Matt Stuck as School Committee Chair by Anne-Marie Siroonian and seconded by Chris Hyldburg.

Unanimously approved.

Motion was made to nominate Anne-Marie Siroonian as Vice-Chair by Jonathan O'Hara and seconded by Matt Stuck.

Unanimously approved.

Motion was made to nominate Laura Scena as Secretary by Chris Hyldburg and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 4) ***Student Member's Report:*** The new student member, Emily Cheney, was present to give her report of the news and activities at Bourne High School.

The Bourne High School Lip Dub, "We Got It!" was released last month by the Broadcast and Journalism Class. The song was written and directed by students and Mr. Mather. You can view "We Got It!" on YouTube.

Last month Bourne High School student Olivia Casano, went to Ireland representing the Northeast United States for the World Championship Irish Step.

Kelsey McWilliams, Erin Sullivan and Sean Barton will represent Bourne in a Triathlon being held soon.

Saturday, June 9th, the Sophomore Class will be having a carwash at the Pocasset, Buzzards Bay and Sagamore Beach fire stations from 10AM to 3PM.

The last two weeks of school are very busy for BHS students. The 2012 graduation was held this past Saturday, lots of studying is being done for finals and the Sophmores spent two days taking the Biology MCAS exam. Fall sports sign-ups have started along with their informational meetings.

- 5) ***AFSCME Contract:*** Jonathan O'Hara reviewed the Memorandum of Agreement entered into by and between the Bourne School Committee and the Bourne Public Schools Maintenance/Custodial employees. This is a three year contract effective July 1, 2012 through June 30, 2015.

[ATTACH COPY OF MEMORANDUM OF AGREEMENT]

Motion to approve the AFSCME contract through the Memorandum of Agreement, MOA, as printed, beginning July 1, 2012, through June 30, 2015 was moved by Jonathan O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 6) ***Nature's Classroom:*** Melissa Stafford, Principal of Bourne Middle School, was present to request approval for the out-of-state Grade 6 trip to Lake George, NY for Nature's Classroom. The trip is scheduled for October 22 – October 26, 2012. The projected cost of \$410 includes transportation, accommodations, meals and instruction. Transportation is the largest cost factor for the three buses at \$12,000 per bus. Scholarship money is available for one student for every twenty that is registered to attend this educational experience.

Motion to approve the Grade 6 Nature's Classroom Field Trip to Silver Bay Lake George, NY October 22- October 26, 2012 was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 7) **Goals and School Improvement Plan:** Superintendent Lamarche reviewed the updated indicators of the School Committee's Goals and Improvement Plans. The graph presented is in detail; stating the goal, advancing the goal, reference date, person responsible and notes that give details.

Of the thirteen goals established by the School Committee for SY2011-2012, only goal #5 did not receive enough work to be substantially updated. Superintendent Lamarche suggested the Goals and School Improvement Plan for SY2012-2013 be reassessed and limited to a smaller number so that each one could be focused on more.

The Progress Monitoring Report of the School Committee's Goals will be posted on the web site this summer.

[ATTACH COPY OF BPS JUNE PROGRESS MONITORING REPORT]

- 8) **Special Education Audit:** Christina Stuart, Interim Director of Student Services & Special Education was present to explain the process and results of the Bourne High School Special Education Audit. Retired Director, Ellen Varnerin, had chosen BHS as the site for the audit to be conducted by Walker Partnerships of Needham, MA. The purpose of an independent review is to get an outside perspective on our strengths, needs and recommendations for improvement of the districts services.

Data was provided from MA DOE Special Education, websites and caseloads were reviewed and the *Student Support Services Handbook* as well. Classroom visits and interviews were conducted with many of the Special Education staff, principal and vice-principal.

The commendations, factors, findings and recommendations can be reviewed in the attached report.

[ATTACH REVIEW OF THE BHS SPECIAL EDUCATION PROGRAM]

- 9) **NCLB Waiver:** Superintendent Lamarche did a presentation on the impact of the No Child Left Behind (NCLB) waiver approval. NCLB requires all schools within the state of Massachusetts to be 100% proficient by 2013-2014. Adequate Yearly Progress (AYP) is measured so that schools and districts are identified for improvement, corrective action and restructuring.

Our district and many others within the state are moving away from MCAS testing and replacing it with the Massachusetts Accountability Systems PARCC (The Partnership for Assessment and Readiness for Colleges and Careers). PARCC is a twenty-four state consortium, approved by the federal government, working together to develop on-line K-12 assessments in English & Math for SY2014-2015.

MCAS testing is based on the achievement gap, a term coined to describe the disparities in academic performance between groups of students. PARCC is based on the proficiency gap measuring the differences in proficiency rates among different student sub-groups.

Several changes need to be made to effectively measure our students by PARCC. The goal is to cut the proficiency gap in half by 2017. Sub-groups will need to be restructured into one group. There are five levels of rating on the Massachusetts Framework for Accountability and Assistance. Most districts will be rated as Level 2, not meeting gap closing goals, putting them with low engagement from the Department of Elementary & Secondary Education.

- 10) ***Superintendent Evaluation Instrument:*** Superintendent Lamarche reviewed his self-evaluation with the School committee. The rubric being used is the DOE's Massachusetts Model System for Educator Evaluation. He commented that he is not satisfied with where he is as a superintendent. The evaluation is quite different from any other educational staff position.

Chairman Matt Stuck explained to the School Committee members how the evaluation works and said to use the district goals to help them do their individual evaluation of the Superintendent due to him by June 16th. Any questions from a School Committee member can be answered through email or a visit to Superintendent Lamarche's office. The final evaluation is due June 26th.

- 11) ***Food Service Contract:*** Ed Donoghue, Director of Business Services, went over the proposals from Chartwells and Aramark, the two vendors being considered for the districts food service program. The five members of the evaluation committee independently reviewed and rated both non-priced proposals. After he received their completed evaluations he opened and analyzed the price proposals. Based upon this evaluation Mr. Donoghue recommended awarding the contract to Chartwells, our current provider for the past three years.

Motion to approve that Compass Group USA, Inc. by and through its Chartwells Division be awarded the contract for the management and operation of the food service program for the period of one year beginning July 1, 2012. The original contract may be renewed for four (4) one-year periods with the written consent of both parties. These services will be performed as per the specifications in the Request for Proposals Document dated April 30, 2012 and any applicable addendums. This award is contingent upon both parties signing a mutually agreed upon contract. Motion was moved by Anne-Marie Siroonian and seconded by Jonathan O'Hara.

Unanimously approved.

- 12) ***Cape Cod Collaborative Lease:*** Mr. Donoghue presented to the School Committee the renewal of the Otis School lease agreement with the Cape Cod Collaborative. There are no changes in the lease from previous years.

Motion to approve the Otis School Lease Agreement between Bourne Public Schools and Cape Cod Collaborative, as printed, dated May 11, 2012 beginning July 1, 2012 terminating June 30, 2015 was moved by Jonathan O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved.

13) **Job Descriptions:** Superintendent Lamarche went over the job descriptions for the teaching positions to be posted needed within the district. The positions are for teaching and support of Mathematics, a Learning Coach and English Language Learners to bring our district into compliance. Funding for these positions will be from Title I and II. The sub-committee has reviewed and recommends the hiring of staff for these positions.

[ATTACH JOB DESCRIPTIONS]

Motion to approve the three job position descriptions as printed was moved by Laura Scena and seconded by Anne-Marie Siroonian.

Unanimously approved.

Motion to move forward with the hiring of the Mathematics Applications teacher position contingent on Title I funding was moved by Anne-Marie Siroonian and seconded by Chris Hyldburg.

Unanimously approved.

Motion to move forward with the hiring of the Middle School Learning Coach teacher position contingent on Title I funding was moved by Anne-Marie Siroonian and seconded by Chris Hyldburg.

Unanimously approved.

Motion to move forward with the hiring of a Teacher of English Language Learners based on need, and funded within the operational budget was moved by Anne-Marie Siroonian and seconded by Jonathan O'Hara.

Unanimously approved.

14) **School Improvement Policies:** Chairman Stuck explained the need to change the verbiage in the BDFA School Improvement Plan Policies. As the policies are currently written, the School Committee is limited to having any of the plans reviewed and approved only at the March or April meetings. The request is to modify the verbiage to annually.

Motion to accept the updated BDFA policy series as modified was moved by Laura Scena and seconded by Chris Hyldburg.

Unanimously approved.

15) **2011-2012 School Calendar:** Motion was brought before the School Committee to change the last day of school for SY2011-2012 to a half day for students so teachers can finish their end of year duties.

Motion to change the SY2011-2012 calendar to a half day for students was moved by Chris Hyldburg and seconded by Anne-Marie Siroonian.

Unanimously approved.

16) *Peebles Statement of Interest:* Jonathan O'Hara, Chair for the Facilities Sub-Committee, reported the two hour visit by the Massachusetts School Board Association went well. A Statement of Interest (SOI) has been submitted to the state for building a new Peebles Elementary School on the current site. Mr. O'Hara related we will know more in the fall on the status of the SOI.

Motion was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to adjourn this meeting.

Unanimously approved.

Meeting adjourned at 10:17PM.

The next Bourne School Committee meeting will be at 7:00PM, June 26th, 2012 in the Bourne Middle School Library/Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, JUNE 26, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL LIBRARY/MEDIA CENTER

AGENDA

CALL TO ORDER

6:15PM Executive session to discuss contracts and legal matters

- Approve Minutes (June)
- BEA Contract
- Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION & MISSION

2012 JUN 22 PM 1 41
 TOWN CLERK'S OFFICE
 BOURNE, MASS

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve June Minutes (School Committee) **Consensus**
- 3) 10 mins. Action on the BEA Contract (Negotiation Subcommittee) **VOTE**
- 4) 10 mins. Actions re: non union personnel COLA (Superintendent) **VOTE**
- 5) 10 mins. Action on Out-of-State Volleyball Trip to Darien, CT (Superintendent) **VOTE**
- 6) 20 mins. Present BHS Scheduling Review Summary (BHS Principal)
- 7) 10 mins. Consider 8th grade participation in JV & Freshman fall sports (Superintendent) **VOTE**
- 8) 30 mins. Present Student Transition Workgroup Report (Superintendent)
- 9) 15 mins. Discuss Superintendent Evaluation (Superintendent/SchComm)
- 10) 15 mins. Update progress of Athletic Field Improvement Plan (Facilities SubComm)
- 11) 10 mins. Action on SchComm reps. for FY2012-13 collective bargaining negotiations (SchComm)) **VOTE**
- 12) 5 mins. First read policy IHGB - Home Schooling (Policy SubComm)
- 13) 5 mins Approve Agenda for School Committee Summer Vision, Mission & Goals Meeting (SchComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time:
 Goal-Setting Meeting: 8:30AM – 5:00PM, Tuesday, July 17th, Mass. Maritime Academy
 Regular Meeting: 5:00PM, Tuesday, August 8th, Bourne Middle School Media Center

"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)

- District Vision, Mission & Goals Evaluation and 2012-13 Update – July Goal Meeting
- Letter from SchComm to School Council Members & Fall Invitation – July Goal Meeting
- Develop Format & Contents of Student Achievement Report – July Goal Meeting
- Approve changes to school handbooks – August
- Final Budget Report for FY12 – August
- Review Changes to Emergency & Hazard Procedures & Policies – August
- Update on Status of Proposed DPW Facility in Bourne Dale (Facilities Sub) – August
- Discuss Technology Committee Objectives – August
- Student Handbook Revisions – August
- Proposed Municipal Building on school land – September
- Update on Peebles Statement of Interest Status (Facilities SubComm) – October

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 26, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL LIBRARY/MEDIA CENTER

AGENDA

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TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

- 6:15PM Executive session to discuss contracts and legal matters
 - Approve Minutes (June)
 - BEA Contract
 - Pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve June Minutes (School Committee) **Consensus**
- 3) 10 mins. Action on the BEA Contract (Negotiation Subcommittee) **VOTE**
- 4) 10 mins. Actions re: non union personnel COLA (Superintendent) **VOTE**
- 5) 10 mins. Action on Out-of-State Volleyball Trip to Darien, CT (Superintendent) **VOTE**
- 6) 20 mins. Present BHS Scheduling Review Summary (BHS Principal)
- 7) 10 mins. Consider 8th grade participation in JV & Freshman fall sports (Superintendent) **VOTE**
- 8) 30 mins. Present Student Transition Workgroup Report (Superintendent)
- 9) 15 mins. Discuss Superintendent Evaluation (Superintendent/SchComm)
- 10) 15 mins. Update progress of Athletic Field Improvement Plan (Facilities SubComm)
- 11) 10 mins. Action on SchComm reps. for FY2012-13 collective bargaining negotiations (SchComm)) **VOTE**
- 12) 5 mins. Approve Agenda for School Committee Summer Vision, Mission & Goals Meeting (SchComm)
- 13) 5 mins. First read policy IHGB - Home Schooling (Policy SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time:
Goal-Setting Meeting: 8:30AM – 5:00PM, Tuesday, July 17th, Mass. Maritime Academy
Regular Meeting: 5:00PM, Tuesday, August 8th, Bourne Middle School Media Center

"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)

- District Vision, Mission & Goals Evaluation and 2012-13 Update – July Goal Meeting
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- Proposed Municipal Building on school land – September
- Update on Peabody Statement of Interest Status (Facilities SubComm) – October

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

Minutes for June 26, 2012

The Bourne Middle School Library/Media Center was the setting for the June 26, 2012 meeting.

Executive Session

The Executive session met at 6:15PM with Superintendent, Steven Lamarche. The following School Committee members were present:

Matt Stuck Anne-Marie Siroonian Jonathan O'Hara
Chris Hyldburg Catherine Walton
Absent: Laura Scena & David Harrison

The Executive session met to approve June minutes, discuss BEA contract and pending legal matters.

The Executive Session ended at 6:55PM.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:08PM asking all to stand for the pledge of allegiance. Anne-Marie Siroonian then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Amy Cetner, Principal, Bourne High School
Maureen Fuller, BEA Treasurer
Various BPS teachers and members of the public

- 1) **Announcements:** The chairman announced he has received a letter of resignation from School Committee Member, David Harrison, effective immediately. The Town Clerk will solicit for a community member to fill the one year remaining on Mr. Harrison's term. Chairman, Matt Stuck thanked Mr. Harrison for his time and dedication to the Bourne Public Schools.
- 2) **Minutes:** The Bourne School Committee accepted the June 6, 2012 minutes as submitted by Recording Secretary, Lois Bailey, with one correction. Jonathan O'Hara was not part of the interview process for the new Bournedale Principal.
- 3) **BEA Contract:** On June 4, 2012 the School Committee's negotiations committee accepted the draft of the Bourne Educators Association three year teachers contract effective July 1, 2012 and expiring June 30, 2015. There were more than fifty changes made to the contract.

[ATTACH COPY OF DRAFT SUMMARY OF TENTATIVE AGREEMENTS]

Motion was made to accept the ratification of the Draft Summary of Tentative Agreements with Unit A of the BEA dated June 4, 2012 as recommended by the negotiations team was moved by Anne-Marie Siroonian and seconded by Jonathan O'Hara.

Unanimously approved.

- 4) **Non-Union Personnel:** Superintendent Lamarche presented the annual Cost of Living Adjustment (COLA) recommendations for non-union personnel within the Bourne School District. This includes the lunchroom and recess monitors at the elementary schools, bus drivers and monitors, and administrative building support staff. The recommendation to the School Committee is a 2% increase.

[ATTACH COPY OF THE RECOMMENDATIONS TO COLA PERSONNEL]

Motion was made to accept a two percent COLA increase for non-union personnel was moved by Catherine Walton and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 5) **Out-of-State Volleyball Trip:** Bourne High School Athletic Director Scott Ashworth has submitted his request for the BHS Varsity Volleyball Team to travel to Darien, CT for a 'Play Date' at Darien High School. The volleyball team has been a participant in this play date for many years.

The team building event is scheduled for Saturday, September 8, 2012 and will conclude on Sunday, September 9, 2012. Coaching staff will provide transportation and will act as chaperones for the BHS team.

Motion to approve the 2012 out-of-state overnight trip for the BHS Volleyball Team to Darien, Connecticut was moved by Jonathan O'Hara and seconded by Chris Hyldburg.

Unanimously approved.

- 6) **BHS Scheduling:** Amy Cetner, Bourne High School Principal was present to give the findings of the assessment of the Master Schedule Review conducted by Miki Gromacki. This assessment was done during the period of December 2011 through May 2012.

Ms. Gromacki met with Ms. Cetner, Assistant Principal Jordan Geist and Guidance Counselors to review the present course registration process, the way decisions are made about the sections and staffing, and the administration's perspective of what is working well and what is not. Ms. Cetner shared the areas of focus, goals for the school and vision for the future. Ms. Gromacki also reviewed the Special Education schedules and made her recommendations in the full assessment attached with this report. As summarized by Ms. Gromacki, the Master Schedule of a high school should be reflection of what the school values and only modified if it is going to yield more time to devote to initiatives that are designed to increase student achievement and close achievement gaps.

Suggestions and recommendations for the Program of Studies made by Ms. Gromacki was to edit the lengthy documentation to make it more concise and to change course labels from 'honors', 'academic' or 'career' level. She also recommended that the out-of-class expectations be reviewed. Currently, expectations are so that a student should expect to spend at least 37 hours per week on these assignments limiting the number of courses that students take at any given time. Ms. Gromacki also recommended a critical review of the Program of Studies from a public relations perspective. With increased enrollment competition with other high schools in the district needs to better advertise course offerings to prospective students within the district.

[ATTACH COPY OF BHS MASTER SCHEDULE REVIEW]

- 7) **JV & Freshman Fall Sports:** Bourne High School Athletic Director, Scott Ashworth, met with the MIAA District D Committee on May 30, 2012 regarding sports for SY2012-2013. The district has received a waiver for 8th grade students to try out for JV or freshman volleyball & football, and junior varsity field hockey and soccer. Mr. Ashworth will present the numbers of 8th graders on each team a fall School Committee meeting.

Motion to approve the MIAA District D Committee waivers for 8th grade students participating in the following sports and levels: Volleyball/freshmen only, football/freshmen only, field hockey/JV only and boys & girls soccer/JV only for the 2012-2013 school year was moved by Chris Hyldburg and seconded by Catherine Walton.

Unanimously approved.

- 8) **Student Transition:** Assistant Superintendent Susan Quick reviewed the Student Transition Workgroup Reports for Kindergarten to Grade 1, Grade 4 to Grade 5, and Grade 8 to Grade 9. The grade level Workgroups consisted of staff from the respective grades.

Kindergarten students entering Grade 1 at Peebles Elementary, were brought directly to school on May 24, 2012. They spent the day meeting teachers, touring the school, going outside for recess and experiencing lunch in the cafeteria. After their busy morning, the buses delivered the students back to their homes. Parents were invited to the school for an informative evening of transition the same day.

Kindergarten students remaining at Bournedale Elementary for Grade 1 were brought to the classrooms to meet the teachers and get familiar with a new classroom. The students were paired with a first grade buddy to complete an activity and then taken to the cafeteria for lunch.

For Grade 4 students going to Grade 5, the events took place over several months. FAQ brochures were made by Grade 5 and distributed to Grade 4 in March. An all Grade 4 Family Square Dance was held in the Bourne Middle School gymnasium in May. Musical instrument demonstrations were held in Grade 4 classrooms and during the Grade 4 tour of BMS in May. On May 23rd parents were invited to Bourne Middle School to get familiar with their child's next school and answer any of their questions. During August, students will receive their schedule and a map of the school by mail.

Grade 8 student's introduction to high school was done in several phases. Monthly events were done to help keep the students focused on their next year as freshmen. In November high school course descriptions were reviewed and questions answered. December was Open House for 7th & 8th grade families and January took 9th grade students to BMS for a visit. Grade 8 students completed their course selections in April and orientation will be in August. Other events are planned for SY 2012-2013 Grade 8 students such as activities together, an afternoon of BMS & BHS bands together or a daytime dress rehearsal of the high school play. This will help the 8th graders to begin to develop a class identity and move beyond the team structure.

- 9) ***Superintendent Evaluation:*** Superintendent Steven Lamarche submitted his 2011-2012 Summative Evaluation Narrative to the Bourne School Committee for their approval. The evaluation and its rubrics are based upon the Massachusetts Model System for Educator Evaluation as printed by the MA Department of Elementary & Secondary Education.

The four standards of the evaluation include:

- 1.) Instructional Leadership
- 2.) Management & Operations
- 3.) Family & Community Engagement
- 4.) Professional Culture

Superintendent Lamarche has been charged by the School Committee with demanding tasks to help foster important changes within the Bourne School District to develop an even more productive, transparent, accountable, and empowered learning culture.

Superintendent Lamarche is a strong professional leader with an impressive work ethic. He has identified the primary needs for instructional leadership by hiring high-quality administrators who share the district's goals, supports those administrators and leads by example.

While there have been many challenges, Superintendent Lamarche continues to maintain exemplary confidentiality and professionalism. He is very knowledgeable of applicable educational laws, policies and practices. One of his strengths lies in his fiscal management by developing a detailed budget that he constantly scrutinizes.

There have been a variety of opportunities created by Superintendent Lamarche for the families and community to communicate with the schools and the schools with the community. Family and community communications has been provided through E-news, 411, Q&A's, visibility at Open House, Program of Studies, PTA sponsored events and "Meet the Superintendent" at various times and locations throughout the school year. He actively seeks out all feedback whether it be supportive, negative or constructive.

Superintendent Lamarche has set extremely high professional expectations for himself and his staff. He continually monitors the district's curriculum mapping initiative and the District's Literacy Action Plan. Superintendent Lamarche is more concerned with the circumstances of failing an individual child than the condition of a state report card.

Motion to approve the Superintendent's summative Evaluation Narrative and attached rubric for the SY2011-2012 was moved by Jonathan O'Hara and seconded by Catherine Walton.
Unanimously approved.

- 10) ***Athletic Field Improvement Plan:*** Facilities Sub-Committee Chair Jonathan O'Hara presented the Field Maintenance Plan that pertains to the five fields located at Bourne Middle School. This plan of action covers the period of summer 2012 through fall of 2015.

The fields are over used by the various organizations within the town and are in need of some restorative measures. A meeting with the Bourne School Department, Bourne Youth Soccer, Bourne Lacrosse, and Bourne Recreation Department will establish a plan to revitalize the field selected to be rested (taken completely out of play) for each season, evaluated after that season and possibly rested a full year, and potential cost sharing plans for expenses. Bourne Public Schools grounds staff will perform the required tasks.

The Athletic Field Improvement Plan has established a timeline to rotate the activity of the overused fields, closing and fencing off the resting field with posted signage and insisting that a game schedule for next season be produced without using the field.

- 11) ***School Committee Representatives:*** Representatives for the collective bargaining negotiations FY2012-2013 need to be selected. Two of the contracts will be expiring within the next school year; ESP's and secretaries.

Motion was made for Jonathan O'Hara to serve as the School Committee representative on the BEA Secretaries contract negotiations team.
Unanimously approved.

Motion was made for Anne-Marie Siroonian to serve as the School Committee representative on the BEA Educational Support Personnel (ESP) contract negotiations team.
Unanimously approved.

- 12) ***Policy IHGB:*** Massachusetts General Law requires the Bourne Public School Committee to determine if a Home Schooling Program meets with the minimum standards established for public schools in the Commonwealth prior to approving such a program for students between the age of 6-16 as presented by the parent or caregiver.

The Policy Sub-Committee did the first review for the Home Schooling Policy IHGB on June 4, 2012, replacing IHGB/LBA. The Policy should be ready for final approval at the August School Committee meeting.

- 13) ***Retreat Agenda:*** The Bourne School Committee Summer Goal Setting Meeting Agenda was presented and discussed by the committee members. The yearly retreat will be held at Massachusetts Maritime Academy, Taylor's Point in Buzzards Bay. Superintendent Steven Lamarche and Assistant Superintendent Susan Quick will be the facilitators in the Charlestown/Nantucket Room beginning at 8:30AM on Tuesday, July 17, 2012.

Self evaluations were handed out to each committee member to be completed by July 17, 2012 and brought to the Retreat to go over them together.

- 14) Motion was made by Anne-Marie Siroonian and seconded by Jonathan O'Hara to adjourn the meeting.

Unanimously approved.

Meeting adjourned at 9:10PM.

The next Bourne School Committee meeting will be at 7:00PM, August 15, 2012 in the Bourne Middle School Library/Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: TUESDAY, JULY 17, 2012
TIME: 8:30AM REGULAR MEETING
PLACE: MASSACHUSETTS MARITIME ACADEMY
(Charlestown/Nantucket Room)
Taylor's Point
Buzzards Bay, MA 02532

FINAL AGENDA

FACILITATORS: Steven Lamarche & Susan Quick

2012 JUL 11 PM 12 07
TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

8:30AM Goal Evaluation & Setting Discussion

1. 30 mins Why are we here? (Matt)
2. 10 mins What is our role as School Committee members? (Jay)
3. 15 mins What BPS School Committee governing policies most affect our work?
(Anne-Marie)
4. 30 mins How will we operate? How can we improve our effectiveness both in and out of meetings? (Matt)
5. 20 mins What are our subcommittee and other roles that we still need to fill and who should fill them? Should School Culture Sub be formalized as a standing Subcommittee?
(Matt)
6. 30 mins How did we do on last year's Goals (Numeric/Qualitative Self-Assessment)? (Matt)
7. 30 mins What changes do we have for our Vision and Mission for 2012-13? (Steve/Sue)
8. 30 mins What are our Goals for 2012-13 and what indicators will help us measure them?
9. 90 mins What indicators of student achievement shall we include in our BPS Student Achievement Report? (Steve/Sue)
10. 15 mins What will our 2012-13 Policy Priorities be? (All)
11. 5 mins Evaluation of Day/Exit 'Ticket' (Matt)

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

BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: TUESDAY, JULY 17, 2012

TIME: 8:30AM REGULAR MEETING JUL 13 AM 11 56

PLACE: MASSACHUSETTS MARITIME ACADEMY
(Charlestown/Nantucket Room) TOWN CLERK'S OFFICE
Taylor's Point BOURNE, MASS
Buzzards Bay, MA 02532

REVISED AGENDA

FACILITATORS: Steven Lamarche & Susan Quick

CALL TO ORDER

8:30AM Goal Evaluation & Setting Discussion

1. 30 mins Why are we here? (Matt)
2. 10 mins What is our role as School Committee members? (Jay)
3. 15 mins What BPS School Committee governing policies most affect our work?
(Anne-Marie)
4. 30 mins How will we operate? How can we improve our effectiveness both in and out of meetings? (Matt)
5. 20 mins What are our subcommittee and other roles that we still need to fill and who should fill them? Should School Culture Sub be formalized as a standing Subcommittee?
(Matt)
6. 30 mins How did we do on last year's Goals (Numeric/Qualitative Self-Assessment)? (Matt)
7. 30 mins What changes do we have for our Vision and Mission for 2012-13? (Steve/Sue)
8. 30 mins What are our Goals for 2012-13 and what indicators will help us measure them?
9. 90 mins What indicators of student achievement shall we include in our BPS Student Achievement Report? (Steve/Sue)
10. 15 mins What will our 2012-13 Policy Priorities be? (All)
11. 5 mins Evaluation of Day/Exit 'Ticket' (Matt)
12. FY12 Final line item transfer

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BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 15, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL LIBRARY/MEDIA CENTER

AGENDA

2014 JAN 29 PM 2:44

CALL TO ORDER

6:15PM Executive session to discuss minutes, contracts, and pending legal matters
TOWN CLERK'S OFFICE
7:00PM RETURN TO REGULAR SESSION MEETING
BOURNE, MASS

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve June 26th & July 17th Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 15 mins. Present Draft 2012-13 Vision, Mission & Goals (SchComm)
- 5) 5 mins. Action on the BEA Contract (Negotiation Subcommittee) **VOTE**
- 6) 5 mins. Action on the AFSCME Contract (Negotiation Subcommittee) **VOTE**
- 7) 5 mins. Appointment of Director of Special Education and Student Services (SchComm) **VOTE**
- 8) 20 mins. Discussion of Title I & Title IIA Impacts (Assistant Superintendent)
- 9) 10 mins. Action on Changes to Student Handbooks (Superintendent) **VOTE**
- 10) 10 mins. Review Changes to Emergency Planning and Procedures for BPS (Superintendent)
- 11) 30 mins. First read of policies: AC - Nondiscrimination, ACB - Adult Anti-Harassment Policy and Grievance Procedure, ACEA - Section 504/ADA Grievance Procedure, AF - Bullying and Hazing Policy, JIA - Student Anti-Harassment Policy and Grievance Procedure (Policy SubComm), BDE - Subcommittees of the School Committee, AG - Wellness Policy
- 12) 5 mins. Action on Policy IHGB - Home Schooling (Policy SubComm) **VOTE**
- 13) 10 mins. Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) **VOTE**
- 14) 10 mins. Update on Peebles Elementary School Asbestos Remediation (Facilities Sub)
- 15) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 16) 5 mins. Review Draft Summary of 2011-12 SchComm Self-Eval (SchComm)
- 17) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 18) Confirm Next Meeting Date & Time:

Regular Meeting: 7:00PM, Wednesday, September 5th, Bourne Middle School Media Center

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

- ☐ "What matters in education?" (SchComm) - September
- ☐ Update on new Student Information System (Superintendent) - September
- ☐ Proposed Municipal Building on school land (DofB Services) - September
- ☐ Update on Fall Athletic Sign-ups (Superintendent) - September
- ☐ Present Student Achievement Report (Superintendent) - September
- ☐ Update Professional Development System (Superintendent) - September
- ☐ Action on Faculty Handbooks (Superintendent) - September
- ☐ Review Climate & Culture Survey (School Culture Sub) - September
- ☐ Update on Curriculum Development Teams (Assistant Super.) - September
- ☐ Update -Peebles Statement of Interest Status (Fac. SubComm) - October
- ☐ Review 2012-13 School Improvement Plans (SchComm) - November
- ☐ Update on Teacher Evaluation System (SchComm) - November
- ☐ Update on Building Based Leadership Teams (Superintendent) - November

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 15, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL LIBRARY/MEDIA CENTER

AGENDA

CALL TO ORDER

6:15PM Executive session to discuss minutes, contracts, and pending legal matters

7:00PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION & MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve June 26th & July 17th Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 15 mins. Present Draft 2012-13 Vision, Mission & Goals (SchComm)
- 5) 5 mins. Action on the BEA Contract (Negotiation Subcommittee) **VOTE**
- 6) 5 mins. Action on the AFSCME Contract (Negotiation Subcommittee) **VOTE**
- 7) 5 mins. Appointment of Director of Special Education and Student Services (SchComm) **VOTE**
- 8) 20 mins. Discussion of Title I & Title IIA Impacts (Assistant Superintendent)
- 9) 10 mins. Action on Changes to Student Handbooks (Superintendent) **VOTE**
- 10) 10 mins. Review Changes to Emergency Planning and Procedures for BPS (Superintendent)
- 11) 30 mins. First read of policies: AC - Nondiscrimination, ACB - Adult Anti-Harassment Policy and Grievance Procedure, ACEA - Section 504/ADA Grievance Procedure, AF - Bullying and Hazing Policy, JIIA - Student Anti-Harassment Policy and Grievance Procedure (Policy SubComm), BDE - Subcommittees of the School Committee, AG - Wellness Policy
- 12) 5 mins. Action on Policy IHGB - Home Schooling (Policy SubComm) **VOTE**
- 13) 10 mins. Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) **VOTE**
- 14) 10 mins. Update on Peebles Elementary School Asbestos Remediation (Facilities Sub)
- 15) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 16) 5 mins. Review Draft Summary of 2011-12 SchComm Self-Eval (SchComm)
- 17) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 18) Confirm Next Meeting Date & Time:
 Regular Meeting: 7:00PM, Wednesday, September 5th, Bourne Middle School Media Center

2012 AUG 7 PM 2 49
 TOWN CLERK'S OFFICE
 BOURNE, MASS.

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

- "What matters in education?" (SchComm) - September
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- Proposed Municipal Building on school land (DofB Services) - September
- Update on Fall Athletic Sign-ups (Superintendent) - September
- Present Student Achievement Report (Superintendent) - September
- Update Professional Development System (Superintendent) - September
- Action on Faculty Handbooks (Superintendent) - September
- Review Climate & Culture Survey (School Culture Sub) - September
- Update on Curriculum Development Teams (Assistant Super.) - September
- Update -Peebles Statement of Interest Status (Fac. SubComm) - October
- Review 2012-13 School Improvement Plans (SchComm) - November
- Update on Teacher Evaluation System (SchComm) - November
- Update on Building Based Leadership Teams (Superintendent) - November

BOURNE SCHOOL COMMITTEE MEETING

August 15, 2012

2014 JAN 29 PM 2 44

TOWN CLERK'S OFFICE

BOURNE, MASS.

The Bourne School Committee met in the Bourne Middle School Library Media Center on Wednesday, August 15, 2012.

Executive Session

The Committee met in Executive Session at 6:15PM with the Superintendent, Steven Lamarche. The following School Committee members were present:

Christopher Hyldburg; Jonathan O'Hara; Laura Scena; Anne-Marie Siroonian; and Matthew Stuck

Absent was: Catherine Walton

Regular Session

Chairman Matthew Stuck opened the regular meeting session at 7:08PM with the Pledge of Allegiance. Present for this session was the following people:

Christopher Hyldburg; Jonathan O'Hara; Laura Scena; Anne-Marie Siroonian; and Matthew Stuck.

Absent were: Catherine Walton and student member Emily Cheney.

Also present: Steven Lamarche, Superintendent; Susan Quick, Assistant Superintendent; Christina Stuart, Director of Special Education and Student Services; Wayne Francis, Principal, Peebles Elementary School; and various members of the public.

- 1. Announcements:** Superintendent Lamarche thanked the Field Hockey and Volleyball teams, who with their coaches, participated in the Massachusetts Down Syndrome Buddy Walk by the Sea. Supt. Lamarche also announced that Susan Harrington, the school nurse at Bournedale Elementary School was recognized by the National Association of School Nurses as School Nurse of the Year.

VOTED: Motion was made by Christopher Hyldburg and seconded by Jonathan O'Hara to move item #14, Update on Peebles Elementary School Asbestos Remediation before item #4.

Unanimous vote

- 2. Approve June 26th & July 17th Minutes.** The July 17th minutes were approved by consensus. The June 26th minutes will be reviewed again at the September meeting.
- 3. Present Student Member's Report.** Ms Cheney was absent.

14. Update on Peebles Elementary School Asbestos Remediation. Christopher Hyldburg updated the Committee on the project status of the Asbestos Remediation at Peebles Elementary School and Mr. Donoghue presented an overview of the Peebles Elementary School Asbestos Remediation plan.

4. Present Draft 2012-13 Vision, Mission & Goals. The BPS draft vision was read by Anne-Marie Siroonian; *"We are proud to be a community where one hundred percent of Bourne Public Schools students graduate with the resources to compete and collaborate effectively. The Town of Bourne is enthusiastically committed to empower students to achieve personal goals and demonstrate life-long learning. All are given equal opportunity to succeed with low impact use of the best resources."*

The draft Mission was read by Laura Scena:

*"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"*

and the draft Goals were read by Matthew Stuck:

"2012-2013 Draft Goals:

- 1. Focus on literacy in all disciplines as part of PreK-12 curriculum development/mapping for horizontal and vertical alignment.*
- 2. Promote an environment of collaboration among and empowerment of individuals for continuous district improvement.*
- 3. Attain effective communication protocols and policies that continue to build confidence in a shared vision.*
- 4. Curriculum to revisit: strengthen community inter-connections through universal community service and learning opportunities between the district and within the district.*

The Vision, Mission and School Committee Goals for 2012-13 will be posted on the Bourne Public Schools website after they are approved at the September School Committee Meeting.

5. Action on the BEA Contract.

VOTED: Motion was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to approve the Memorandum of Agreement, MOA, between the Bourne School Committee with the BEA for the period of July 1, 2012 – June 30, 2015.

Unanimous vote

6. Action on the AFSCME Contract.

VOTED: Motion was made by Jonathan O'Hara and seconded by Christopher Hyldburg to approve the Memorandum of Agreement, MOA, between the Bourne School Committee with AFSCME for the period of July 1, 2012 – June 30, 2015.

Unanimous vote

7. Appointment of Director of Special Education and Student Services.

VOTED: Motion was made by Anne-Marie Siroonian and seconded by Jonathan O'Hara to appoint Christina Stuart as director of Special Education and Student Services of Bourne Public Schools pending final contract negotiations.

Unanimous vote

8. Discussion of Title I & Title IIA Impacts. Assistant Superintendent detailed the changes to Title One and Title IIA grants and the impact of the changes.

9. Action on Changes to Student Handbooks.

VOTED: Motion was made by Anne-Marie Siroonian and seconded by Laura Scena to approve the Bourne High School, Middle School and, Elementary student handbooks for 2012-2013 which will include the applicable policies AC, ACEA, AF, JIIA, and AG

Unanimous vote

10. Review Changes to Emergency Planning and Procedures for BPS. Superintendent Lamarche circulated to the Committee a Crisis Plan for the Bourne Public Schools. Rather than four different Crisis plans – one for each school; there will now be one Crisis Plan for the District.

11. First read of policies: AC - Nondiscrimination, ACB - Adult Anti-Harassment Policy and Grievance Procedure, ACEA - Section 504/ADA Grievance Procedure, AF - Bullying and Hazing Policy, JIIA - Student Anti-Harassment Policy and Grievance Procedure (Policy SubComm), BDE - Subcommittees of the School Committee, AG – Wellness Policy

12. Action on Policy IHGB – Home Schooling

VOTED: Motion was made by Jonathan O'Hara and seconded by Laura Scena to approve policy-IHGB Home Schooling, as updated of August 15, 2012.

Unanimous vote

13. Action on FY2012 Financial Close-Out/Budget Report for FY12. Mr. Donoghue reviewed with the Committee the Budget Report for fiscal year 2012 and no action was taken at this time; this will be voted on at the October meeting.

15. Update on Solar Panel Project Status. An update of the status of the Solar Project was given by Christopher Hyldburg.

16. Review Draft Summary of 2011-12 Sch Comm Self-Eval. Matthew Stuck circulated the February 2011 and June 2012 Self-Evaluation of the School Committee

VOTED: Motion was made by Jonathan O'Hara and seconded by Christopher Hyldburg to add approval request of exchange student to the agenda prior to item 17

Unanimous vote

16.5 Approval of Exchange Student at Bourne High School.

VOTED: Motion was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian to accept Teresa Paba as an exchange student at BHS for the 2012-2013 school year.

Unanimous vote

17. Review & Propose Future Agenda Items

18. Confirm Next Meeting Date & Time:

Regular Meeting: 7:00PM, Wednesday, September 5th, Bourne Middle School Media Center

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

- ☐ “What matters in education?” (SchComm) – **September**
- ☐ Update on new Student Information System (Superintendent) – **September**
- ☐ Proposed Municipal Building on school land (DofB Services) – **September**
- ☐ Update on Fall Athletic Sign-ups (Superintendent) – **September**
- ☐ Present Student Achievement Report (Superintendent) – **September**
- ☐ Update Professional Development System (Superintendent) – **September**
- ☐ Action on Faculty Handbooks (Superintendent) – **September**
- ☐ Review Climate & Culture Survey (School Culture Sub) – **September**
- ☐ Update on Curriculum Development Teams (Assistant Super.) – **September**
- ☐ Roll Out Plan for communication to parents for emergency planning – **September**
- ☐ Update on Solar Panels – **September**
- ☐ Add handbook addendum for Emergency Planning – **September**
- ☐ Close Out budget for FY12 – **October**
- ☐ School Committee Self Evaluation – **October**
- ☐ Update -Peebles Statement of Interest Status (Fac. SubComm) – **October**
- ☐ Review 2012-13 School Improvement Plans (SchComm) – **November**
- ☐ Update on Teacher Evaluation System (SchComm) – **November**
- ☐ Update on Building Based Leadership Teams (Superintendent) – **November**

VOTED: Motion was made by Jonathan O’Hara and seconded by Anne-Marie Siroonian to adjourn the meeting at 10:03PM.

Unanimous vote

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, SEPTEMBER 05, 2012

TIME: 6:15PM EXECUTIVE SESSION MEETING

6:45PM REGULAR MEETING

PLACE: PEEBLES ELEMENTARY SCHOOL 1ST LEVEL ATRIUM

AGENDA

CALL TO ORDER

6:15PM Executive session to discuss minutes, contracts, and pending legal matters

6:45PM RETURN TO REGULAR SESSION MEETING

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION & MISSION

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TOWN CLERK'S OFFICE
BOURNE, MASS

- 1) 15 mins. Joint Session of Board of Selectman & School Committee to appoint a School Committee member
- 2) 5 mins. Announcements (Superintendent & Subcommittees)
- 3) 2 mins. Approve June 26th & August 15th Minutes (School Committee) **Consensus**
- 4) 5 mins. Present Student Member's Report (Ms. Cheney)
- 5) 10 mins. Action on 2012-13 Vision, Mission & Goals (SchComm)
- 6) 5 mins. Update on School Asbestos Remediation Process (Facilities Sub)
- 7) 15 mins. Action on policies: AC - Nondiscrimination, ACB - Adult Anti-Harassment Policy and Grievance Procedure, ACEA - Section 504/ADA Grievance Procedure, AF - Bullying and Hazing Policy, JIA - Student Anti-Harassment Policy and Grievance Procedure, BDE - Subcommittees of the School Committee, AG - Wellness Policy (Policy SubComm) **VOTE**
- 8) 5 mins. Update on 2012 Student Achievement Report (Superintendent)
- 9) 20 mins. Update on Curriculum Development Teams (Assistant Superintendent)
- 10) 10 mins. Communicate Emergency Management Plan to families (Superintendent)
- 11) 10 mins. Update on Educator Evaluation System (Evaluation Implementation Group)
- 12) 10 mins. Action on Administrator Educator Evaluation System (Evaluation Implementation Group) **VOTE**
- 13) 5 mins. Update on new Student Information System (Superintendent)
- 14) 5 mins. Action on Guidance Department Head job description & funding (Superintendent) **VOTE**
- 15) 5 mins. Action on Josephine Lewis Scholarship Award (SchComm) **VOTE**
- 16) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 17) 5 mins. Action on Central Office Roof Contract (Director of Business Services) **VOTE**
- 18) 5 mins. Update on Director of Facilities Position (Superintendent)
- 19) 5 mins. Finalize Summary of 2011-12 SchComm Self-Eval (SchComm)
- 20) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 21) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, October 3rd, Bournedale Elementary School

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

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

- ☐ Review Climate & Culture Survey Summary (School Culture Sub) - October
- ☐ Discuss "What matters in education?" (SchComm) - October
- ☐ Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) - October
- ☐ 1st Quarter Financial SWOT Report - October
- ☐ Update - Peebles Statement of Interest Status (Fac. SubComm) - November
- ☐ Review 2012-13 School Improvement Plans (SchComm) - November
- ☐ Update on Teacher Evaluation System (SchComm) - November
- ☐ Update on Building Based Leadership Teams (Superintendent) - November
- ☐ Proposed Municipal Building on school land (DofB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, SEPTEMBER 05, 2012
TIME: 6:15PM EXECUTIVE SESSION MEETING
 6:45PM REGULAR MEETING
PLACE: PEEBLES ELEMENTARY SCHOOL 1st LEVEL ATRIUM

AGENDA

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 TOWN CLERK'S OFFICE
 BOURNE, MASS.

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- 8) 5 mins. Update on 2012 Student Achievement Report (Superintendent)
- 9) 20 mins. Update on Curriculum Development Teams (Assistant Superintendent)
- 10) 10 mins. Communicate Emergency Management Plan to families (Superintendent)
- 11) 10 mins. Update on Educator Evaluation System (Evaluation Implementation Group)
- 12) 10 mins. Action on Administrator Educator Evaluation System (Evaluation Implementation Group) **VOTE**
- 13) 5 mins. Update on new Student Information System (Superintendent)
- 14) 5 mins. Action on Guidance Department Head job description & funding (Superintendent) **VOTE**
- 15) 5 mins. Action on Josephine Lewis Scholarship Award (SchComm) **VOTE**
- 16) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 17) 5 mins. Action on Central Office Roof Contract (Director of Business Services) **VOTE**
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Proposed Future Agenda Items and Dates (subject to change by SchComm)

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- ☐ Proposed Municipal Building on school land (DofB Services) - TBD

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

Minutes for September 5, 2012

The Peebles Elementary School Atrium was the setting for the September 5, 2012 meeting. The following School Committee members were present for both sessions:

Matt Stuck

Anne-Marie Siroonian

Catherine Walton

Chris Hyldburg

Absent: Jonathan O'Hara and Laura Scena (present for the start of the Regular Session)

Executive Session

The Executive session met at 9:30PM after the regular session of the School Committee meeting with Superintendent, Steven Lamarche. The Executive session met to discuss minutes, contracts and pending legal matters.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:00PM asking all to stand for the pledge of allegiance. Anne-Marie Siroonian then read the Bourne Public School's Vision and Mission Statement. Present were the following people:

Steven Lamarche, Superintendent

Susan Quick, Assistant Superintendent

Members of the Board of Selectmen

Ed Donoghue, Director of Business Services

Heather DiPaolo, Applicant for the School Committee

Emily Cheney, Student Member

Laurianne Gilbert, BEA President

Christine Borning, BEA Vice President

Maureen Fuller, BEA Treasurer

Catherine Lyons, Bourne Middle School Teacher

Robert Ruggiero, Bourne Middle School Teacher

Various BPS teachers and members of the public

- 1) **Announcements:** Superintendent Lamarche announced that the United States Department of Agriculture selected the district's elementary school for the USDA's *Healthier US School Challenge Bronze Award*. Bourne's elementary schools join a select group of only 4% of schools throughout America that are certified as HUSSC schools. The schools were recognized due to a healthier school environment through improvements in the quality of food and physical education to promote healthier lifestyles for the students of Bourne. The elementary schools will receive banners, plaques and \$500 for each of the elementary schools' food service accounts.

Assistant Superintendent, Susan Quick described the recent Coast Guard Open House held on Camp Edwards. The Open House was held to allow residents of the military base to be informed of the available opportunities for their families. There was a potluck dinner, face painting, bounce house, helicopters and representatives from the Big Brother Big Sister Organization as well as the Boy & Girl Scout Troops within the town.

BPS faculty members Christina Stuart, David Lundell and Jordan Geist explained services provided by the Special Education & Student Services Department and answer any questions regarding the Bourne High School & Bourne Middle School.

- 2) **Minutes:** The Bourne School Committee accepted the June 26, 2012 minutes as submitted by Lois Bailey and the August 15, 2012 minutes as submitted by Mary Jo Coggeshall.
- 3) **Student Member's Report:** Student Representative, Emily Cheney gave her report of the first few days of the new year at Bourne High School. Students are getting back into the swing of things. Fall sports have started with the Volleyball Team playing their game today. Girls Soccer and Field Hockey were rescheduled for tomorrow due to rain. Friday will be the opening day for football and Boys Soccer. Cross Country starts their season on Saturday. The Drama Club held their first day of auditions for their fall show, *Babes in Arms*. *Little Women* is the planned performance for the spring. College Representatives start visiting the high school on Thursday, September 6th.
- 4) **2012-2013 Vision, Mission & Goals:** The Bourne School Committee meet over the summer to develop the Vision, Mission & Goals for SY12-13 based on the feedback from parents and teachers. Anne-Marie Siroonian, Chris Hyldburg and Catherine Walton read the Vision, Mission & Goals.

[ATTACH COPY OF THE 2012-2013 VISION, MISSION & GOALS]

Motion was made to accept the Vision, Mission & Goals for SY 2012-2013 as read was moved by Catherine Walton and seconded by Chris Hyldburg.

Unanimously approved.

- 5) ***Asbestos Remediation Process:*** Bourne Public Schools received a Written Warning & Order (WW&O) in August from the Department of Labor Standards Investigations & Enforcement Unit stating that the Bourne Public Schools were not in compliance with the Asbestos Hazard Emergency Response Act (AHERA). Fuss & O'Neill EnviroScience, LLC was retained to conduct on site monitoring associated with the removal and repairs of asbestos containing building materials at Bourne High School and Peebles Elementary School. Letters have been received from EnviroScience, LLC documenting that all asbestos remediation responsibilities at Bourne High School and Peebles Elementary School are being met. Air clearance samples were performed in accordance with regulatory requirements and passed. A response to the Department of Labor Standards will be sent regarding this work required and completed prior to the opening of school. The School Committee will release the clearance letters to the public.

[ATTACH COPY OF THE CLEARANCE LETTERS]

Motion was made for the School Committee to release the Clearance Letter for Peebles Elementary School from Fuss & O'Neill dated August 27, 2012 and a Clearance Letter for Bourne High School dated August 27, 2012 in regards to asbestos as well as the BSC, as the LEA, release the response to the July 25, 2012 DLS written warning dated August 25, 2012 was moved by Chris Hyldborg and seconded by Catherine Walton.

Unanimously approved.

Superintendent Steven Lamarche requested that he be authorized to conduct an investigation of all the facts and circumstances leading up to this point and to obtain counsel to assist him with this matter. Expenditures for this investigation will come from monies allocated for counsel within the school budget.

Motion was made to authorize the Superintendent to investigate of all the facts and circumstances leading up to the current situation with respect to asbestos in all of the buildings, and to further authorize the Superintendent to utilize counsel to assist him in this matter was moved by Anne-Marie Siroonian and seconded by Catherine Walton.

Unanimously approved.

- 6) ***Action on Policies:*** Several policies have been reviewed by the School Committee with revisions to those policies. Assistant Susan Quick gave a quick explanation of each and any changes made with this review.

FILE: AC - Nondiscrimination: This policy points to other policies for reference. It states the commitment to the community is affirmed by statements of the Bourne School Committee.

Motion to accept Policy AC – Nondiscrimination as printed was moved by Anne-Marie Siroonian and seconded by Catherine Walton.

Unanimously approved.

FILE: ACB – Adult Anti-Harassment Policy & Grievance Procedure: There was no change in this policy except for clarity by separating adults and students.
Motion to accept Policy ACB – Adult Anti-Harassment & Grievance Procedure as printed was moved by Catherine Walton and seconded by Anne-Marie Siroonian.
Unanimously approved.

FILE: ACEA – Section 504/ADA Grievance Procedure: Changes to this policy was grievance procedures to follow and forms were created.
Motion to accept Policy ACEA – Section 504/ADA Grievance Procedure as printed was moved by Chris Hyldburg and seconded by Catherine Walton.
Unanimously approved.

FILE: AF – Bullying & Hazing Policy: This policy deals with civil rights violations. A disruption to class is a form of bullying. Training will be implemented so incidents can be reported correctly.
Motion to accept Policy AF – Bullying & Hazing Policy as printed was moved by Anne-Marie Siroonian and seconded by Chris Hyldburg.
Unanimously approved.

FILE: JIA – Student Anti-Harassment Policy & Grievance Procedure: This is the student version of the stated policy to separate adults and students.
Motion to accept Policy JIA – Student Anti-Harassment Policy & Grievance Procedure as printed was moved by Anne-Marie Siroonian and seconded by Chris Hyldburg.
Unanimously approved.

FILE: BDE – Subcommittees of the School Committee: Subcommittees and their procedures are explained within this policy. It explains what the existing long-term subcommittees are and the responsibility of each.
Motion to accept Policy BDE – Subcommittees of the School Committee as printed was moved by Chris Hyldburg and seconded by Catherine Walton.
Unanimously approved.

FILE: AG – Local Wellness Policy: The School committee acknowledges the direct correlation between health and academic success. Based on this policy, the Bourne Schools will establish a School Wellness Advisory Committee (SWAC) to review school menus and food provided by the cafeterias to our students.
Motion to accept Policy AG – Local Wellness Policy as printed was moved by Catherine Walton and seconded by Anne-Marie Siroonian.
Unanimously approved.

[ATTACH COPY OF ALL POLICIES]

All of the above listed policies will be added to Student and Faculty Handbooks and posted on the BPS website.

- 7) ***Student Achievement Report:*** Superintendent Steven Lamarche reported the indicators of improving Student Achievement: improved Title I results at Bourne Middle School; 2012 SAT's had a 26 point increase, and passing AP scores are at 63%. Building principals will compile more data as part of their School Improvement Plans.
- 8) ***Curriculum Development Teams:*** Christine Borning and Catherine Lyons, members of the Curriculum Development Team, provided an update on the curriculum alignment effort. There are three stages of the curriculum mapping and BPS is in stage two. Atlas Curriculum Software is the tool for designing BPS modules with which twenty-two teachers worked with Assistant Superintendent Susan Quick this summer.
- 9) ***Emergency Management Plan:*** Superintendent Steven Lamarche presented the letter that will be sent home to parents/caregivers regarding the updated Emergency Planning and Procedures available for reviewing at each school. All staff members will have ongoing training designed for their individual school.

Bourne Public Schools continue to conduct four fire drills. School staff will do a walk through with students for a 'soft practice' lockdown drill. Each school will schedule a time to conduct an authentic lockdown drill with the Bourne Police Department. Parents/caregivers will receive notification from the building principal indicating the date of the drill so they can discuss the event with their student. School buses will be conducting their own emergency evacuation procedures with students on several occasions throughout the school year as the buses arrive to school. The Asbestos Hazard Emergency Response Act (AHERA) Plan has been added to the Emergency Management Plan and available for review in the school offices during normal hours. A statement regarding the AHERA Plan and the Emergency Planning Procedure will be given to parents/caregivers.

Motion was made to include the AHERA Plan and Emergency Planning Procedure statement in the student handbook was moved by Catherine Walton and seconded by Chris Hyldborg.

Unanimously approved.

- 10) ***Educator Evaluation System:*** Robert Ruggiero, BMS Teacher, has been working with Assistant Superintendent Susan Quick and the Task Force for developing the educator evaluation plan twice a month since March 2012.

Mr. Ruggiero was in attendance of this meeting to give an update of the progress for professional employees. A final agreement has not been reached with the Bourne Educators Association at this time. An agreement for the Interim Evaluation Process was presented to the School Committee for their approval.

[ATTACH COPY INTERIM EVALUATION PROCESS AGREEMENT]

Motion to accept the Interim Evaluation Process document between the BEA and the Bourne School Committee as printed was moved by Catherine Walton and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 11) **Administrator Educator Evaluation System:** Anne-Marie Siroonian, Bourne School Committee Vice-Chairman, spoke of the Massachusetts Model System for Educator Evaluation that was used as a guide for evaluating the Superintendent of Schools. Mrs. Siroonian is recommending the adoption of the model for all educators in Bourne. With this system, the Superintendent would be evaluated every year and school administrators every two years.

Motion to approve the adoption of the Massachusetts Model System for Educator Evaluation for Administrators was moved by Chris Hyldburg and seconded by Catherine Walton. Unanimously approved.

- 12) **New Student Information System:** Superintendent Steven Lamarche spoke of the two vendors chosen for the new Student Information System based on information obtained at meetings with school secretaries. Infinite Campus' implementation services were estimated at \$25,200 and the second vendor, PowerSchool estimated their implementation service at \$39,490. Expenditures for the new system was a capital outlay from the Town of Bourne budget.

[ATTACH VENDOR INFORMATION FOR INFINITE CAMPUS & POWERSCHOOL]

- 13) **Guidance Department Head:** Superintendent Steven Lamarche presented a job description and recommendation to allocate \$2,314 for appointing a Bourne High School Guidance Department Head. The guidance department has two new guidance councilors and will be instrumental in the new Student Information System to be rolled out.

[ATTACH HIGH SCHOOL DEPARTMENT HEAD JOB DESCRIPTION]

Motion to allocate \$2,314. For the purposes of appointing a BHS Guidance Department Head was moved by Chris Hyldburg and seconded by Anne-Marie Siroonian. Unanimously approved.

- 14) **Josephine Lewis Scholarship Award:** Chairman Matt Stuck presented the letter from the Josephine Lewis Scholarship Committee for the 2012 recipient of \$500 to 1997 Bourne High School Graduate Christine McCauley of Pocasset. Miss McCauley is enrolled in the nursing program at Cape Cod Community College.

Motion to approve a \$500 scholarship to Christine McCauley from the 2012 Josephine Lewis Scholarship Committee was moved by Anne-Marie Siroonian and seconded by Catherine Walton. Unanimously approved.

- 15) **Solar Panel Project:** Director of Business Services Ed Donoghue updated the solar panel project being developed by the Cape & Vineyard Electric Cooperative, Inc. and Broadway Electrical Company, Inc. for installation at Bourne High School. It was noted that some roofs at BHS are not strong enough to hold the panels as originally planned, so the project has been reduced in scale. A copy of the proposed agreement is on file at the BPS Business Office.

16) **Central Office Roof Contract:** Superintendent Steven Lamarche presented the recommendation from Ed Donoghue, Director of Business Services, for the replacement of the roof at Central Office. The bid opening was held on August 20, 2012 at the BPS Administrative Office.

Mr. Donoghue's recommendation is to award the contract to the lowest bidder, Sheridan Inc. dba MC Services of Plymouth, MA. The bids ranged from \$9,950. to \$16,870. This company has completed roofing projects for the MBTA, The Garland Company and the Sandwich Housing Authority.

*Motion was made to move that Sheridan Inc. dba MC Service of Plymouth, MA be awarded the contract for the Bourne School Administration Building Roof Replacement Project in the amount of \$9,950. These services will be performed as per the specifications in the Bid Document & Scope of Work dated August 1, 2012 and any applicable addendums. This award is contingent upon both parties signing a mutually agreed upon contract was moved by Chris Hyldburg and seconded by Catherine Walton.
Unanimously approved.*

17) **Director of Facilities:** Superintendent Lamarche described the open position that was posted for Facilities Director. The person selected for this position will receive directives from the Superintendent and the Town Administrator as they will supervise all public buildings maintenance and custodial personnel: Building Inspector Roger Laporte, Town Administrator Tom Guerino and Superintendent Lamarche will make a selection from over twenty highly qualified applicants.

[ATTACH COPY OF QUESTIONS & JOB DESCRIPTION]

18) **School Committee Evaluations:** The verbal summary of the 2012-2013 School Committee Self-Evaluation was discussed.

Meeting adjourned at 9:25PM.

There was a 5 minute recess before the Executive Session met. The next School Committee meeting will be at 7:00PM, Wednesday, October 3, 2012 in the Bournedale Elementary School Library/Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

Bourne Public School Committee Joint Meeting with Board of Selectmen
September 5, 2012
Peebles elementary School Atrium

Joint Meeting of School Committee and Selectmen convened in regular session at
6:48pm

Members Present: Matthew Stuck, Anne-Marie Siroonian, Laura Scena, Catherine
Walton, Christopher Hyldburg. **Absent:** Jay O'Hara.
Selectmen Present: John Ford, Don Picard, Peter Meier

Meeting began with the pledge of Allegiance

Matt invited Heather DiPaolo, candidate to fill a seat on School Committee vacated
by David Harrison in June, to express her interest. Heather addressed the group.

Motion: To nominate Heather DiPaolo to fill the vacant position on School
committee effective immediately and ending June 2013 was moved by Anne-Marie
and seconded by John Ford. **Vote:** Yes - 8 No -0 Motion passed

Motion to close nominations was made by Peter Meier and seconded by Catherine.
Vote: Yes - 8, No -0 Unanimously passed

Joint meeting adjourned at 6:58pm.

Respectfully Submitted
Anne-Marie Siroonian

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, OCTOBER 03, 2012
TIME: 6:30PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL MEDIA CENTER

REVISED AGENDA

CALL TO ORDER

6:30PM Executive session to discuss minutes, contracts, and pending legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS GOALS

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve September 5th Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 5 mins. Update on School Asbestos Remediation Process (Facilities Sub)
- 5) 10 mins. Action on policies: Review ACAB - Adult Sexual Harassment Policy **VOTE**
- 6) 5 mins. Action on BHS 2013 BU International Model United Nations Conference (BHS Principal) **VOTE**
- 7) 5 mins. Action on BMS 2013 Washington DC trip (BMS Principal) **VOTE**
- 8) 10 mins. Update on Climate & Culture Process (School Culture Sub)
- 9) 10 mins. Update on Building Based Leadership Teams (Assistant Superintendent)
- 10) 10 mins. Introduction to SIBS [Student Inventory for Behavior Support] (D. of Special Ed. and Student Services)
- 11) 10 mins. Action on Line Item Transfers (Director of Business Services) **VOTE**
- 12) 15 mins. Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) **VOTE**
- 13) 10 mins. Action on BMS ESP position (Superintendent) **VOTE**
- 14) 5 mins. Discuss MASC Annual Conference and moving November meeting (SchComm)
- 15) 2 mins. Appoint PL874 Officer (School Committee) **VOTE**
- 16) 5 mins. Action on Subcommittee Assignments and MASC Representation **VOTE**
- 17) 10 mins. Discuss latest information on educational practice & emphasis (SchComm)
- 18) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 19) 5 mins. Update on Director of Facilities Position (Superintendent)
- 20) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 21) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, November 7th Bourne High School?

2014 JAN 29 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

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

- ☐ Update on Educator Evaluation System (Evaluation Implementation Group) – November
- ☐ 1st Quarter Financial SWOT Report – November
- ☐ Update - Peebles Statement of Interest Status (Fac. SubComm) – November
- ☐ Review 2012-13 School Improvement Plans (SchComm) – November
- ☐ Update on Teacher Evaluation System (SchComm) – November
- ☐ Update on new Student Information System (Superintendent) – November
- ☐ Discuss Indicators of 2013 Goals (SchComm Chair/Superintendent) – December
- ☐ Proposed Municipal Building on school land (DofB Services) – TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, OCTOBER 03, 2012
TIME: 6:30PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOOURNE DALE ELEMENTARY SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

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- 8) 10 mins. Update on Building Based Leadership Teams (Assistant Superintendent)
- 9) 10 mins. Introduction to SIBS [Student Inventory for Behavior Support] (D. of Special Ed. and Student Services)
- 10) 10 mins. Action on Line Item Transfers (Director of Business Services) **VOTE**
- 11) 15 mins. Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) **VOTE**
- 12) 10 mins. Action on BMS ESP position (Superintendent) **VOTE**
- 13) 5 mins. Discuss MASC Annual Conference and moving November meeting (SchComm)
- 14) 5 mins. Action on Subcommittee Assignments and MASC Representation **VOTE**
- 15) 10 mins. Discuss latest information on educational practice & emphasis (SchComm)
- 16) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 17) 5 mins. Update on Director of Facilities Position (Superintendent)
- 18) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 19) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, November 7th Bourne High School?

2012 OCT 1 PM 9
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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

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

- ☐ Update on Educator Evaluation System (Evaluation Implementation Group) - November
- ☐ 1st Quarter Financial SWOT Report - November
- ☐ Update - Peebles Statement of Interest Status (Fac. SubComm) - November
- ☐ Review 2012-13 School Improvement Plans (SchComm) - November
- ☐ Update on Teacher Evaluation System (SchComm) - November
- ☐ Update on new Student Information System (Superintendent) - November
- ☐ Discuss Indicators of 2013 Goals (SchComm Chair/Superintendent) - December
- ☐ Proposed Municipal Building on school land (DofB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, OCTOBER 03, 2012
TIME: 6:30PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL MEDIA CENTER
 2012 OCT 1 AM CENTER

REVISED AGENDA

OWN CLERK'S OFFICE
 BOURNE, MASS

CALL TO ORDER

6:30PM Executive session to discuss minutes, contracts, and pending legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS GOALS

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve September 5th Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 5 mins. Update on School Asbestos Remediation Process (Facilities Sub)
- 5) 10 mins. Action on policies: Review ACAB - Adult Sexual Harassment Policy **VOTE**
- 6) 5 mins. Action on BHS 2013 BU International Model United Nations Conference (BHS Principal) **VOTE**
- 7) 5 mins. Action on BMS 2013 Washington DC trip (BMS Principal) **VOTE**
- 8) 10 mins. Update on Climate & Culture Process (School Culture Sub)
- 9) 10 mins. Update on Building Based Leadership Teams (Assistant Superintendent)
- 10) 10 mins. Introduction to SIBS [Student Inventory for Behavior Support] (D. of Special Ed. and Student Services)
- 11) 10 mins. Action on Line Item Transfers (Director of Business Services) **VOTE**
- 12) 15 mins. Action on FY2012 Financial Close-Out/Budget Report for FY12 (Director of Business Services) **VOTE**
- 13) 10 mins. Action on BMS ESP position (Superintendent) **VOTE**
- 14) 5 mins. Discuss MASC Annual Conference and moving November meeting (SchComm)
- 15) 2 mins. Appoint PL874 Officer (School Committee) **VOTE**
- 16) 5 mins. Action on Subcommittee Assignments and MASC Representation **VOTE**
- 17) 10 mins. Discuss latest information on educational practice & emphasis (SchComm)
- 18) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 19) 5 mins. Update on Director of Facilities Position (Superintendent)
- 20) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 21) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, November 7th Bourne High School?

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

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

- Update on Educator Evaluation System (Evaluation Implementation Group) - November
- 1st Quarter Financial SWOT Report - November
- Update -Peebles Statement of Interest Status (Fac. SubComm) - November
- Review 2012-13 School Improvement Plans (SchComm) - November
- Update on Teacher Evaluation System (SchComm) - November
- Update on new Student Information System (Superintendent) - November
- Discuss indicators of 2013 Goals (SchComm Chair/Superintendent) - December
- Proposed Municipal Building on school land (DofB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

October 3, 2012

2012 JAN 29 PM 2 44

TOWN CLERK'S OFFICE

BOURNE, MASS

The Bourne School Committee met in the Bournedale School Library/Media Center on Wednesday, October 3, 2012.

Executive Session

The Committee met in Executive Session at 6:30 PM with the Superintendent, Steven Lamarche to discuss contracts and pending legal matters. The following School Committee members were present: Christopher Hyldburg; Jonathan O'Hara; Laura Scena; Anne-Marie Siroonian; Heather DiPaolo and Matthew Stuck

The executive session ended at 7:08.

Regular Session

Chairman Matthew Stuck opened the regular meeting session at 7:15 M with the Pledge of Allegiance. And moment of silence for the passing of Mr. Grey. Present for this session were the following members:

Christopher Hyldburg; Jonathan O'Hara; Laura Scena; Anne-Marie Siroonian; Catherine Walton, Heather DiPaolo; and Matthew Stuck.

Also present: Steven Lamarche, Superintendent; Susan Quick, Assistant Superintendent; Amy Cetner, principal BHS; Mellissa Stafford, principal, BMS; Laurie Gilbert, BEA president, Paul Gately, Michael Rausch, and various members of the public

1. Announcements:

-MMR Open House was a wonderful event.

-Outdoor classroom dedication 10/19 at 6pm and include a dedication to Mr. Fred Dunbury.

-Hope Kelly received an email on behalf of partners.org, staying strong, helping military families. . Anne-Marie Ridings was helpful in supporting this.

-Anti-bullying conference attended by Susan Quick and 11 staffmembers. The presenter used a picture of BPS, b/c of our model of bullying prevention and intervention plan.

-Several teachers applied for program with Boston Museum of Science and Gateway Project; much excitement about our teachers' involvement.

-At a recent DESE training meeting, Bourne was complimented on the processes we have used for implementing the process for the new educator evaluation system.

2. September minutes will be reviewed and accepted at the October meeting.

3. Student Report. Ms. Cheney provided us with the student report.

4. Update on School Asbestos Remediation - Chris Hyldburg update the community on the status of Peebles. Department of Labor Standards (DLS) did receive the BPS response to the written warning and action order and it determined it was satisfied with the response. Also, there was a meeting which included 3 members of the DEP, consultants of Fuss & O'Neil, school committee, and administration to discuss the completion of phase 1 of the Peebles project and their satisfaction of the project.

5. Review of ACAB. Provide feedback to any school committee member regarding ACAB- adult, sexual

harassment policy. This meeting is the first public presentation of the policy ACAB. Approval will be at the next school committee meeting.

HP S M9 ES NAL PIC

6. BU international Model United Nations Conference request presented by Erin Kennedy, history teacher at BHS. NYE Grant will provide some financial support.

Motion: To approve the BHS 2013 BU International Model United Nations Conference trip which includes an overnight stay in Boston. Moved by Catherine Walton and seconded by Anne-Marie Siroonian. Unanimously approved.

7. 8th grade Washington DC trip request was made by BMS principal Melissa Stafford for 6-10-6/13. The schedule was adjusted to limit the impact of instructional time. Cost will be \$675, a little bit less than last year. Discussion included fundraising opportunities as well as the plan for the students who will not be attending the field trip.

Motion: To approve the BMS 2013 Washington DC trip for 6/10/2013 to 6/13/2013. Moved by Anne Marie Siroonian and seconded by Catherine Walton. Unanimously approved.

8. Climate and Culture committee update - The ad hoc subcommittee has become a standing subcommittee of the BPS. This is a forum and venue to actively solicit & consider information about our schools. Summarizing the data collection instrument, in the process of a final draft. Use this data we collect from a variety of sources to make BPS SC mission, vision, and goals.

9. Update on Building based Leadership teams was presented by Susan Quick. See attached. The decisions are based on consensus. Makes a difference, on overall climate, student achievement, and professional environment. Agendas and minutes will be posted for the buildings. Negotiated in the CBA for the BEA.

10. SIBS to be moved to November agenda.

11. Ability to close out the fiscal year. Presented by Ed Donoghue. Budget calibration Systems are being put in place such as controls and mechanisms to monitor closer and to include a shorter list as each year goes on.

Motion: To approve the final 2012 fiscal year line item transfers as printed in the 5 page line item summary. Moved by Chris Hyldburg and 2nd by Laura Scena. Unanimously approved.

12. *Motion: To carryover \$134,093.94 of FY 2012 encumbrances into FY 2013 and to close out FY 2012 and return \$49, 578.91 to the town of Bourne General Fund. Moved by Jay O'Hara and 2nd by Heather DiPaulo. Unanimously approved.*

13. Action on BMS .5 ESP position presented by Melissa Stafford. Increases in numbers of students with IEP's & impact on class sizes and adding more inclusion classes. Cost \$12,217 for .5 ESP position. Discussion held about the robust level of service that MGL requires. Administration would prefer to hire a full time position for flexibility and reducing the impacts on the master schedule as Ms. Stafford already had concerns for an increase of SPED services.

Motion: To add a 1.0 FTE ESP to BMS effective immediately made by Chris Hyldburg seconded by Catherine Walton. Unanimously approved

14. MASC Annual Conference in Hyannis 11/7/2012.. DESE commissioner will be speaking at the dinner on Wednesday evening, 11/7/2012. Bourne School Committee meeting will be moved to 11/14/2012 at BHS.

15. Appointing PL874 Officer. No policy at this time except in the Superintendent's Job Description.

Motion: To appoint Superintendent Steven Lamarche PL 874 impact aid service officer.

Moved by Jay O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved

16. Subcommittee assignments and MASC representation.

Motion to appoint Heather DiPaolo to school culture subcommittee, to be the School Committee liaison to the Cape Cod Collaborative, and to the ESP negotiations subcommittee was moved by Chris Hyldburg and seconded by Laura Scena. Unanimously approved.

Motion: Matt Stuck to be the Bourne SC MASC representative to the MASC delegate meeting with Chris Hyldburg to be the alternate. Moved by Jay O'Hara and 2nd Anne-Marie Siroonian. Unanimously approved.

17. Jay presented proposed educational discussion forum with BEA and teacher leaders to get feedback on how SC is doing; having direct conversation with the teachers on how things are going and teacher conversation; an active listening conduit. "Listening Session" which will be co-facilitated by SC and faculty leadership. "Where are we going and how will we get there?" Part 1, Where are we? Part 2, How will we get there? Goal is to engage in an open-ended conversation with staff including items like mission, vision and goals, and so forth. Will maintain an open forum. Process moving forward, Jay has initiated and will move forward with Chris and Heather. Will advertise a discussion, no voting, no authoritative rights.

18. Update on the solar panel project status by Chris.

19. Update on Director of Facilities position. The Selectman have appointed Mr. Jonathan Nelson, as the town facilities director. Mr. Donoghue was part of the interview committee. The position will be based out of Town Hall. Mr. Nelson will start on November 1.

Motion to adjourn the meeting was made by Anne Marie Siroonian and 2nd by Catherine Walton. Unanimously approved. Meeting adjourned at 9:40.

The next Bourne School Committee meeting will be at 7:00 pm, November 14, 2012 in the BHS media center.

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

Culture subcommittee summary

SIBS

Open Forum information and educational practice and emphasis.

Update on solar panels

Peebles SOI December

BOURNE SCHOOL COMMITTEE MEETING

DATE: NOVEMBER 7, 2012 – NOVEMBER 9, 2012

TIME: 8AM to 7PM

**PLACE: RESORT AND CONFERENCE CENTER
in HYANNIS, MA**

AGENDA

Members of the Bourne School Committee will be attending the 2012 Massachusetts Association of School Committees (MASC) Conference in Hyannis, MA from 8AM-7PM on Wednesday, 11/7 through Friday, 11/9 at the Resort and Conference Center in Hyannis, MA to engage agenda items and information listed on the MASC Conference schedule. The MASC Conference schedule may be found at: <http://www.masc.org/events-a-conferences/mascrnass-joint-conference/456-2012-conference-schedule-at-a-glance>.

Please contact Mrs. Coggeshall at the BPS Central Office (508-759-0660, ext. 21) for further information about the meeting.

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, NOVEMBER 13, 2012
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL LIBRARY

AGENDA

2012 NOV 15 AM 11 43
 TOWN CLERK'S OFFICE
 BOURNE MASS

CALL TO ORDER

6:00PM Executive session to discuss minutes, contracts, and pending legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION AND MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve 9/5/12 & 10/4/12 Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 20 mins. Review 2012-13 School Improvement Plans (Assistant Superintendent)
- 5) 15 mins. Update and Action on Educator Evaluation System (Evaluation Implementation Group) **VOTE**
- 6) 15 mins. Review 1st Quarter Financial SWOT Report (Dir. of Business Services)
- 7) 10 mins. Introduction to SIBS [Student Inventory for Behavior Support] (Dir. of Special Ed. & Student Services)
- 8) 10 mins. Update on Climate & Culture Process (School Culture Sub)
- 9) 10 mins. Distribution of Policies for review IK, IKAB, BGB, EBC, GCRD, GCCD (Policy Sub)
- 10) 40 mins. Action on job descriptions; Custodian, Working Supervisor for Maintenance and Custodians, Head Custodian, Bus Driver/Monitor, Accounts Payable/Payroll Lead, Grants/Revenue Analyst, Executive Assistant for Employee, School Committee and Community Services, Executive Assistant for Educator Evaluation and Information Services (Superintendent) **VOTE**
- 11) 13 mins. Proposed Central Office reorganization (Superintendent) **VOTE**
- 12) 5 mins. Discuss latest information on educational practice & emphasis (SchComm - Mr. O'Hara)
- 13) 10 mins. Update on new Student Information System (Superintendent)
- 14) 5 mins. Update on Solar Panel Project Status (Facilities Sub)
- 15) 10 mins. Discuss School Committee meeting locations (School Committee)
- 16) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 17) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, December 5th Bourne Middle School

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

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

- Update -Peables Statement of Interest Status (Pac. SubComm) - December
- Discuss Indicators of 2013 Goals (SchComm Chair/Superintendent) - December
- Review Fuss & O'Neill Asbestos Evaluation Report (Dir. of Business Services) - December
- Review Custodial Efficiency Plan (Superintendent) - December
- Proposed Municipal Building on school land (DoB Services) - TBD

This item is stayed in fact that our last meeting was satisfactory. B/KJ

BOURNE SCHOOL COMMITTEE MEETING

DATE: TUESDAY, NOVEMBER 13, 2012
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL LIBRARY

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, contracts, and pending legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION AND MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve 9/5/12 & 10/4/12 Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 20 mins. Review 2012-13 School Improvement Plans (Assistant Superintendent)
- 5) 15 mins. Update and Action on Educator Evaluation System (Evaluation Implementation Group) **VOTE**
- 6) 15 mins. Review 1st Quarter Financial SWOT Report (Dir. of Business Services)
- 7) 10 mins. Introduction to SIBS [Student Inventory for Behavior Support] (Dir. of Special Ed. & Student Services)
- 8) 10 mins. Update on Climate & Culture Process (School Culture Sub)
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- 10) 40 mins. Action on job descriptions; Custodian, Working Supervisor for Maintenance and Custodians, Head Custodian, Bus Driver/Monitor, Accounts Payable/Payroll Lead, Grants/Revenue Analyst, Executive Assistant for Employee, School Committee and Community Services, Executive Assistant for Educator Evaluation and Information Services (Superintendent) **VOTE**
- 11) 15 mins. Proposed Central Office reorganization (Superintendent) **VOTE**
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- 16) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 17) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, December 5th Bourne Middle School

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

- Update -Peebles Statement of Interest Status (Fac. SubComm) – December
- Discuss Indicators of 2013 Goals (SchComm Chair/Superintendent) – December
- Review Fuss & O'Neill Asbestos Evaluation Report (Dir. of Business Services) – December
- Review Custodial Efficiency Plan (Superintendent) – December
- Proposed Municipal Building on school land (DofB Services) – TBD

TOWN CLERK'S OFFICE
BOURNE, MASS

2014 JAN 29 PM 2 44
BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes for November 13, 2012

The Bourne High School Library was the setting for the November 13, 2012 meeting.

Executive Session

The Executive session met at 6:02PM with Superintendent Steven Lamarche. The following members were present:

Matt Stuck	Anne-Marie Siroonian	Jonathan O'Hara
Catherine Walton	Chris Hyldburg	Laura Scena
Heather DiPaolo		

The Executive session met to discuss minutes, contracts and pending legal matters.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:06 asking all to stand for the pledge of allegiance. Chris Hyldburg then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Ed Donoghue, Director of Business Services
Geoffrey Hite, in the absence of Emily Cheney, Student Member
Christina Stuart, Director of Student Services & Special Education
Laurianne Gilbert, BEA President
Mary Jo Coggeshall, BPS Executive Administrative Assistant
Jean White, Administrative Assistant, Bourne High School
Merrilynn Wenzel, Administrative Assistant, Student Services & Special Education
Karen Paulsen, Secretary, Student Services & Special Education
Kathy Conway, Secretary, Bourne Middle School
Various members of the public

- 1) **Announcements:** Superintendent Lamarche announced that November is *Literary Month*. He, Assistant Superintendent Susan Quick, and other members of the public visited the Bournedale Elementary School to read to students in classrooms.

Superintendent Lamarche and Assistant Superintendent Susan Quick attended the inauguration meeting at Peebles Elementary School for K-Kids. This is a group for elementary students from Bournedale and Peebles sponsored by the Kiwanis Club. The high school has a similar group, the Key Club.

Chairman Matt Stuck described the 2012 MASC Conference content. All seven members of the Bourne School Committee were able to attend one or all of the three day conference to learn some valuable information.

- 2) **Minutes:** The Bourne School Committee accepted the September 5, 2012 minutes as submitted by Recording Secretary, Lois Bailey and the October 4, 2012.
- 3) **Student Member's Report:** Geoffrey Hite presented the Student Member's Report in the absence of Emily Cheney. There are numerous events planned at BHS for the month of November and the start of December:
- ~ November 14: Student vs. Staff Volleyball game
 - ~ November 16: *Babes in Arms* opens in the Beth Bourne Auditorium
 - ~ November 17: Sophomore Craft Fair
 - ~ November 20: Fall sports award night
 - ~ November 28: BHS Promotion Night for eighth graders
 - ~ December 3: Financial Aid Night for Senior and Juniors

Other announcements made:

- ~ The Seniors won the Homecoming float award
- ~ Twenty student musicians will audition for the All Cape & Islands Music Festival
- ~ Seven student musicians will audition for the South East Music Festival
- ~ The Duck Drop was a huge success raising close to \$17,000

- 4) **School Improvement Plans:** Assistant Superintendent Susan Quick gave her report on the status of School Improvement Plans developed thus far by the four School Councils in the Bourne School District. They are still in the process of creating their individual Conditions for School Effectiveness Self Assessment (CSE). An update will be presented at the January School Committee Meeting.

[ATTACH COPY OF THE CSE SELF-ASSESSMENT]

- 5) **Educator Evaluation System.** The Bourne School Committee and the Bourne Educators Association have not reached a final agreement on a new process for evaluating the professional employees of BPS. The negotiating committees have agreed to continue to meet and work towards an agreement. An extension date has been set for February 15, 2013 or when an agreement is ratified, whichever comes first.

[ATTACH COPY OF THE INTERIM EVALUATION PROCESS AGREEMENT]

Motion was made to extend the interim evaluation process agreement, between the

Bourne School Committee and the BEA, educator evaluation model contract through February 15, 2013; moved by Anne-Marie Siroonian and seconded by Jonathan O'Hara.
Unanimously approved.

- 6) **Quarterly Financial Report SWOT Report:** Director of Business Services Ed Donoghue presented the first quarter quarterly financial report which includes the chart of Strengths, Weaknesses, Opportunities and Threats of BPS Finances.

[ATTACH COPY OF THE SWOT CHART & FINANCIAL STATEMENT REPORT]

- 7) **Introduction to SIBS:** Christina Stuart Director of Student Services & Special Education introduced the Student Inventory for Behavior Support to the School Committee that a team of the Special Education staff will implement. The unique quality of SIBS is that it is a student-centered approach. Observation Teams of professional staff members who actively engage in the diagnostic evaluation and/or direct therapeutic/instructional programming of students who are challenged by the school setting. The Team writes reports and collects data to learn more information about students. Training on how to create case reports would be provided for BPS professional staff through grant funding.

- 8) **Climate & Culture Process:** The School Culture Sub-committee Chair presented a summarized report of the results of the 2012 Bourne Public Schools School Culture Survey.

[ATTACH COPY OF THE CLIMATE & CLUTURE PROCESS REPORT]

- 9) **Distribution of Policies:** New or updated policies being recommended by the policy sub-committee were distributed to all members of the School Committee for future action. Policies distributed were: IK, IKAB, BGB, EBC, GCRD & GCCD.

[ATTACH COPY OF ALL POLICIES BEING REVIEWED]

- 10) **Job Descriptions:** Superintendent Lamarche presented new job descriptions to the School Committee members for their approval. The existing job descriptions were either out of date or job descriptions had not been written.

[ATTACH A COPY OF ALL NEW JOB DESCRIPTIONS]

Motion to approve the job description for bus driver/monitor was moved by Anne-Marie Siroonian and seconded by Heather DiPaolo.
Unanimously approved.

Motion to approve the functional job description of the Working Supervisor for Custodians and Maintenance pending final approval of AFSCME was moved by Catherine Walton and seconded by Laura Scena.
Unanimously approved.

Motion to approve the Head Custodian job description pending final approval of AFSCME was moved by Catherine Walton and seconded by Heather DiPaolo.
Unanimously approved.

Motion to approve the Custodian job description pending final approval of AFSCME was moved by Jonathan O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved.

Motion to approve the functional job description of Accounts/Payable/Payroll lead was moved to Catherine Walton and seconded by Jonathan O'Hara.

Unanimously approved.

Motion to approve the functional job description of Grant/Revenue Analyst was moved by Jonathan O'Hara and seconded by Chris Hyldborg.

Unanimously approved.

Motion to approve the functional job description of Executive Assistant for Employee, School Committee and Community Services was moved by Laura Scena and seconded by Jonathan O'Hara.

Unanimously approved.

Motion to approve the functional job description of Executive Assistant for Educator Evaluation and Information Services was moved by Heather DiPaolo and seconded by Jonathan O'Hara.

Unanimously approved.

Motion to add to the Central Office administrative budget line item to add no more than \$10,000 to the budget line item to fund the position of Executive Assistant for Educator Evaluation and Information Services for the remainder of SY 12-13 was moved by Catherine Walton and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 11) **Central Office Reorganization:** Superintendent Lamarche introduced plans for a central office work reorganization. Central office staff conducted workflow analyses on every process for which the central office is responsible. In addition, the new Educator Evaluation System will greatly increase documentation demands and timeline turnaround. Work for the Central Office staff needs to be redistributed to meet the increase workload. Superintendent Lamarche recommends two Executive Assistants, one for Employee, School Committee and Community Services and another for Educator Evaluation and Information Services. Several questions were asked from those in attendance. No positions would be eliminated by the reorganization.

Motion to approve the reorganizing of Central Office as presented in the preceding job descriptions was moved by Chris Hyldborg and seconded by Heather DiPaolo.

Unanimously approved.

- 12) **Educational Practice & Emphasis:** No information at this time.
- 13) **Student Information System:** Moved to December meeting.

14) **Solar Panel Project:** This project is currently on hold until the evaluation of the roof at Bourne High School and Bourne Middle School is complete. The high school's roof condition will determine the size of the solar panel project to be installed.

15) **Meeting Locations:** A discussion was held to explore where to hold School Committee meetings, at one place so the community would always know the location and facilitate live coverage or to keep the rotation of schools, . An advantage to hold all meetings at the Bourne Community Building would be. Though the committee will continue to look at options, No consensus was made so meetings will continue to rotate at each school.

Motion to adjourn was moved by Laura Scena and seconded by Jonathan O'Hara.

Unanimously approved.

Meeting adjourned at 10:21PM.

The next Bourne School Committee meeting will be at 7:00PM, December 5, 2012 in the Bourne Middle School Library/Media Center.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, NOVEMBER 14, 2012

TIME: 7:00PM REGULAR MEETING

PLACE: BOURNE HIGH SCHOOL AUDITORIUM STAGE

2012 NOV 15 AM 11 42
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Regarding any matter needing discussion at Town Meeting
2. Future agenda items

"The listing of matters is those reasonably anticipated by the Chairman 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."

This item is stayed in late due to an sp machine mal-functioning.

Bay [Signature]
11/15/2012

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, DECEMBER 05, 2012
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

2012 DEC 3 AM 8 53
 TOWN CLERK'S OFFICE
 BOURNE, MASS

AGENDA**CALL TO ORDER**

6:00PM Executive session to discuss minutes, central office contracts, and pending personnel legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION AND MISSION.

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve 11/13/12 Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 10 mins. Discuss Agenda Development & Meeting Input Process (School Committee)
- 5) 15 mins. Review Fuss & O'Neill Asbestos Evaluation Report (Dir. of Business Services/Fuss & O'Neill)
- 6) 15 mins. Action on School Calendar changes to include BHS Mid-Terms (Superintendent) **VOTE**
- 7) 5 mins. Update on new Student Information System (Superintendent)
- 8) 15 mins. Discuss Indicators of 2013 BPS District Goals (Superintendent)
- 9) 15 mins. Review Custodial Efficiency Plan (Superintendent)
- 10) 15 mins. Review/Action on policies IK, IKAB, BGB, EBC, GCRD, GCCD (Policy SubComm) **VOTE**
- 11) 5 mins. Update on educational practice discussion (School Committee – Mr. O'Hara)
- 12) 5 mins. Update on Pebbles Statement of Interest Status (Fac. SubComm/Dir. of Business Services)
- 13) 5 mins. Update on Solar Panel Project Status (Facilities SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, January 9th Bournedale Elementary School

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

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

- ☐ Approve School Improvement Plan (Superintendent) – January
- ☐ Review Entry Plan (Superintendent/Assistant Superintendent) – January
- ☐ Approve Program of Studies for BHS (Curriculum Sub) – January
- ☐ Curriculum Development Update – February
- ☐ Title I Update – February
- ☐ Proposed Municipal Building on school land (DofB Services) – TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, DECEMBER 05, 2012
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

JAN 29 PM 2 44
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, central office contracts, and pending personnel legal matters

PLEDGE OF ALLEGIANCE & READING OF DRAFT 2012-13 BPS VISION AND MISSION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 2 mins. Approve 11/13/12 Minutes (School Committee) **Consensus**
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 10 mins. Discuss Agenda Development & Meeting Input Process (School Committee)
- 5) 15 mins. Review Fuss & O'Neill Asbestos Evaluation Report (Dir. of Business Services/Fuss & O'Neill)
- 6) 15 mins. Action on School Calendar changes to include BHS Mid-Terms (Superintendent) **VOTE**
- 7) 5 mins. Update on new Student Information System (Superintendent)
- 8) 15 mins. Discuss Indicators of 2013 BPS District Goals (Superintendent)
- 9) 15 mins. Review Custodial Efficiency Plan (Superintendent)
- 10) 15 mins. Review/Action on policies IK, IKAB, BGB, EBC, GCRD, GCCD (Policy SubComm) **VOTE**
- 11) 5 mins. Update on educational practice discussion (School Committee – Mr. O'Hara)
- 12) 5 mins. Update on Peebles Statement of Interest Status (Fac. SubComm/Dir. of Business Services)
- 13) 5 mins. Update on Solar Panel Project Status (Facilities SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, January 9th Bournedale Elementary School

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

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

- ☐ Approve School Improvement Plan (Superintendent) – January
- ☐ Review Entry Plan (Superintendent/Assistant Superintendent) – January
- ☐ Approve Program of Studies for BHS (Curriculum Sub) – January
- ☐ Curriculum Development Update – February
- ☐ Title 1 Update – February
- ☐ Proposed Municipal Building on school land (DofB Services) – TBD

BOURNE PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING

2014 JAN 29 PM 2 44

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes for December 5, 2012

The Bourne Middle School Media Center was the setting for the December 5, 2012 meeting.

Executive Session

The Executive session met at 6:05PM with Superintendent Steven Lamarche. The following members were present:

Matt Stuck	Anne-Marie Siroonian	Jonathan O'Hara
Laura Scena	Chris Hyldburg	Heather DiPaolo
Catherine Walton present for Executive session; absent for open meeting		

The Executive session met to discuss minutes, Central Office contracts and pending personnel legal matters.

Regular Session

Chairman Matt Stuck opened the regular meeting session at 7:06 asking all to stand for the pledge of allegiance. Chris Hyldburg then read the Bourne Public School's Vision and Mission Statement. Present for this session was the following people:

Steven Lamarche, Superintendent
Susan Quick, Assistant Superintendent
Ed Donoghue, Director of Business Services
Emily Cheney, Student Member
Mary Jo Coggeshall, BPS Executive Administrative Assistant
Merrilynn Wenzel, Administrative Assistant, Student Services & Special Education
Laurianne Gilbert, BEA President
Various members of the public

- 1) **Announcements:** Superintendent Lamarche announced that Bourne Middle School Librarian Lynn Weeks, was chosen to serve as Southeast Area Co-Director on the 2012-2013 Executive Board of the Massachusetts School Librarian Association (MSLA).

Chairman, Matt Stuck announced the departure of and thanked Recording Secretary Lois Bailey as of this December 5th, 2012 meeting.

- 2) **Minutes:** The Bourne School Committee accepted the November 13, 2012 minutes as submitted by Recording Secretary, Lois Bailey.

3) **Student Member's Report:** Student Representative Emily Cheney was present to give her report of student activities at Bourne High School.

On Saturday, December 1, the Key Club went to Tufts Medical Center for Children to donate blankets to the hospital, part of a group effort from all over New England. The Key Club is also running a toy drive now through December 17th by collecting new and unwrapped gifts for local children. The Club is active in community service projects all year long. They will hold their Charter Ceremony tomorrow, December 6th at 2:00PM.

~ The National Honor Society will host a free showing of the film *Polar Express* night on December 7th at BHS for students and their families. Any donations received during this event will be donated to the BHS Jolly Jaunt Team who raises money for the Special Olympics of Massachusetts. The National Honor Society is currently holding a food drive for Christmas meals for families of Bourne. In November, the NHS donated 20 meals for Thanksgiving.

~ The Jolly Jaunt Team did a run on December 1st to fund raise for the Special Olympics.

~ Bourne school bus drivers will hold Stuff-A-Bus in the parking lot from 10:00AM to 6:00PM accepting unwrapped toys for children of Bourne on Saturday, December 8th.

~ The Music Department will present "A Winter Concert" at 7:00PM in the Beth Bourne Auditorium on December 6th.

~ There were fifteen music students from BHS accepted into the All Cape & Islands Music Festival. Nik Argentinis, #1 trombone player on the Cape & Islands was accepted into the Southeast District Music Festival.

~ Winter sport tryouts are over and games will be starting soon.

- 4) **Agenda Development & Meeting Input Process:** The School Committee discussed making handouts available within 10 days after a School Committee meeting is held. Part of the information is School Committee business and not available to the public.
- 5) **Asbestos Evaluation Report:** Director of Business Services, Ed Donoghue was present to review the Fuss & O'Neill Asbestos Evaluation Report. The Facilities Sub-Committee will review the report and report back at the January 9th School Committee meeting. Mr. Donoghue reported that work was done during the Columbus Day week-end at Peebles Elementary completing some of the areas of concern. Sampling was done at Central Office with no finding of asbestos.
- 6) **2012-2013 School Calendar:** Superintendent Steven Lamarche presented changes that need to be made to the SY12-13 calendar due to schools closed during Hurricane Sandy. Mid-term dates at Bourne High School need to be changed and the closing date in June.

Motion to approve the changes to the 2012-2013 BPS Calendar as presented was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian.
Unanimously approved.

[ATTACH COPY OF THE UPDATED 2012-2013 BPS CALENDAR]

- 7) ***Student Information System:*** Superintendent Steven Lamarche reported on the new student information systems being looked at for Bourne Public Schools. Negotiations with the prospective companies are still being made for training of the new program to school administrators and staff.
- 8) ***Indicators of 2013 BPS District Goals:*** Superintendent Lamarche reviewed the indicators of success for the FY13 BPS Goals. The School Councils in all of the schools are working hard to meet their goals. More professional development is needed in area of literacy requirements for the Common Core Curriculum. Among the many issues was the implementation of Building-Bases Teacher Leadership Teams (BBTLT) to increase collaborative decision-making. Indicators will be presented again at the February School Committee meeting.

[ATTACH COPY OF INDICATORS OF SUCCESS PRESENTED TO BSC]

- 9) ***Custodial Efficiency Plan:*** A review of the new Custodial Efficiency Plan was presented by Superintendent Lamarche. This 120-day trial plan began on November 3rd. An inventory of equipment will be done to evaluate what is needed in each school for the Efficiency Plan to work most effectively. A visitor from the Quincy Collaborative will evaluate all Bourne schools to help provide feedback as well.

[ATTACH COPY OF ALL NEW WORK SCHEDULES AS PRESENTED]

- 10) ***Review/Action on Policies:*** The Policy Sub-Committee has reviewed policy IK, IKAB, BGB, EBC, GCRD & GCCD. Policies have been written and presented for approval. Feedback on policy IKAB will be reviewed at the next Policy Sub-Committee meeting.

[ATTACH A COPY OF POLICY IK, IKAB, BGB, GCRD & GCCD]

Motion to approve the revision of policy BGB, Policy Adoption, was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian.
Unanimously approved.

Motion to approve the revision of policy EBC, Emergency Plans, was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian.
Unanimously approved.

Motion to approve the revision of and replacement of GCRD-A to GCRD, Tutoring for Pay, was moved by Jonathan O'Hara and seconded by Heather DiPaolo.
Unanimously approved.

Motion to approve the revision of policy IK, Academic Achievement, was made by Jonathan O'Hara and seconded by Anne-Marie Siroonian.

Unanimously approved.

- 11) ***Educational Practice Discussion:*** Jonathan O'Hara stated there was nothing to report at this time.
- 12) ***Peebles Statement of Interest (SOI) Status:*** Ed Donoghue, Director of Business Services, presented the letter Superintendent Lamarche received from the Massachusetts School Building Authority (MSBA). He reported that the BPS Statement of Interest (SOI) for building a new Peebles Elementary School was not accepted by the MSBA at this time. However, new SOIs will be accepted on or after January 9, 2013. BPS will submit a new Statement of Interest in January.
- 13) ***Solar Panel Project:*** Facilities Sub-Committee member, Chris Hyldborg, reported the Subcommittee is waiting to hear from Gale Electric, the company contracted to do the installation.

Motion was made to recess the public session School Committee meeting with the intent of reconvening into Executive session to address pending legal matters, and Central Office contracts and returning to open session only to adjourn was made by Anne-Marie Siroonian and seconded by Jonathan O'Hara.

Unanimously approved.

Meeting adjourned at 8:45PM.

The next Bourne School Committee meeting will be at 7:00PM, January 9, 2013 in the Bournedale Elementary School Library.

Respectfully submitted,

Lois J. Bailey
Recording Secretary

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA JAN 23 8 03

DATE: JANUARY 23, 2012
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 10:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. BEA contract negotiations (Superintendent/Budget Sub))
3. FY13 Budget Development (Director of Business Services)
4. Discussion of Quarterly Report (Director of Business Services)
5. Update Discussion of Captured Savings Initiatives (Dir. of Bus. Services)
6. Summary of EYOR Schedule 19 (Director of Business Services)
7. Update on assembling past budget summaries (Superintendent)
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:

William Gibbons
Mathew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: JANUARY 23, 2012

2012 MAY 29 AM 11 42

TIME: 10:00AM

TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. BEA contract negotiations (Superintendent/Budget Sub))
3. FY13 Budget Development (Director of Business Services)
4. Discussion of Quarterly Report (Director of Business Services)
5. Update Discussion of Captured Savings Initiatives (Dir. of Bus. Services)
6. Summary of EYOR Schedule 19 (Director of Business Services)
7. Update on assembling past budget summaries (Superintendent)
8. Discuss future agenda items

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Members:

William Gibbons

Mathew Stuck

Catherine Walton

Bourne School Committee Budget Sub-Committee Meeting Mon. Jan. 23, 2012

Approved
2:0
(m)
2/27/12

Meeting called to order at 10:04 AM

Members Present: Matthew Stuck, Catherine Walton, Bill Gibbons, Supt. LaMarche, Ed Donoghue, Enterprise reporter.

Minutes approved: Motion: Gibbons; second: Walton; unanimous vote

BEA contract negotiations discussion tabled; no BEA/BSC meeting has been held as yet.

FY 13 Budget Development: calendar distributed by Ed; Catherine will create an Excel calendar of all school events/activities/ deadlines in collaboration with the Supt. Budget Building schedule was tweaked. Ed has schedule of dates and gave an example of a budget proposal from BMS.

Discussion of quarterly report: still working on line item transfers to be presented to the entire BSC. Some account descriptions need to and will be updated.

Issues positive/needed attention:

High school is running on natural gas for the most part.

Pebbles heating needed a 14K repair.

Couple of unexpected short term paid staff leaves.

Truck maintenance.

School choice numbers in/out.

Need a project plan to keep all staff licensures updated and current.

Captured Savings Initiatives to investigate:

Convert Admin Bldg. to natural gas heat.

Practicality for central building print center rather than individual/stand alone printers in every classroom.

Summary of EYOR Schedule 19:

Ed will check with Town why BPS share of insurance has changed by +900K

Assembling Past Budget Summaries: Supt. Is working on it and it will be a part of his Budget Presentation.

Motion to Adjourn at 11:10 AM Motion: Walton; second: Gibbons; unanimous vote

Future Agenda Items:

Charter School Funding Discussion

FY 13 Budget

Captured Savings Initiatives

EYOR Schedule 19

Past Budget Summaries

Risks/Controls Procedures/Protocols for BPS

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: FEBRUARY 27, 2012

TIME: 4:00 PM

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

2012 FEB 21 AM 9:06

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Approve January 2012 Minutes
2. Review requested Line Item Transfers (Director of Business Services)
3. FY13 Budget
4. 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:

William Gibbons

Mathew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

2012 MAY 29 AM 11 42

DATE: FEBRUARY 27, 2012
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 4:00 PM

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Approve January 2012 Minutes
2. Review requested Line Item Transfers (Director of Business Services)
3. FY13 Budget
4. 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:

William Gibbons

Mathew Stuck

Catherine Walton

BOURNE PUBLIC SCHOOLS

Approved
3/26/12
3-0
(initials)

Budget Sub Committee Minutes for February 27, 2012

Location BMS Media Center
Opened at 4:29PM

Attendees: Matt Stuck Catherine Walton, Steven Lamarche, Ed Donahue, Amy Cetner, Melissa Stafford, Wayne Francis, Jean Holland, Liz Carpenito
Absent: Bill Gibbons

Minutes

Approved January 2012 minutes. Motioned by Matt Stuck -seconded by Catherine Walton; unanimous vote

Agenda

FY 2013 (Version 8 \$20,621.675.) budget was presented by Mr. Lamarche. There was thoughtful consideration and great detail submitted by building administration in an effort to assist with the FY 13 budget.

Much discussion ensued. Group was in agreement that sound decisions were presented based on what we know today without having solid numbers on federal and state funding. Unfortunately, reductions are necessary to balance the budget.

Budget will be presented at a joint meeting with Finance Committee and Selectmen on March 12, 2012

Future Agenda Items (for March 2012)

- Line item transfers
- Preparation for Vote at April School Committee Meeting
- Preparation for Town Meeting

Adjourned: Matt made a motion to adjourn the meeting. It was seconded by Catherine Walton and the meeting was adjourned unanimously at 5:30 p.m.

Next Meeting: March Budget Sub Meeting, March 26, 2012 10:30 a.m. Administration Building

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MARCH 26, 2012

TIME: 10:30 AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAR 21 PM 1 59
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Approve February 2012 Minutes
2. Discuss FY12 Budget updates
3. Review FY13 Budget plans
4. Action on FY13 Budget recommendation to School Committee
5. Discuss future agenda items

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Members:

William Gibbons

Mathew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE

2012 APR 17 AM 9:50 BUDGET SUBCOMMITTEE MEETING AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: APRIL 23, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Minutes
2. Line item transfers and quarterly report
3. Preparation for Town Meeting.
4. Transportation Contracts
5. Food Services Contract
6. Substitute Pay Increase
7. Future Agenda Items

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Members:

William Gibbons
Mathew Stuck
Catherine Walton

School Committee Budget Subcommittee to Town Clerk's office		
<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
April	4/23/2012	8/9/2013
May	5/21/2012-canceled	8/9/2013
June	6/4/2012	8/9/2013
July	no meeting	
August	8/8/2012	8/9/2013
September	9/20/2012	8/9/2013
October	10/18/2012	8/9/2013
November	11/15/2012	8/9/2013
December	12/20/2012	8/9/2013
January	1/17/2013	8/9/2013
Ferbruary	2/14/2013-canceled	8/9/2013
	2/20/2013	8/9/2013
	2/28/2013	8/9/2013
March	3/28/2013	8/9/2013
April	4/25/2013	8/9/2013
May	5/20/2013	8/9/2013

2013 AUG 9 AM 9 34
TOWN-CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: APRIL 23, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Minutes
2. Line item transfers and quarterly report
3. Preparation for Town Meeting.
4. Transportation Contracts
5. Food Services Contract
6. Substitute Pay Increase
7. Future Agenda Items

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Members:

William Gibbons

Mathew Stuck

Catherine Walton

2013 AUG 9 PM 9 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Budget Sub-Committee Meeting April 23, 2012

Present: Bill Gibbons, Steve Lamarche, Ed Donoghue, Matt Stuck (arrived @ 6:07 PM), Jane Norton

Absent: Catherine Walton

Meeting called to order @ 5:40 PM; Immediate move to Executive Session @5:41 PM, unanimous vote of one.

AFSCME contract appears to be in tentative agreement and will need to be ratified at the next meeting.

Transportation bids were received from 3 companies. Ed will recommend that the low bidder, First Student at \$3,073,056 be awarded the three year contract, with two, 1 year options. Other bidders were Reliable Transportation at \$3,580,370.80; and Braga Transportation at \$4,041,990.

Executive session ended at 5:50 PM. Unanimous vote of one. Meeting reconvened at 5:51 PM.

March minutes were reviewed and accepted unanimously.

Line Item transfers and the quarterly report were presented and reviewed by Ed. (Get attached from Ed)

SWOT Analysis details of unexpected expenses. CSI continue to be in the forefront.

Preparation for Town Meeting is on track.

Food Services Contract – finalizing specifications with advertising set to being April 30, 2012; hopefully the contract will be ready to be awarded at the June School Committee meeting.

Substitute teacher pay review found that BPS is among the top in the area. No action was recommended.

Future Agenda Items:

Food Service Contract

Meeting Adjourned at 6:15 PM Motion: Gibbons; Second: Stuck

Next meeting May 21, 2012 @ 5:30 PM

BOURNES, MASS
TOWN CLERK'S OFFICE
2012 AUG 9 PM 9 35

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

2012 MAY 16 PM 12 45

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MAY 21, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda Items

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Members:

Mathew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE

2012 MAY 21 BUDGET SUBCOMMITTEE MEETING AGENDA

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MAY 21, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda Items

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Members:

Mathew Stuck
Catherine Walton

Date/Time: May. 21. 2012 10:07AM

No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0147	Memory TX	T. HALL-Clerk	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size

**BOURNE SCHOOL COMMITTEE
 BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: MAY 21, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda items

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Members
 Matthew Stuck
 Catherine Walton

CANCELLED

BOURNE, MASS
 TOWN CLERK'S OFFICE

2013 AUG 9 AM 9 35

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: MAY 21, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda Items

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

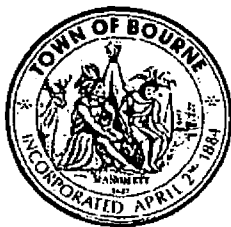
Members:

Mathew Stuck
Catherine Walton

2013 AUG 9 PM 9 36
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

36 SANDWICH ROAD
BOURNE, MA 02532
508.759.0660
508.759.1107 (fax)



Mary Jo Coggeshall
Executive Administrative Assistant
mjcoggeshall@bourne.k12.ma.us

2012 MAY 29 AM 11 37

TOWN CLERK'S OFFICE
BOURNE, MASS

May 23, 2012

Office of the Town Clerk
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

Attached please find meeting minutes for the fiscal year 2011-2012. Upon approval of the minutes for the later part of the year; I will forward them to you as soon as possible.

Sincerely,

Mary Jo Coggeshall

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 accountability that supports the success of students.

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: JUNE 4, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda Items

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Members:

Mathew Stuck
Catherine Walton

2012 MAY 25 PM 11 47
TOWN CLERK'S OFFICE
BOURNE, MASS

FY 2012 School Committee Budget Subcommittee

<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
July	no meeting	
August	8/22/2011	5/23/2012
September	no meeting	
October	10/3/2011	5/23/2012
November	11/7/2011	5/23/2012
December	12/12/2011	5/23/2012
January	1/23/2012	5/23/2012
Ferbruary	2/27/2012	5/23/2012
March	3/26/2012	5/23/2012
April		
May		
June		

2012 MAY 29 AM 11 41

TOWN CLERK'S OFFICE
BOURNE, MASS

FY 2012 School Committee Regular Meeting minute records		
Month	Date of Meeting	Sent to town hall
July	7/28/2011	5/23/2012
August	8/10/2011	5/23/2012
September	9/7/2011	5/23/2012
October	10/5/2011	5/23/2012
November	11/2/2011	5/23/2012
December	12/7/2011	5/23/2012
January	1/4/2012	5/23/2012
Ferbruary	2/1/2012	5/23/2012
March	3/7/2012	5/23/2012
April	4/4/2012	
May	5/2/2012	
June		

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: JUNE 4, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Accept Minutes
2. Discuss Bus Contract
3. Discuss Food Services Contract
4. Review FY12 Budget Status
5. Discuss FY13 Budget planning
6. Future Agenda Items

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

Members:

Mathew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
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BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for June 4, 2012

Location Bourne School Administration Building

Opened at 5:39

Attendees: Matt Stuck, Catherine Walton, Steven Lamarche, Ed Donahue, Chris Hyldborg

Motion to move into Executive session for the purpose of contracts and pending legal matters moved by Matt, Seconded by Catherine

BEA contract was discussed.

Motion: Budget sub to recommend to school committee a wage increase with the monetary value of a 2%, 2% and 1-1% split over a 3 year BEA contract. Moved by Matt, seconded by Catherine 2-0 vote, motion carries.

Motion: 5:49 Matt moved to return to open session, Catherine seconded.

Minutes

Accepted May 2012 minutes.

Minutes

1. **Bus Contract**: Ed presented details of new bus contract with First Student. Contract was signed and in place for the upcoming 2012-13 school year.
2. **Food Services Contract**: Ed discussed RFP process and bid packages submitted by Aramark and Chartwell much discussion ensued about how food contracts work. There is a committee of five people to review and evaluate bids and will make recommendation at June SC meeting.
3. **FY12 Budget Status**: Line item transfers in May books are up to date. FY12 budget will be reviewed at August meeting.
4. **FY13 Budget planning**: discussion ensued regarding expense tracking and planning for FY13 will revisit at August meeting.

Future Agenda Items (for August 2012)

Chapter 70 Aid Status & other state funding issues

Review FY12 Budget Status, Final Report & Line Item Transfers

Discuss FY13 Budget planning

Adjourned: Matt made a motion to adjourn the meeting seconded by Catherine Walton and the meeting was adjourned at 6:30 p.m.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: JULY 16, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Discuss Roof, Boiler & other contracts for SY 2012-13
3. Discuss Chapter 70 Aid Status & other state funding issues
4. Review FY12 Budget Status & Line Item Transfers
5. Discuss FY13 Budget planning
6. Future Agenda Items

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"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:

Mathew Stuck
Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: JULY 16, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Discuss Roof, Boiler & other contracts for School 2012
3. Discuss Chapter 70 Aid Status & State funding issues
4. Review FY12 Budget Status & Line Item Transfers
5. Discuss FY13 Budget planning
6. Future Agenda Items

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

Members:
Mathew S.
Catherine Walton

CANCELLED

2012 JUL 13 AM 11 46
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: AUGUST 8, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Open Session-

1. Accept Minutes
2. Discuss Roof & Boiler
3. Discuss Chapter 70 Aid Status & other state funding issues
4. Review FY12 Budget Status, Final Report & Line Item Transfers
5. Discuss FY13 Budget planning
6. Future Agenda Items

TOWN CLERK'S OFFICE
BOURNE, MASS

2012 JUL 30 PM 3 19

"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
- Mathew Stuck
- Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: AUGUST 8, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Open Session-

1. Accept Minutes
2. Discuss Roof & Boiler
3. Discuss Chapter 70 Aid Status & other state funding issues
4. Review FY12 Budget Status, Final Report & Line Item Transfers
5. Discuss FY13 Budget planning
6. Future Agenda Items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 36

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for August 8, 2012

Location: Bourne School Administration Building

Opened at: 8:05AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck, Ed Donoghue

Minutes

Accepted June 04, 2012 minutes with minor corrections.

Minutes

1. Roof Solar Project: Ed presented details the roof solar project to help the subcommittee identify any budget impacts. BHS 'C'-Wing roof is 20-yrs old, 'A'-Wing is 60+. An initial survey conducted by TREMCO (a roofing systems company) indicated that the A-Wing roof requires replacement, while the C-Wing has water intrusion problems with 10% of it. Gale Engineering will be contracted to provide a more thorough assessment of the roofs both for maintenance and for stability analysis supporting the solar panels. If A & C-Wings are omitted from the Solar project, then it would be reduced by ~25%.
2. Boiler Project: The BHS & PES boiler conversion projects (oil to NG) saved ~\$116K in fuel costs in FY12 vs. FY11. Though it was a relatively mild winter (more accurate savings will be available after the cost for 3+ seasons can be measured & averaged), it appears that the ~\$150K cost for the two building conversions will be completed recovered within, very conservatively, three years.
3. Chapter 70 & other State Aid Status:
 - The Town will receive ~\$5.42M in FY13 State education funds vs. ~\$5.48M in FY12, a ~\$62K reduction due mostly to a reduction in Charter Tuition Reimbursement.
 - The district accounted for a 33-34% Student Free and Reduced Lunch participation in FY12. This is a key measure driving a series of state & federal funding sources. Catherine will work with the Director of Business Services to learn how the District can encourage maximum completion of these important forms.
 - Out-of-District Tuition Assessments are up \$268K from \$1.12M in FY12 to \$1.4M in FY13. This will continue to help drive activity in all other areas of School Committee and district work in the next couple of years.
 - There is a strong possibility that Circuit Breaker Reimbursement Funds will be reimbursed at 100% in FY13 and that the McKinley-Vento Act (transportation requirements for homeless students) will be fully funded. Both have very positive implications for BPS.
4. FY12 End of Year Closeout Update: There remain ~\$128K in accounts payable to be recorded as of 6/30/12. Though the number may fluctuate by a few thousand, it appears that the school department will return ~\$54K in funds back to the General Fund to closeout FY12. Final Line Item Transfers and Closeout will occur in October.
5. FY13 Budget planning: The FY13 funding line items have been entered into the accounting software.

Future Agenda Items (for September 2012)

Update on Chapter 70 Aid Status & other state funding issues

Discussion of ways to increase return of qualified Free & Reduced Lunch forms to increase financial aid to district

Review FY12 Budget Closeout Status, Final Report & Line Item Transfers

Update FY13 Budget Plans

Next Meeting: 8:00AM, 9/20 (third Thursday of each month) 2013 AUG 9 9 38 AM

Adjourned: Meeting was adjourned at 9:26AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: SEPTEMBER 20, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 SEP 13 AM 10 56
TOWN CLERK'S OFFICE
BOURNE, MASS

-Open Session-

1. Accept Minutes
2. AHERA compliance budget
3. Update on Chapter 70 Aid Status & other state funding issues
4. Discussion of ways to increase return of qualified Free & Reduced Lunch forms to increase financial aid to district
5. Review FY12 Budget Closeout Status, Final Report & Line Item Transfers
6. Update FY13 Budget Plans
7. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: SEPTEMBER 20, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

-Open Session-

1. Accept Minutes
2. AHERA compliance budget
3. Update on Chapter 70 Aid Status & other state funding issues
4. Discussion of ways to increase return of qualified Free & Reduced Lunch forms to increase financial aid to district
5. Review FY12 Budget Closeout Status, Final Report & Line Item Transfers
6. Update FY13 Budget Plans
7. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
AUG 9 AM 9 36

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for September 20, 2012

Location: Bourne School Administration Building

Opened at: 8:05AM

Attendees: Chris Hyldburg, Matt Stuck, Cindy Lucas-Terra (Food Service), Ed Donoghue (Dir. of Bus. Service), Steve Lamarche (Superintendent)

Minutes

1. Accepted August 8, 2012 minutes.
2. AHERA Compliance: Cost to date: BHS - \$7100 (New England Surface Mx-ASM); PES - \$29,950 (NESM) thus far. Environmental Response Services (PES Classrooms & Café), \$21, 680. Fuss and O'Neill will be ~\$40-50K. Update brief for 10/3 School Committee meeting. Fiscal status report for Nov School Committee meeting.
3. Chapter 70 & other State Aid Status:
 - The Foundation Reserve Application (Impact Aid Shortfall) has just been released.
 - Chapter 70 for FY13 is \$4.7M.
4. Discussion of ways to increase return of qualified Free & Reduced Lunch forms to increase financial aid to district
 - The district accounted for a 33-34% Student Free and Reduced Lunch participation in FY12. This is a key measure driving a series of state & federal funding sources.
 - Cindy explained that the forms go out in the mail for all students, and again by 'backpack' at PES and BES. Need to be completed for the upcoming FY by October 1, 2012. Cindy indicated that the level of diligence to get forms back is high. Principals and secretaries are very proactive about getting forms filled out. May be at the point of diminishing returns pursuing more.
5. Review FY12 Budget Closeout Status, Final Report & Line Item Transfers
 - On track to closeout vote on 10/3 Meeting.
 - Remaining funds returned to General Fund will be ~\$50K
6. Update FY13 Budget Plans
 - Funds have been entered into SoftRight town accounting software and will be reviewed by Supt & DBS this week, encumbered salaries and using PR system.

Future Agenda Items (for October 2012)

AHERA Costs

1st Quarterly Budget Report

Update FY13 Budget Plans

Next Meeting: 8:00AM, 10/18 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:01AM.

BOURNE, MASS

TOWN CLERK'S OFFICE

2012 AUG 9 PM 9 36

BOURNE SCHOOL COMMITTEE BUDGET SUBCOMMITTEE MEETING

DATE: OCTOBER 18, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. AHERA Costs
3. 1st Quarterly Budget Report
4. Update FY13 Budget Plans
5. Discuss future agenda items

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 BOURNE, MASS

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

Members:

Christopher Hyldborg, Chairman
 Mathew Stuck
 Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: OCTOBER 18, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. AHERA Costs
3. 1st Quarterly Budget Report
4. Update FY13 Budget Plans
5. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 36

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for October 18, 2012

Location: Bourne School Administration Building

Opened at: 8:19AM

Attendees: Matt Stuck, Catherine Walton, Ed Donoghue (Dir. Of Bus. Service)

Minutes

1. Accepted September 20, 2012 minutes.
2. AHERA Compliance: Cost to date: ~\$130K through Phase II, with an estimated \$20K additional work requirements this FY. Update after next Fuss & O'Neill contract meeting. Fiscal status report planned for Nov SchComm meeting.
3. FY13 Q1 SWOT (Strengths, Weaknesses, Opportunities, & Threats) Report: Reviewed some of the topics which should be on the report which will be presented at the November SchComm Mtg. Draft will be complete week of 11/5.
4. Update FY13 Budget Plans: Reviewed account expenditures to date & discussed line items which may require adjusting for the upcoming quarter.
5. Discuss future agenda items

Future Agenda Items (for November 2012, unless otherwise noted)

Review AHERA Costs

Develop Spreadsheet summarizing funding and revenue sources

Discuss MASC Conference Summary & Takeaways

Update FY13 Budget Status

Discuss FY14 Anticipated State Funding

Develop other means of encouraging completion of Free and Reduced Lunch Forms (March)

Next Meeting: 8:00AM, 11/15 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:06AM.

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE BUDGET SUBCOMMITTEE MEETING

DATE: NOVEMBER 15, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 NOV 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

1. **Accept Minutes**
2. **Review AHERA Costs**
3. **Develop Spreadsheet summarizing funding and revenue sources**
4. **Discuss MASC Conference Summary & Takeaways**
5. **Update FY13 Budget Status**
6. **Discuss FY14 Anticipated State Funding**
7. **Discuss future agenda items**

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Members:

- Christopher Hyldborg, Chairman
- Mathew Stuck
- Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: NOVEMBER 15, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Review AHERA Costs
3. Develop Spreadsheet summarizing funding and revenue sources
4. Discuss MASC Conference Summary & Takeaways
5. Update FY13 Budget Status
6. Discuss FY14 Anticipated State Funding
7. Discuss future agenda items

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Members:

Christopher Hyldburg, Chairman
Mathew Stück
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 37

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes

November 15, 2012

Location: Bourne School Administration Building

Opened at: 8:30AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck (phone), Ed Donoghue (Dir. of Bus. Service), Steven Lamarche (Superintendent),

Minutes

1. Accepted October 18, 2012 minutes.
2. AHERA Compliance: Completed phase 2 of project. Expected report from Fuss & O'Neil. New estimated cost for project approximately, 140k. Ed will work with Dustin on plan for BPS moving forward.
3. State and Federal Revenue sources: Discussion ensued regarding revenue sources and educating the community. Budget sub will work with administration to create a budget summary handout. Discussion of ways to increase return of qualified free & reduced lunch forms to increase financial aid to district- add to December agenda.

Future Agenda Items (for December 2012)

Report on funding and revenue sources

Virtual Gateway update

FY 14 budget process

Next Meeting: 8:00AM, 12/20 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:38AM.

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE BUDGET SUBCOMMITTEE MEETING

DATE: DECEMBER 20, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Report of funding and revenue sources
3. Virtual Gateway update
4. FY 14 budget process
5. Discuss future agenda items

2012 DEC 12 PM 4 05
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BOURNE, MASS

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Members:

Christopher Hyldburg, Chairman

Mathew Stuck

Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: DECEMBER 20, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. 2011-2012 E-rate Funding Executive Summary
3. Report of funding and revenue sources
4. Virtual Gateway update
5. FY 14 budget process
6. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 PM 9 37

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for December 20, 2012

Location: Bourne School Administration Building

Opened at: 8:10AM

Attendees: Chris Hyidburg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Service), Steven Lamarche (Superintendent),

Minutes

1. Accepted November 15, 2012 minutes.
2. 2011 E-Rate Funding Executive Survey: Reviewed memo (11/29/12) from Mr. Tim Egan (Technology Director) which summarized how BPS was awarded \$95,913.59 as part of the federal reimbursement program for Tech/Phone/Data line support, which constitutes a ~50% reimbursement rate. Goal is to continue getting reimbursements as discounts on future bills, vice checks, resulting in a more effective and less administratively burdensome process.
3. Report of Revenue and Funding sources: FY13 Foundation Reserve funds (a.k.a. 'pothole funds'), and Circuit Breaker funds (~\$670K?) will likely be at least what was planned by the state. Indications from the state are that Transportation and McKinney-Vento Reimbursement rates will also be as planned.
4. Virtual Gateway Update: We learned that the state-operated 'Virtual Gateway' system can serve as an additional method to include families who qualify for free & reduced lunch (along with the forms which are normally the only information tool we have) to increase potential financial aid to district. Director of Business Services will pursue participation for BPS.
5. FY14 Budget Process: The Town Administrator will attend the February SchComm meeting to discuss town finances as we develop and finalize the FY14 Budget. Budget Sub Chair will present the FY14 Budget planning timeline at the January SchComm mtg. Budget Sub will work with administration to create a budget summary brochure.

Future Agenda Items (for January 2012)

Report on funding and revenue sources

Update on Virtual Gateway

Conduct FY 14 budget planning process

Next Meeting: 8:00AM, 1/17 (third Thursday of each month)

Adjourned: Meeting was adjourned at 9:05AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 37

2012 JUN 17 AM 9 40
 TOWN CLERK'S OFFICE
 BOURNE, MASS

School Council Meeting Agenda

Date: January 31, 2012
Meeting Topics: School Improvement Plan
Facilitator: Amy Cetner
Participants: J. Voyer, J. Angell, L. McAnagh, K. Anderson, S. Malouin, S. Mjire, A. Wingo, J. Sullivan, O. Garcia.
Start/End Times: 5:00 – 6:00 p.m.

Topic (time)	Guiding Questions	Background/Process	Person(s)	Follow up Y/N Person(s) Responsible
Welcome/Overview	How will we work as a committee this year?	<ul style="list-style-type: none"> • Review of meeting dates • Review of future agenda items • Review of the role of School Council 	Amy	Review each meeting
Overview of the School Improvement Plan	What does the plan look like? What is our charge?	<ul style="list-style-type: none"> • Review of the plan accepted by School Committee • Review of School Council's role in the implementation of the School Improvement Plan 	Amy	TBD
School Improvement Plan - Progress report to date	What steps have we taken thus far to meet the goals set in the improvement plan?	Revised reading rubric	Amy & Feedback from council	TBD
Moving forward	What are our next steps?	Suggestions from members	All members	TBD

School Council Meeting Agenda

Place: Bourne High School – Professional Development
Date: October 11, 2012
Meeting Outcome: Clarify School Council policies/procedures
Facilitator: Amy Cetner
Participants: J. Voyer, J. Angell, L. McAnaugh, K. Anderson, S. Malouin, J. Sullivan,
 O. Garcia, C. McAnaugh
Start/End Times: 5:00 – 6:00 p.m.

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 BOURNE, MASS

Topic (time)	Guiding Questions	Background/Process	Facilitator	Follow up Y/N Person(s) Responsible
Welcome & Introductions (5)	Who is on the committee and what is our role?	<ul style="list-style-type: none"> • Introductions • Contact information 	All	
Meeting Format, Times and Dates (5 -10)	What schedule works best for all members? How will we conduct our meetings?	<ul style="list-style-type: none"> • Set monthly meeting schedule • Establish routines/expectations 	All	Mrs. Cetner Will email the schedule to all members
School Council Responsibilities (30)	What is the school council responsible for? How will we meet these expectations?	<ul style="list-style-type: none"> • Building budget (Fall) • Identify 2012-2013 educational goals (winter) • 2012-2013 School Improvement Plan (fall) • Handbooks (Spring) 	Mrs. Cetner	All
Next Meeting: Budget (10)	What are our school goals/priorities relative to our school and School Committee goals?	Think about: <ul style="list-style-type: none"> • BHS Mission, vision, 21st Century Learning Expectations • School Committee Goals 	Mrs. Cetner	All – cont. discussion next meeting
Other/Notes (5)				

School Council Meeting Agenda

Date: December 12, 2012
Meeting Outcome: To complete the school goal process
Facilitator: Amy Cetner
Participants: J. Voyer, J. Angell, L. McAnaug, K. Anderson, S. Malouin, B. Anderson, O. Garcia, C. McAnaug
Start/End Times: 4:00 – 5:00 p.m.

Topic (time)	Guiding Questions	Background/Process	Follow up Y/N Person(s) Responsible
School Goals	What still needs to be done in order to complete the 2012-2013 School Goals?	<ul style="list-style-type: none"> • Write goals in SMART language • Identify the action plan necessary to complete goals • Identify benchmarks of success in reaching goals 	Publish final version – Share with faculty and community (School Committee Presentation)
Next Meeting: Building Budget (10)	What are our budgetary priorities in relation to our school and School Committee goals?	Think about: <ul style="list-style-type: none"> • BHS Mission, vision, 21st Century Learning Expectations • School Committee Goals (to be reviewed/discussed at the next meeting)	Input from all members, share with Department Heads, staff
Other/Notes (5)			

TOWN CLERK'S OFFICE
 BOURNE, MASS

2012 DEC 6 PM 8 50

BOURNEDALE ELEMENTARY SCHOOL

41 ERNEST VALERI ROAD
BOURNE, MA 02532
508.743.3800
508.743.3801 (fax)
www.bourne.k12.ma.us



Jeanne Holland
Principal
jholland@bourne.k12.ma.us

Mary Weatherby
Secretary
mweatherby@bourne.k12.ma.us

BOURNEDALE ELEMENTARY SCHOOL
SCHOOL COUNCIL
AGENDA
FEBRUARY 14, 2012
CONFERENCE ROOM @11:45

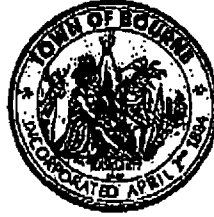
2012 FEB 3 AM 9 01
TOWN CLERK'S OFFICE
BOURNE, MASS

- REVIEW SCHOOL IMPROVEMENT PLAN
- DISCUSS BUDGET 2012-2013
- MISSION STATEMENT
- END OF YEAR EVENTS

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 accountability that supports the success of students.

BOURNEDALE ELEMENTARY SCHOOL

41 ERNEST VALERI ROAD
BOURNE, MA 02532
508.743.3800
508.743.3801 (fax)
www.bourne.k12.ma.us



Jeanne Holland

Principal

jholland@bourne.k12.ma.us

Noreen Baranowski

Administrative Assistant

nbaranowski@bourne.k12.ma.us

School Council Meeting
APRIL 13, 2012
BOURNEDALE ELEMENTARY CONFERENCE ROOM
11:45

AGENDA

2012 APR 10 PM 11 08
TOWN CLERK'S OFFICE
BOURNE, MASS

REVIEW OF NOTES

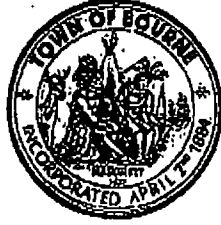
DISCUSSION OF END OF YEAR EVENTS

- REVIEW OF BOOKS AND BEYOND EVENTS

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 accountability that supports the success of students.

Bournedale Elementary School

41 Ernest Valeri Road
Bourne, MA 02532
508.743.3800
508.743.3801 (fax)
www.bourne.k12.ma.us



Elizabeth Carpenito
Principal
ecarpenito@bourne.k12.ma.us

Noreen Baranowski
Secretary
nbaranowski@bourne.k12.ma.us

Bournedale Elementary School

School Council Meeting

November 13, 2012

12:00 PM

Conference Room

Agenda

- School Improvement Plan – Review
- December's Meeting
- Student Achievement Report

2012 NOV 6 PM 3 43
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 accountability that supports the success of students.

Agenda

Peebles School Council

2/28/12

3:30 PM to 4:20 PM

Peebles Elementary Conference Room

Agenda topics

- Public Comments
- Review of Minutes
- Review of New Mission Statement
- Review of Scope of School Council
- 2013 Budget Discussion
- Next Meeting Date

2012 FEB 24 AM 8:44
 TOWN CLERK'S OFFICE
 BOURNE, MASS.

Agenda

2012 MAY 22 09:13 AM Peebles School Council

TOWN CLERK'S OFFICE
BOURNE, MASS

5/22/2012

3:30 PM to 4:10 PM

Peebles Elementary Conference Room

Meeting called by:

Type of meeting:

Facilitator:

Agenda topics

5	Public Comments	Public
5	Review of Minutes	Wayne Francis
15	Review of School Improvement Plan	Wayne Francis
15	2012-2013 Idea Generation	Wayne Francis

Agenda

Peebles School Council

5/22/2012

3:30 PM to 4:10 PM

Peebles Elementary Conference Room

Meeting called by:

Type of meeting:

Facilitator:

Agenda topics

12 11 1988 15 1800 5100

30 11 1988 15 1800 5100

lost as is did not make
deadline - put me off
of to email

Agenda

Peebles School Council

5/22/2012

3:30 PM to 4:10 PM

Peebles Elementary Conference Room

Meeting called by:

Type of meeting:

Facilitator:

Agenda topics

5	Public Comments	Public
5	Review of Minutes	Wayne Francis
15	Review of School Improvement Plan	Wayne Francis
15	2012-2013 Idea Generation	Wayne Francis

Agenda

Peebles School Council

5/22/2012

3:30 PM to 4:10 PM

Peebles Elementary Conference Room

Meeting called by:

Type of meeting:

Facilitator:

Agenda topics

2012 OCT 1 PM 9 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Peebles School Council 10/15/12
 3:30 PM to 4:10 PM
 Peebles Elementary Conference Room.

Agenda

Introductions	Wayne Francis	5
Public Comments	Public	5
School Improvement Plan	Wayne Francis	15
2012-2013 Idea Generation	Wayne Francis	15

Additional Information

2012 OCT 1 PM 3 26
 TOWN CLERK'S OFFICE
 TOWN OF PEEBLES, MASS

Peebles School Council

12/03/2012

3:30 PM to 4:15 PM

Peebles Elementary Conference Room

Agenda

Introductions	Wayne Francis	5
Public Comments	Public	5
School Improvement Plan	Wayne Francis	10
2012-2013 Idea Generation	Wayne Francis	10
Student Achievement	Wayne Francis	15

2012 NOV 27 AM 9 54
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Additional Information

Bourne Middle School
School Council Agenda -- October 2, 2012

Essential Question(s):

- a. **How does the school council support our school in order to ensure student growth throughout the school year?**
-

- 1. Open forum
- 2. Development of school goals
- 3. Future Meeting Dates and Agenda Items

2012 SEP 26 PM 11 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda Items

- 1. School Improvement Plan
- 2. Title 1
- 3. Student Achievement

3:30 pm
Conference Room 100

November 13, 2012-2:30 pm
Conference Room 100

**Bourne Middle School
School Council Meeting Agenda**

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

Agenda Items:

1. Open Forum
2. Draft of School Improvement Plan
3. Future meeting dates and agenda items

Future Agenda Items:

1. Title 1
2. Student Achievement
3. Program of Studies
4. Budget

2012 NOV 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne High School School Council Meeting Agenda

2012 DEC 6 PM 1 26
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Place: Professional library at BHS
Date: December 12, 2012
Meeting Outcome: To complete the school goal process
Facilitator: Amy Cetner
Participants: J. Voyer, J. Angell, L. McAnagh, K. Anderson, S. Malouin, B. Anderson
 O. Garcia, C. McAnagh
Start/End Times: 4:00 – 5:00 p.m.

Topic (time)	Guiding Questions	Background/Process	Follow up Y/N Person(s) Responsible
School Goals	What still needs to be done in order to complete the 2012-2013 School Goals?	<ul style="list-style-type: none"> • Write goals in SMART language • Identify the action plan necessary to complete goals • Identify benchmarks of success in reaching goals 	Publish final version – Share with faculty and community (School Committee Presentation)
Next Meeting: Building Budget (10)	What are our budgetary priorities in relation to our school and School Committee goals?	Think about: <ul style="list-style-type: none"> • BHS Mission, vision, 21st Century Learning Expectations • School Committee Goals (to be reviewed/discussed at the next meeting)	Input from all members, share with Department Heads, staff
Other/Notes (5)			

BOURNE SCHOOL COMMITTEE

2012 MAY 29 AM 11 43

CURRICULUM SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 12, 2012

TIME: 9:00 A.M.

CENTRAL OFFICE CONFERENCE ROOM

AGENDA

1. Review minutes from November 30, 2011 (2)
2. Review BHS course descriptions (10)
3. BMS and BHS Programs of Study (5)
4. December 9th in-service feedback (5)
5. Data mining sampling (10)
6. Math consultant and literacy work at BMS (5)
7. Transition team update (10)
8. In-service agenda for January 13, 2012 (10)
9. Next steps and meeting (3)

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

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

BOURNE SCHOOL COMMITTEE

2012 JAN 6 PM 2 52

TOWN CLERK'S OFFICE CURRICULUM SUBCOMMITTEE MEETING
BOURNE, MASS

DATE: JANUARY 12, 2012

TIME: 9:00 A.M.

CENTRAL OFFICE CONFERENCE ROOM

AGENDA

1. Review minutes from November 30, 2011 (2)
2. Review BHS course descriptions (10)
3. BMS and BHS Programs of Study (5)
4. December 9th in-service feedback (5)
5. Data mining sampling (10)
6. Math consultant and literacy work at BMS (5)
7. Transition team update (10)
8. In-service agenda for January 13, 2012 (10)
9. Next steps and meeting (3)

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

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Bourne School Committee
Curriculum Sub Committee
January 12, 2012
Central Office

Members Present: Jonathan O'Hara, Laura Scena, Anne-Marie Siroonian
Others Present: Susan Quick, Amy Cetner

December Minutes: Accepted by Consensus

Ms. Cetner presented on the additional courses the High School would like to add for the 2012/2013 school year. The list of courses are as follows:

Pre-AP Calculus, Advanced Quantitative Reasoning, AP English Language and Composition, AP European History, Social and Economic History, Economics Proposal, Photography.

Motion: Jay moved that we recommend to the full school committee the approval to implement the above said additional high school courses presented. Laura seconded.

Vote: Unanimously approved.

Transition Team Update: At the elementary level, parents will receive a survey at conferences, 5th graders will be using survey monkey as a tool for parents as well as grade 8 and grade 9. High school is going to get input from all the freshmen through Health and PE classes.

Data Mining: Elementary level has a strong skill base for data mining and is using the results throughout the curriculum. Melissa is working on a plan to have consistency amongst all the teacher sin how to analyze data and implement changes within the curriculum.

Literacy Work: At The elementary level, DLAP is progressing very strongly. Susan is working with the middle school to continue implementing the next phase of the DLAP. Mr. Geist and Mr. Dow are continuing to push forward at the high school level. Those teachers who attended the Keys to Literacy workshop will have the opportunity for a second workshop in January. The consultant will be coming on site to provide this workshop. The workshop was paid for by the Literacy Grant.

Meeting adjourned at 10:00am
Next Meeting Date: February 17, 2012 at 9am in Central Office

Future Agenda Items:
Review January Minutes
Transition Team Update
BMS and BHS Programs of Study
Feedback from January 13th In-Service

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: FEBRUARY 17, 2012

TIME: 9:00 A.M.

CENTRAL OFFICE

AGENDA

2012 JAN 17 PM 4 23
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review minutes from January 12, 2012 (2)
2. January 13th in-Service feedback (25)
3. BMS and BHS Programs of Study (15)
4. Transition team update (10)
5. Literacy work at BMS, BHS (5)
6. Next steps and meeting date (3)
7. Future agenda items

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

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: FEBRUARY 17, 2012

TIME: 9:00 A.M.

CENTRAL OFFICE

AGENDA

1. Review minutes from January 12, 2012 (2)
2. January 13th in-Service feedback (25)
3. BMS and BHS Programs of Study (15)
4. Transition team update (10)
5. Literacy work at BMS, BHS (5)
6. Next steps and meeting date (3)
7. Future agenda items

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

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

2012 MAY 29 AM 11 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Curriculum Sub Committee Meeting
February 17,2012
Central Office

Members Present: Anne-Marie Siroonian, Jay O'Hara, Laura Scena, Susan Quick
Others Present: Melissa Stafford

Minutes: Reviewed and accepted as presented.

BMS-BHS Program of Studies: Anne-Marie updated the committee on an additional course in Wellness at the high school that will be presented along with the other additions for the high school at the next school committee meeting.

Principal Stafford presented the suggested changes to the Program of Studies at the Middle School. See attached documentation for details. Principal Stafford will also be presenting those changes at the March School Committee meeting.

Due to time, agenda items 4 and 5 were tabled for the March meeting.

Future Agenda Items

Transition Team Update
Literacy work at BMS, BHS
Teacher In-Service Agenda
Review of PSAT scores

Next Meeting Date: March 15,2012 at 9am in the Peebles Conference Room

BOURNE SCHOOL COMMITTEE

2012 MAY 29 AM 11 43
CURRICULUM SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MARCH 15, 2012
TIME: 9:00 A.M.

PEEBLES ELEMENTARY SCHOOL

AGENDA

1. Review minutes from February 17, 2012 (2)
2. Review of PSAT scores (20)
3. March 16 In-Service agenda (15)
4. Transition team update (10)
5. Literacy work at BMS, BHS (10)
6. Next steps and meeting date (3)

Members:

Jonathan O'Hara
Anne-Marie Siroonian
Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: MARCH 15, 2012

TIME: 9:00 A.M.

PEEBLES ELEMENTARY SCHOOL

AGENDA

1. Review minutes from February 17, 2012 (2)
2. Review of PSAT scores (20)
3. March 16 In-Service agenda (15)
4. Transition team update (10)
5. Literacy work at BMS, BHS (10)
6. Next steps and meeting date (3)

Members:

Jonathan O'Hara
 Anne-Marie Siroonian
 Laura Scena

Facilitator: Susan Quick
 Recorder/Reporter: Anne-Marie Siroonian

2012 FEB 28 AM 11 55
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Bourne School Committee
Curriculum Sub Committee
March 15, 2012
Peebles Elementary

Members Present: Jay O'Hara, Anne-Marie Siroonian, Laura Scena

Minutes accepted as presented.

Review PSAT Scores: alarming concern for the district results as compared to state level. Although we are ahead of the nation, only 40% of the test takers are considered college ready. Some of the questions raised were: Is this a systemic issue? Are there consistent weak areas amongst all test takers? Is part of the reason for low scoring a result of not having the necessary skill base to take a standardized test of this nature? What does our "college ready" student look like?

March 16th In-Service Agenda: reviewed the Enduring Understandings and Essential Questions. Will review feedback from the day at the April meeting.

Transition Team Update: Both the 5/6 and 8/9 teams have been collecting data and will now compile that data and plan for next steps. Parent survey responses were very low.

Literacy Work: The high school is focussing on the DLAP. The Middle School is focusing on the Program of Studies. The committee would like to have more information on how the High School is progressing with the DLAP. Have there been any stumbling blocks? How is the DLAP being assessed or evaluated? Would it be possible to have Mr. Dow or Mr. Geist at the next meeting? Jay will reach out to the High School.

Future Agenda Items:

Review of Minutes

Feedback from March 16th Professional Development

Transition Team Update: alternatives for "step up day"

DLAP at BHS: How is it progressing?

Discussion of Plan for a Full Day K (5min)

Next meeting: April 26, 2012 - 9am at BHS

BOURNE SCHOOL COMMITTEE

2012 APR 17 AM 9 49

TOWN CLERK'S OFFICE CURRICULUM SUBCOMMITTEE MEETING
BOURNE, MASS

DATE: APRIL 23, 2012

TIME: 4:00 PM

BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Review of Minutes (2)
2. Feedback from March 16th Professional Development (15)
3. Transition Team Update: alternatives for "step up day" (15)
4. Field trips (10)
5. DLAP at BHS: How is it progressing? (10)
6. Discussion of Plan for a Full Day K (5min)
7. Next steps and meeting date (3)

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

2012 APR 17 10 45
BOURNE SCHOOL COMMITTEE

TOWN CLERK'S OFFICE
BOURNE, MASS CURRICULUM SUBCOMMITTEE MEETING

DATE: APRIL 23, 2012

TIME: 4:00 PM

BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Review of Minutes (2)
2. Feedback from March 16th Professional Development (10)
3. Transition Team Update: alternatives for "step up day" (10)
4. Field trips (10)
5. Text books BHS (10)
6. DLAP at BHS: How is it progressing? (10)
7. Discussion of Plan for a Full Day K (5min)
8. Next steps and meeting date (3)

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

2012 MAR 26 PM 3 12

~~TOURNEBURN SUBCOM~~ COMMITTEE MEETING

BOURNE, MASS

DATE: APRIL 27, 2012

TIME: 9:15 A.M.

BOURNE HIGH SCHOOL COMMUNITY ROOM

AGENDA

1. Review of Minutes
2. Feedback from March 16th Professional Development
3. Transition Team Update: alternatives for "step up day"
4. DLAP at BHS: How is it progressing?
5. Discussion of Plan for a Full Day K (5min)
6. Next steps and meeting date (3)

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: MAY 17, 2012

TIME: 3:30 P.M.

BOURNE HIGH SCHOOL

AGENDA

2012 MAY 14 PM 1 36
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Review of Minutes (2)
2. NCLB Waiver Information (10)
3. Middle School Restructuring Plan (15)
4. Peebles Elementary Corrective Action Plan (10)
5. Proposed job descriptions - Middle School Learning Coach, Mathematics Applications Teacher, Teacher of English Language Learners (10)
6. Transition Team Updates (10)
7. Next steps and meeting date (3)

June: Full Day K, DLAP progression, curriculum mapping update

Members:

Jonathan O'Hara
Anne-Marie Siroonian
Laura Scena

Facilitator: Susan Quick
Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: JUNE 20, 2012

TIME: 8:00 A.M.

BOURNE MIDDLE SCHOOL

AGENDA

1. Review of Minutes (2)
2. DLAP and DDAP (10)
3. Transition Team Updates (10)
4. Curriculum Mapping Update (10)
5. Dual Enrollment (15)
6. Full Day Kindergarten Plan (10)
7. Next steps and meeting date (3)

2012 JUN 15 PM 2 52
 TOWN CLERK'S OFFICE
 BOURNE, MASS

June: Full Day K, DLAP progression, curriculum mapping update

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: JULY 31, 2012

TIME: 8:30 A.M.

ADMINISTRATION CONFERENCE ROOM

AGENDA

1. Review of Minutes (2)
2. Full Day Kindergarten Plan (15)
3. Dual Enrollment Planning Policy (20)
4. Summary of BHS Consultant Report (20)
5. Next steps and meeting date (3)

2012 JUL 24 PM 3 17
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Facilitator: Susan Quick

Recorder/Reporter: Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: SEPTEMBER 27, 2012

TIME: 3:30 P.M.

BOURNE MIDDLE SCHOOL

AGENDA

1. Review of Minutes (2)
2. Goals for 2012-2013 school year (10)
3. BLC update (10)
4. Curriculum mapping update (5)
5. Gateway Project (10)
6. Title 1 and 11A (10)
7. SMART EDU (10)
8. Next steps and meeting date (3)

2012 SEP 13 AM 10 56
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Chair: Anne-Marie Siroonian

Recorder: Laura Scena

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: SEPTEMBER 27, 2012

TIME: 3:30 P.M.

BOURNE MIDDLE SCHOOL

AGENDA

1. Review of Minutes (2)
2. Goals for 2012-2013 school year (10)
3. BLC update (10)
4. Curriculum mapping update (10)
5. Gateway Project (10)
6. Title 1 and 11A (10)
7. SMART EDU (10)
8. Next steps and meeting date (3)

CANCELLED

Members:

Jonathan O'Hara
Anne-Marie Siroonian
Laura Scena

Chair: Anne-Marie Siroonian
Recorder: Laura Scena

2012 SEP 24 PM 12 12
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: SEPTEMBER 28, 2012

TIME: 8:00AM

BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review of Minutes (2)
2. Goals for 2012-2013 school year (10)
3. BLC update (10)
4. Curriculum mapping update (5)
5. Gateway Project (10)
6. Title 1 and 11A (10)
7. SMART EDU (10)
8. Next steps and meeting date (3)

Members:

Jonathan O'Hara
Anne-Marie Siroonian
Laura Scena

Chair: Anne-Marie Siroonian
Recorder: Laura Scena

2012 SEP 24 PM 12 12
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: OCTOBER 18, 2012

TIME: 3:30PM

PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

AGENDA

1. Review of Minutes (2)
2. Habits of Mind (10)
3. Writing samples (20)
4. Update on full day K (10)
5. Update on teacher in-services (10)
6. Ed Eval Green Book (5)
7. Next steps and meeting date (3)

2012 OCT 15 PM 1 44
 TOWN CLERK'S OFFICE
 BOURNE, MASS

Members:

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

Chair: Anne-Marie Siroonian

Recorder: Laura Scena

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

DATE: NOVEMBER 15, 2012

TIME: 3:30PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL

AGENDA

- 1. Review of Minutes (2)
- 2. Feedback from November 6th All Cape In-Service Day
- 3. Habits of Mind (10)
- 4. Writing samples (20)
- 5. Update on full day K (30)
- 6. Next steps, future agenda and meeting date (3)

2012 NOV 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara
Laura Scena
Anne-Marie Siroonian, Chairman

Chair: Anne-Marie Siroonian
Recorder: Laura Scena

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: DECEMBER 6, 2012

TIME: 3:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL
CONFERENCE ROOM

AGENDA

1. Review of Minutes (2)
2. Action Plan for Full-Day K (45)
3. Program of Studies BMS and BHS (10)
4. Next steps and meeting date (3)

Future Agenda Items:

Writing samples - Feb

Title Updates, ELL updates - Feb

Ed Eval Green Book

BMS schedule update

Review of goals

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Lauro Scena

Chair: Anne-Marie Siroonian

Recorder: Laura Scena

2012 NOV 30 PM 9 58
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: DECEMBER 6, 2012

TIME: 3:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL
CONFERENCE ROOM

2012 DEC 3 AM 11 37
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Review of Minutes (2)
2. Action Plan for Full-Day K (45)
3. Program of Studies BMS and BHS (10)
4. Next steps and meeting date (3)

Future Agenda Items
 Writing samples - Feb
 Title Updates and updates - Feb
 Ed Eval Green Book
 BMS schedule update
 Review of goals

Members:
 Jonathan O'Hara
 Anne-Marie Siroonian
 Laura Scena

Chair: Anne-Marie Siroonian
 Recorder: Laura Scena

CANCELLED

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: DECEMBER 20, 2012

TIME: 3:30 PM

2012 DEC 3 AM 11 37
TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: BOURNE DALE ELEMENTARY SCHOOL
CONFERENCE ROOM

AGENDA

1. Review of Minutes (2)
2. Action Plan for Full-Day K (45)
3. Program of Studies BMS and BHS (10)
4. Next steps and meeting date (3)

Future Agenda Items:

Writing samples - Feb
 Title Updates, ELL updates - Feb
 Ed Eval Green Book
 BMS schedule update
 Review of goals

Members:

Jonathan O'Hara
 Anne-Marie Siroonian
 Laura Scena

Chair: Anne-Marie Siroonian
 Recorder: Laura Scena

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: JANUARY 6, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Field Plan
3. Update on Statement of Interest
4. Capital Outlay
5. School facilities update:
 - Central Office
 - Peebles Elementary School
 - Bournedale Elementary School
 - Bourne Middle School
 - Bourne High School
6. Establish a format for long term and short term maintenance of facilities
7. Future agenda items

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

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: JANUARY 6, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

TOWN CLERK'S OFFICE
BOURNE, MASS

2012 JAN 4 AM 9 39

AGENDA

1. Minutes
2. Field Plan
3. Update on Statement of Interest
4. Capital Outlay
5. School facilities update:
 - Central Office
 - Peebles Elementary School
 - Bournedale Elementary School
 - Bourne Middle School
 - Bourne High School
6. Establish a format for long term and short term maintenance of facilities
7. Future agenda items

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

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

Facilities Sub Committee
January 6, 2012
Central Office

Members Present: Anne-Marie Siroonian, Jay O'Hara, Laura Scena
Admin Present: Ed Donoghue, Steven Lamarche

Field Plan: need a map of fields at next meeting, close field three down and air rate and re-seed. Need a cost estimate and then approach those town organizations that use the fields for a field use fee. Bring facilities use policies and review fee structure. Contact CPC for replacement of track.

SOI: Ed is getting the final sign offs and will submit by the 11th

Capital Outlay: priority projects being requested include Technology Plan, replacing bleachers at High school and two new trucks for the maintenance department. Total project costs are approximately \$395,000.00

Central Office: contract signed for window project, waiting for start date, Ed will be meeting with CPC in regards to a new roof for CO.

Peebles Elementary: Gas conversion project is done. Did need to replace a tank associated with the boiler at approximately \$14,000. Peebles will have voice mail up and running.

Bournedale Elementary: issue with the software for HVAC system, company will come and upgrade the software at no cost. Need to find out the costs associated with the maintenance of HVAC and the companies that perform that maintenance.

Bourne Middle School: one of the boiler leaks and needs to be repaired. Will look at hoods for the roof vents.

Bourne High School: received a quote to upgrade the alarm and motion detectors, the project is underway and will be completed by the end of January. Wing A should be currently running under gas and contractors will begin C wing gas conversion.

Future Agenda Items

DPW: Town Facilities Director

Library Field

Field Plan: cost/timeline/recreation department/town organizations' usage/

Review Facilities Policy and Field Use Policy along with Fees Policy/map of fields

CPC: Track replacement and Roof for CO

Update on SOI

HVAC Systems

Capital Outlay: update on projects presented and prioritize future projects

Establish a Long Term n Short Term Maintenance Plan

Next meeting date: January 27, 2012 at 8:15am

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING ~~2012~~ MAY 29 AM 11 44

DATE: JANUARY 27, 2012 . TOWN CLERK'S OFFICE

TIME: 8:15AM

BOURNE, MASS

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. DPW: Town Facilities Director
3. Library Field
4. Field Plan: cost for fencing and re-seed/timeline/recreation dept./town organizations' usage/facilities policy in regards to field use and fees/map of fields behind BMS (10 min)
5. CPC: Track Replacement and Roof for C.O.
6. Update on SOI (5 min)
7. HVAC systems and cost for maintenance
8. Capital Outlay: update on projects presented and prioritize future projects (10 min)
9. Establish Short term and Long term Maintenance Plan (30 min)
10. Future agenda items (2 min)

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

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: JANUARY 27, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 JAN 17 PM 4 23
TOWN CLERK'S OFFICE
BOURNE, MASS.

1. Minutes
2. DPW: Town Facilities Director
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Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

**Bourne Public School Committee
Facilities Sub Committee
January 27, 2012
Central Office**

Members Present: Jay O' Hara, Laura Scena, Anne-Marie Siroonian

Town Facilities Director: Discussions between the town and school are ongoing about moving towards a town wide facilities director, Steven believes it is a good position that we should support. A "phasing in" plan will need to be established. The town and administration is looking for support from school committee in pursuing this position as part of the town's budget process.

Library Field: preliminary discussion about Library Field as a proposed site for new Police departments taking place.

Motion: facilities subcommittee moves to support the conceptual planning ideas to use the Library Field site for a proposed Police Station was moved by Anne-Marie.

Field Plan: A rough draft of the Proposed Field Maintenance plan was presented by Ed. See attached Field Maintenance Plan Draft. This committee needs to develop/review the facilities use policies for district. Laura will update the full committee on the Field Maintenance Plan at February SC meeting.

CPC: waiting to receive quote on Track Replacement costs and then approach CPC with a proposal. There is some question at the state level concerning CPC funds only being used for new projects on town owned land or projects that have already been funded by CPC. Still need to research funding options along with the recreation departments plans for field upgrades. Central Office Roof project proposal has been sent to CPC, waiting to hear from CPC.

SOI: submitted on time and in the hands of the state. No postings to date.

HVAC: believe that the software update at Bournedale is complete. Need to address the middle school costs, system is outdated and at risk. Need to have company come and review high school system. Maryjane suggested energy consultant through grant monies in town, Mr. Eldridge, come in and facilitate this process. Ed will contact Mr. Eldridge and invite him to the next facilities meeting.

Capital Outlay: projects were accepted as presented with the exception of questions concerning the trucks for the schools. Recommendation was to hold off on the dump truck given that we put \$8,000.00 into maintaining the vehicle. Need to open discussion with the DPW and devise a plan to have them plow schools and whether it is cost effective. Steven will initiate the conversation with DPW. Capital Outlay will review and make recommendations for the proposals by May town meeting. Steven recommends a roof audit for all buildings.

Long n short Term Maintenance Plan: review list and prioritize, delineate between those that will be part of school budget and those that will be proposed to Capital Outlay.

Future Agenda Items:

Energy Consultant

Facilities Use policy review and development

DPW

Short and Long Term Facilities Maintenance Plan

Library Field

CPC

Town Facilities Director

Roof Inspection/Review

Water Fountains/operational/cleanliness

Next meeting date is set for March 2, 2012 at 8:15am

2012 FEB 24 PM 3 39
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: MARCH 2, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Cape Cod Collaborative Lease
3. Maintenance and Facilities Sharing - Mr. Guerino (15min)
4. Proposed DPW Facility Site (10min)
5. Efficiency Plans - Town Energy Efficiency Coordinator (10min)
6. Facilities Use policy review and development (20min)
7. Bournedale Mural (5min)
8. Water fountains / operational cleanliness (5min)
9. Meeting Evaluation (2min)
10. Future agenda items (2 min)

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Members

- Jonathan O'Hara
- Laura Scena
- Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: MARCH 2, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAY 29 AM 11 44
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes
2. Cape Cod Collaborative Lease
3. Maintenance and Facilities Sharing - Mr. Guerino (15min)
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Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

Bourne School Committee
Facilities Sub Committee
March 2, 2012

Members Present: Jay O'Hara, Laura Scena, Anne-Marie Siroonian
Others Present: Steven Lamarche, Ed Donoghue, Don Picard, Less Wing, Richard Eldridge, Tom Guerino

Minutes accepted as presented

Maintenance and Facilities Sharing: Don presented on the Dir of Facilities Manager position. This position has been a part of Capital Outlay's long term goals for town facilities. This position is seen as a valuable asset to maintain town property. The Selectmen and Town Administrators want to have this position filled effectively by July 1, 2012. The school management facility piece will not phase in for at least a year. A "phase in plan" will develop with the school based on the unique needs of the school facilities. The average salary for this type of position ranges from \$64,000-\$94,000. Tom presented on job descriptions and a tentative employment agreement. Facilities will review the descriptions and report any concerns or considerations to Steven.

DPW: Committee will bring forward concerns for DPW's new building project and one individual will meet with the town building committee to discuss the concerns that may effect the Bournedale Elementary School.

Efficiency Plans: Richard Eldridge presented on some of the energy efficiency plans for our schools. We need to understand what our buildings' weaknesses are and strengths are in regards to energy efficiencies. (insulation, conversion to gas, solar panels, tracking energy use with software, HVAC) Mass Energy Insight will collect the energy data and track energy use. School uses about 3 million KW annually at a cost of half a million dollars. One of the first things to do is to track our energy. Develop a facilities plan by making sure energy is as efficient as it can be. Need to look at HVAC controls and how efficient they are. Laura suggested to Richard working together to set short and long term goals for the buildings. Assessment of Energy Opportunities report is a good resource to create a list of goals. The Cecil report is important information about energy use in each of the town's municipal buildings. Mr. Eldridge suggested coming to next meeting and going through each building and looking at the energy use.

CCC Lease agreement: Ed presented on the lease. A few edits were made. The language is primarily the same as the previous lease agreement. One concern is the reference to any materials or equipment that may be stored at the facility. To our knowledge, there is no storage use on site. Ed will send the draft lease to Paul Hilton with thirty days to sign or make changes to the agreement.

Mural at Bournedale: Committee is not prepared to approve the mural at this time pending additional questions. Steven will seek additional information for this project.

Future Agenda Items:

Facilities Use Policy

CCC Lease Update

Bournedale Mural Update:

DPW Site Concerns

Meeting adjourned at 9:25am

Next meeting date: March 30, 2012 at 8:15am,→

BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: MARCH 30, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAY 29 AM 11 44

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes (2min)
2. Do we support Maintenance and Facilities Sharing? (10min)
3. What requests or recommendations do we have regarding the proposed DPW Facility Site (10min)
4. Review and develop Facilities Use policy (30min)
5. Evaluate Meeting (2min)
6. Future agenda items (2 min)

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Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE

2012 FACILITIES SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
DATE: MARCH 30, 2012
BOURNE, MASS

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

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Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

Bourne School Committee
Facilities Sub Committee
March 30, 2012
Central Office

Members Present: Jay O'Hara, Laura Scena, Anne-Marie Siroonian
Other Present: Ed Donoghue, Les Wing

Minutes accepted by consensus

Maintenance and Facilities Management Position for Town: do we want the SC to make a statement at town meeting in support of the Town Facilities Management Position? Present the support to full committee at the April meeting.

Statement: The facilities sub committee of the Bourne School Committee recommends supporting the Joint Schools and Town Facilities Manager position funded within the town budget.

DPW: need site plan, visibility, write a friendly letter to committee with concerns.

Facilities Use Policy: Questions and concerns- how do we put in the policy charging youth groups with a field fee? What would be the break down for charitable and non profit, out of district users? Existing: 2 categories, Category A and Category B. Need an understanding of who uses the fields and facilities, who is for profit, who isn't? Ed recommends changing the gymnasium use fee from \$100 an hour to \$50/hr. Should we add an additional category? Can't find a clear way in the policy to differentiate the groups using the facilities. Do we get leaders of these groups in one room and have discussions on how we maintain these fields long term for All? Ed will contact Chrisann Caron to begin contacts with these organizations.

Motion: to add to the agenda the Bournedale Mural Project was moved by Jay and seconded by Laura. **Vote:** Unanimous approval

Bournedale Mural: size of mural is 31ft. by 8ft. Why third graders? Third graders can produce a certain level of art, be role models for pre-school children and set an example. Facilities recommended a canvas be used instead of painting directly on the wall. Superintendent recommended to fund the monies for the canvas. Need to ask the fire department if the canvas is a fire hazard. The Facilities sub committee supports the Bournedale Elementary School Mural Project as a non permanent installation.

Future Agenda Items:

CCC Lease

Energy Plan

Current Facility Issues Update

Next meeting Date: April 27 at 8:15am at Central Office.

School Committee Facilities Subcommittee Meeting to Town Clerk's office

<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
April	4/27/2012	8/9/2013
May	5/31/2012	8/9/2013
June	6/21/2012	8/9/2013
July	7/24/2012	8/9/2013
August	8/3/2012	8/9/2013
	8/15/2012	8/9/2013
	8/23/2012	8/9/2013
	8/28/2012	8/9/2013
September	9/5/2012	8/9/2013
	9/20/2012	8/9/2013
October	10/4/2012	8/9/2013
	10/18/2012	8/9/2013
November	11/15/2012	8/9/2013
December	12/06/2012-canceled	
	12/20/2012	8/9/2013
January	1/17/2013	8/9/2013
	1/25/2013	8/9/2013
	1/31/2013	8/9/2013
February	2/28/2013	8/9/2013
March	3/15/2013	8/9/2013
	3/28/2013	8/9/2013
April	4/25/2013	8/9/2013
May	5/16/2013	8/9/2013

BOURNE, MASS
TOWN CLERK'S OFFICE

2013 AUG 6 PM 9 39

BOURNE SCHOOL COMMITTEE

2012 APR 17 AM 9:51 **FACILITIES SUBCOMMITTEE MEETING**

TOWN CLERK'S OFFICE **DATE: APRIL 27, 2012**

BOURNE, MASS

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Cape Cod Collaborative Lease
3. Energy Plan
4. Current Facilities Issues Update
5. Future agenda items

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BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING
2012 APR 23 AM 11 39

DATE: APRIL 27, 2012
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Minutes
2. Cape Cod Collaborative Lease
3. Energy Plan
4. Current Facilities Issues Update
5. Review proposal for solar panels at Bourne High School
6. Future agenda items

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BOURNE SCHOOL COMMITTEE

FACILITIES SUBCOMMITTEE MEETING

DATE: APRIL 27, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Minutes
2. Cape Cod Collaborative Lease
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2013 AUG 9 AM 10 02
TOWN CLERK'S OFFICE
BOURNE, MASS

Ed: Ed + Approved 5/31/12

Bourne School Committee
Facilities Sub committee

April 27, 2012

- Admin. Staff - Conference Room
In attendance: Anne Marie, Laura Scena
Absent: Jay O'Hara

Cape Cod Collaborative Lease: Ed talked to Paul Hilton. Everything has been approved. There is a clause on the lease for us to put 10,000 dollars in repairs. They plan to replace the gym floor so we will make a contribution towards it. We will not be involved with the roof replacement. We have five slots with three in free tuition. We definitely need signatures for June school committee meeting.

Energy Plan: what are some short term goals and long term in regards to energy usage in the buildings. Need to get Cape Cod Light Compact to look at the buildings and report out what changes we need to make and what can be replaced by CCLC. This service is free and light replacement is also free. Ed will contact TJ Turner to maximize any free opportunities for our buildings. This would involve parking lot lights and overnight lights in our buildings. Look at the Cecil Group plan.

Current Facilities Issues Update

High School: gas conversion is complete. Roof leak by main office and side of auditorium have been repaired.

BMS: two of their boilers have leaked and were repaired. Ed is seeking a claim with the insurance company.

Central Office: Looking to replacing the entire boilers at Central Office. Window project is complete. Preliminary approval on the roof replacement project.

Peebles: Clock system has been installed for automatic shot off for boilers. State will come out to review asbestos issues, if any, and make sure we are in compliance. No additional news on the SOI.

Bournedale: ongoing issues with the fobs in the doors. Les had been dealing with this. Parts have been ordered. Bournedale mural is not moving forward at this time.

Solar Panels for BHS: Richard Eldrick presentation on project by CVEC for installation of solar panels on the high school roof. What happens when the roof needs repair, who is responsible for removing the system and incurring that cost? Question came up as to what is the Net Metering credit for the middle school? Need to recommend the project moving forward at next SC meeting and motion for vote by full committee. What is the timeline and need to have guidelines in contract for installation so that it does not disrupt the school schedule. Still pending a final engineering evaluation for integrity of roof. What will the conduits look like against the building? How many and where?

Future Agenda Items

- BHS Solar Panel Project Re-Visit
- Confirmation of CCC Lease
- Energy Plan - CC Light Compact
- Update on Field Maintenance Plan

Next Meeting Date: May 31, 2012 - 8:15am at Central Office

2013 AUG 9 AM 10 02
TOWN CLERK'S OFFICE
BOURNE, MASS



Broadway Electrical and Cape & Vineyard Electric Cooperative Announce Partnership for PV contract

State and community leaders mark partnership and plan for Round II PV Contract for Cape Cod and Martha's Vineyard

Barnstable, MA—April 19, 2012—Broadway Electrical and Cape & Vineyard Electric Cooperative (CVEC) held a press conference today to announce that Broadway has been awarded the Round II PV contract. The award consists of two tiers, tier I is 25.833 MW of PV and tier II is an additional 23.538 MW of PV. The unique partnership is a successful example of a Massachusetts renewable energy project, providing economic, environmental and educational benefits to the town and state.

The event was held at Barnstable Village Superior Courthouse and was attended by state and local officials including, Massachusetts Department of Energy Resources Commissioner, Mark Sylvia.

Broadway Electrical was selected to design and install 44 PV systems throughout Cape Cod and Martha's Vineyard. The PV systems will provide Cape and Vineyard municipal entities electricity at a defined - fixed for 20 years - per kWh rate, helping to protect the town's budget from future volatile energy prices.

"CVEC selected Broadway Electrical as its partner for round II of the PV contract because of their wide-ranging track record in facilities around New England, their comprehensive approach to solar projects, and their strong record in meeting performance guarantees. We're looking forward to the project's outcomes and the collaboration the partnerships represent," said Charles McLaughlin, President and Town of Barnstable Director, Cape & Vineyard Electric Cooperative. "This project, along with the existing renewable energy efforts of CVEC member towns, counties, and the Cape Light Compact's energy efficiency program, are significant contribution towards a sustainable Cape Cod and Martha's Vineyard. The groundwork laid by this project and its project investors will pay great dividends for our town in the years to come."

The project is expected to result in significant annual cost savings to all of the CVEC member towns and counties.

"This project would not have been possible without CVEC's proven commitment and dedication to renewable energy," said Jonathan Wienslaw, President, Broadway Electrical Company, Inc. "These projects will provide a more efficient energy system to the community and will continue to help reduce the town's utility bills throughout the upcoming years. Not only will the PV projects protecting the town's budget from energy prices, it will also open the doors for other energy projects to develop within the overall community. "

CVEC will grant Broadway necessary rights to design, procure, install, test, commission, own, operate and maintain the PV system at the 44 sites. Broadway is responsible for all permits and approvals necessary to develop the PV systems at the sites including MA DEP post closure use of landfills.



About Cape & Vineyard Electric Cooperative

Cape & Vineyard Electric Cooperative, Inc. (CVEC) was organized on September 12, 2007. CVEC was formed under Massachusetts General Laws, c. 164, §136. Section 136 provides for the establishment of energy cooperatives. Section 136 cooperatives can, among other things: (1) purchase and own generation, transmission and other projects and property; (2) enter into contracts and incur liabilities; (3) borrow money, issue notes and bonds; (4) enter into private/public collaboration (contractual); (5) purchase, sell, and distribute energy; and (6) sell electricity to any consumers within CVEC member communities. For more information on CVEC please visit www.cvecinc.org

About Broadway Electrical Company Inc.

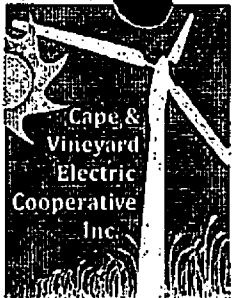
Broadway Electrical Company, Inc. is a leading full service electrical construction company, headquartered in Boston, MA. Founded in 1936, Broadway is a third generation company and one of the Northeast's largest electrical contractors. Broadway's track record for delivering construction excellence spans major commercial, educational, health care, biotechnology, industrial, power and government projects. Broadway provides complete turnkey Renewable Energy Solutions including Engineering, Procurement, Construction and Power Purchase Agreements. Broadway's team of professionals is experienced in providing solar and wind energy installations. For more information on Broadway Electrical Company, Inc. please visit: <http://www.broadelec.com/>

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Press Contact:

Kara Doran
617-391-9646
Kdoran@rasky.com

Maggie Downey
508-375-6636
mdowney@barnstablecounty.org

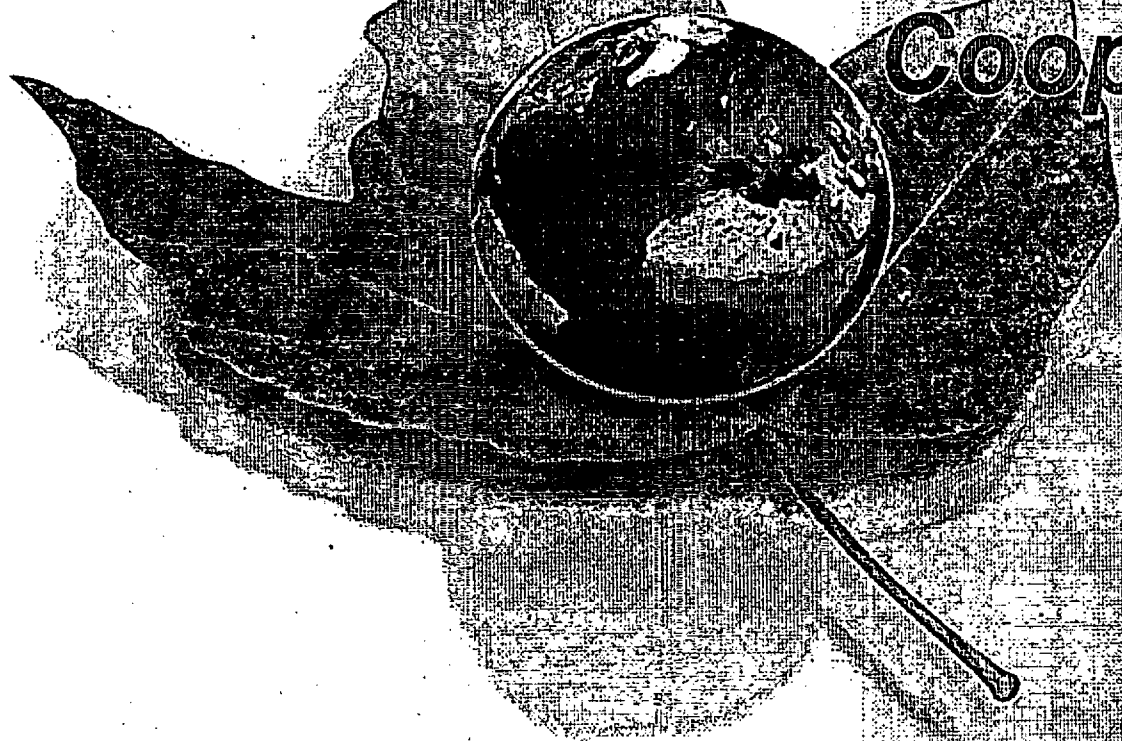


Broadway Electrical

A SOLAR PRESENTATION

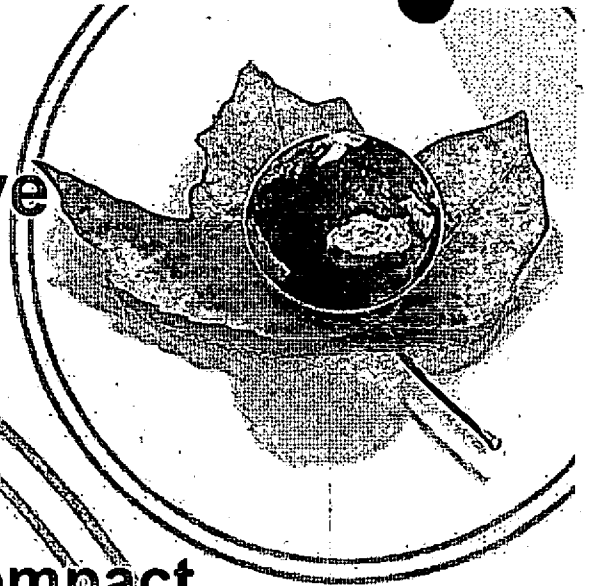
for

**Cape & Vineyard Electric
Cooperative, Inc.**



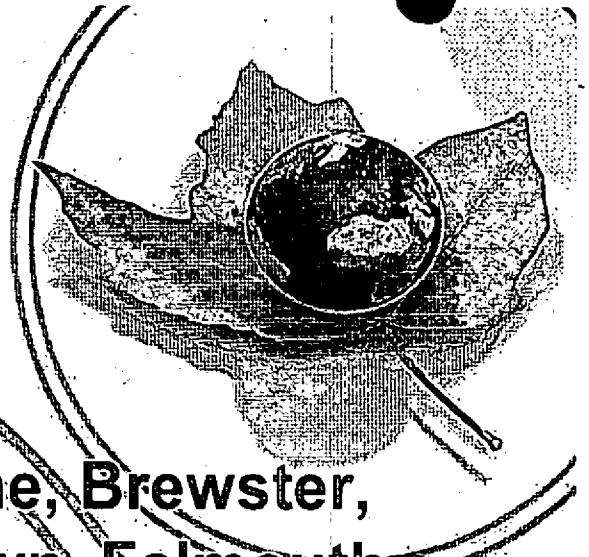
Cape & Vineyard Electric Cooperative

- Organized on September 12, 2007
- Three initial members: Cape Light Compact, Barnstable County and Town of Barnstable
- Currently 20 members
- Founding purpose – develop renewable energy projects



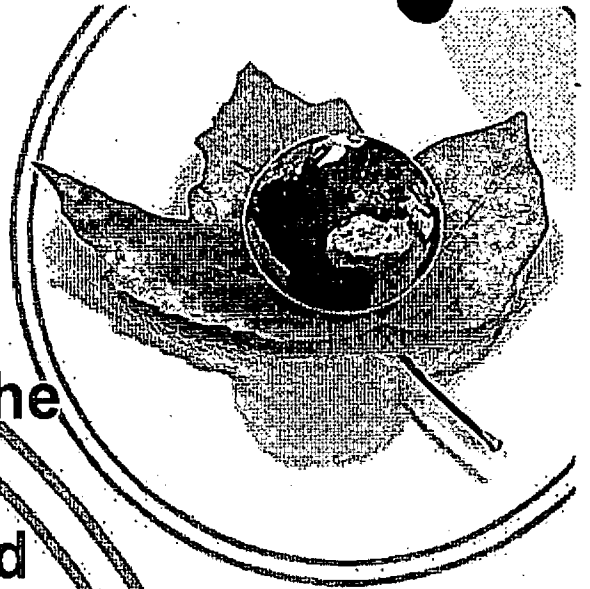
CVEC Members

- **Seventeen Towns (Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, West Tisbury and Yarmouth)**
- **Two Counties (Barnstable and Dukes)**
- **Cape Light Compact**



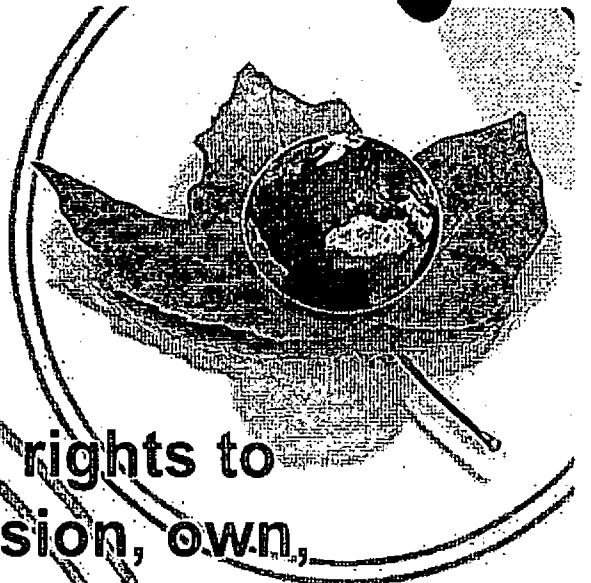
OVERVIEW OF PROCESS

- CVEC issued RFP on behalf of all of the members
- Total of 44 sites on Cape and Vineyard
- Proposals were due September 2011
- CVEC Received Proposals from 11 vendors
- Selected Broadway Electrical Company, as the vendor providing the best value to CVEC
- 31 "A" Sites Awarded
- 13 "B" Sites Awarded



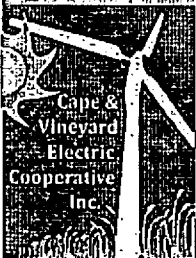
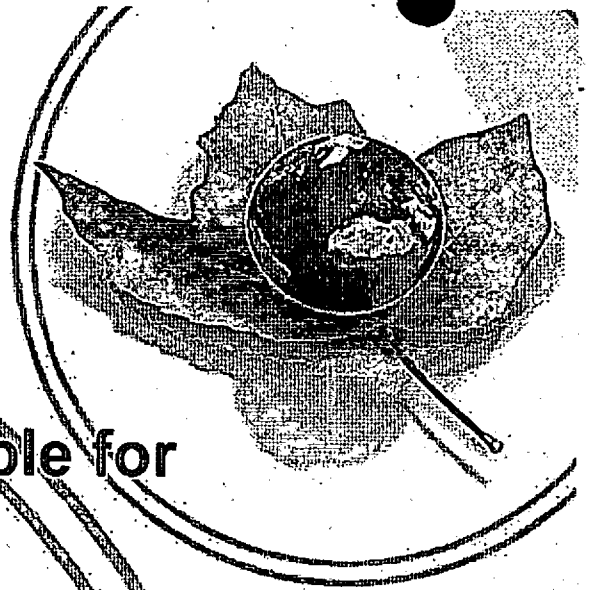
Energy Management Services Agreement

- CVEC will grant Broadway necessary rights to design, procure, install, test, commission, own, operate and maintain the PV system at the 44 sites
- Broadway is responsible for all permits and approvals necessary to develop the PV systems at the sites including MA DEP post closure use of landfills
- Net metering and all capacity benefits accrue to CVEC and CVEC reserves the right to resale energy output



Project Structure

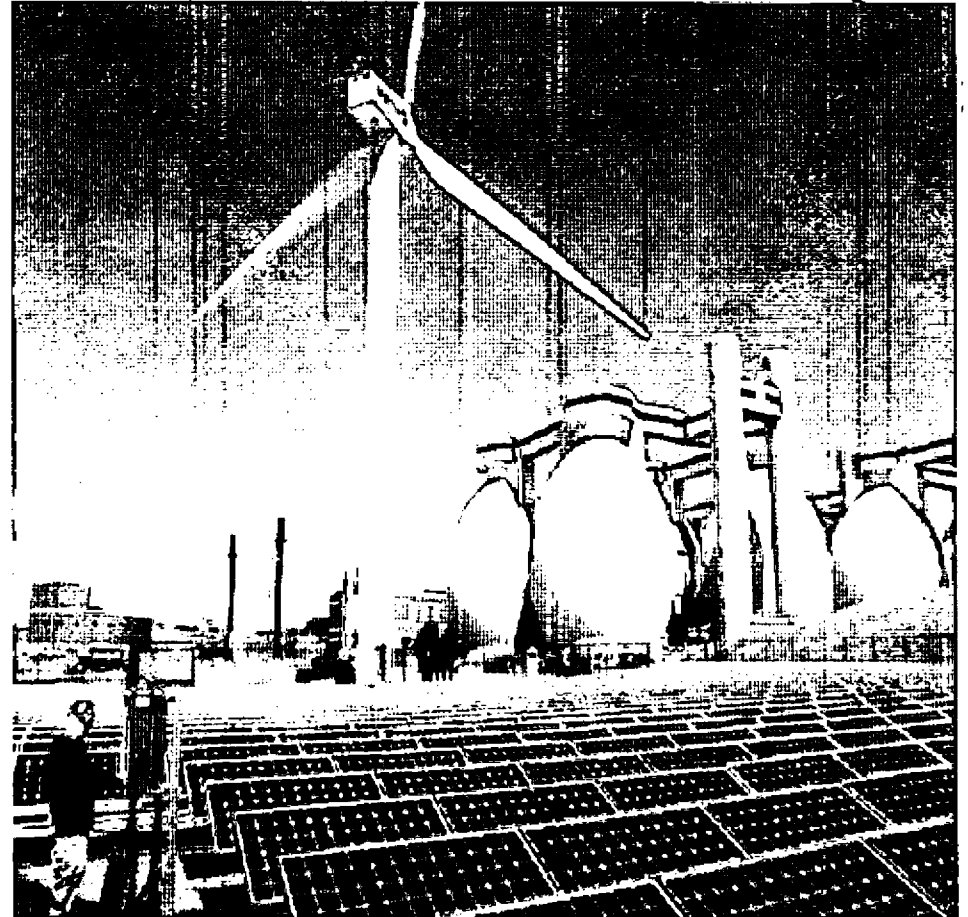
- **Vendor Owns Facility** – responsible for obtaining all permits for projects
- **CVEC Buys Output from Vendor**
- **CVEC sell “Output” to CVEC Member/Non-Member through Intergovernmental Power Purchase Agreement (PPA)**



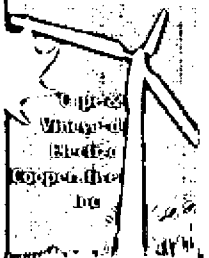
Broadway Electrical Company



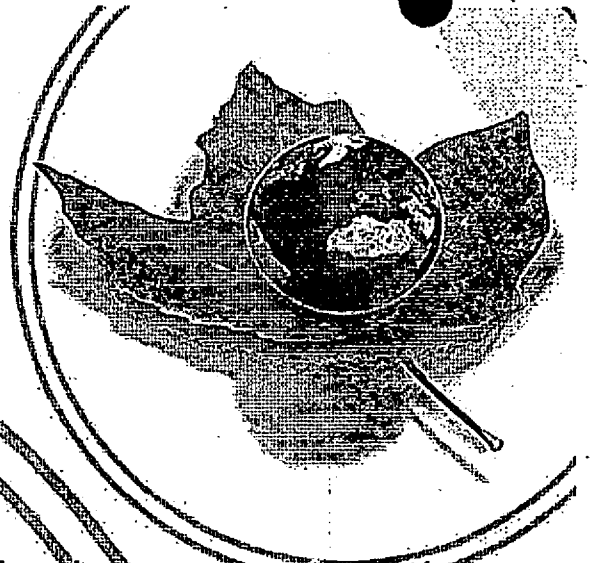
- 76 year old Boston based electrical contractor,
- third generation owned,
- DCAM certified,
- licensed electricians,
- most installed base of PV in Massachusetts



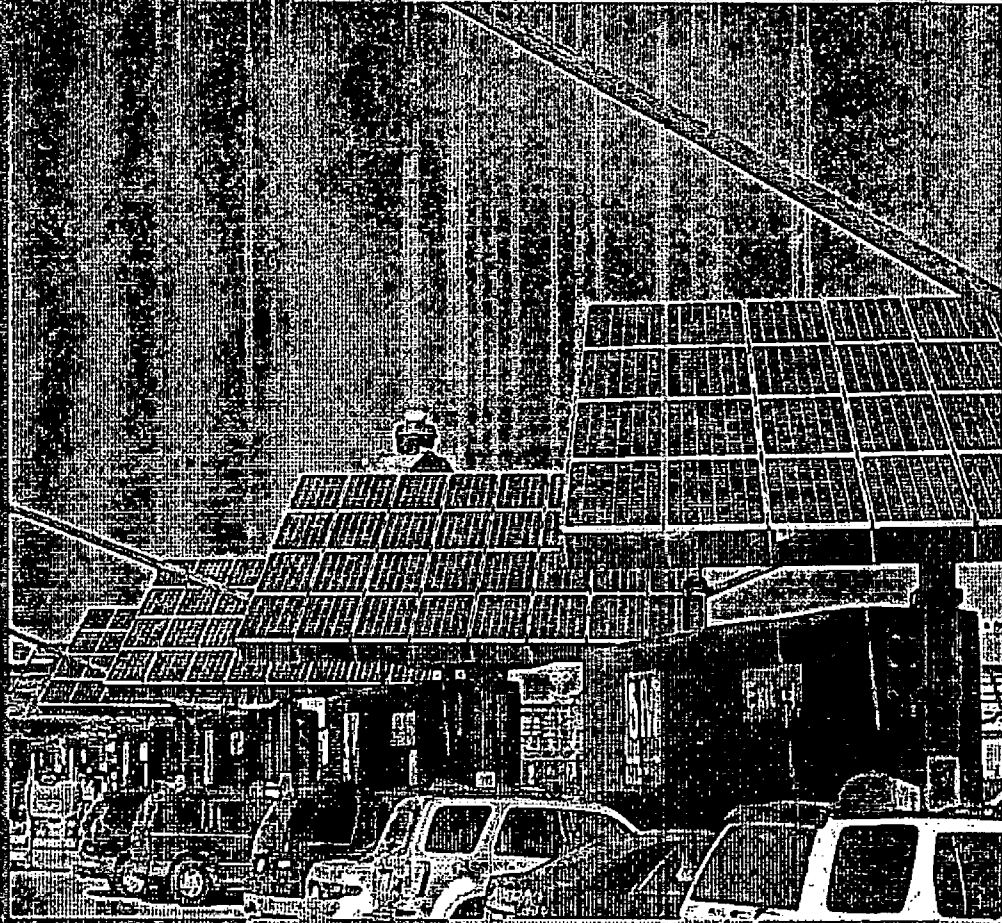
MWRA Deer Island



Broadway Electrical Company



- From design, construction and final commissioning, Broadway provides turnkey renewable energy solutions for diverse projects.



Logan Terminal B Parking Garage



Broadway Electrical Company



- *Broadway's track record for delivering construction excellence spans all major commercial, educational, health care, biotechnology, industrial, power and government projects.*



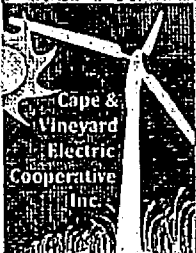
A.D. Makepeace Wareham, MA



Project Summary



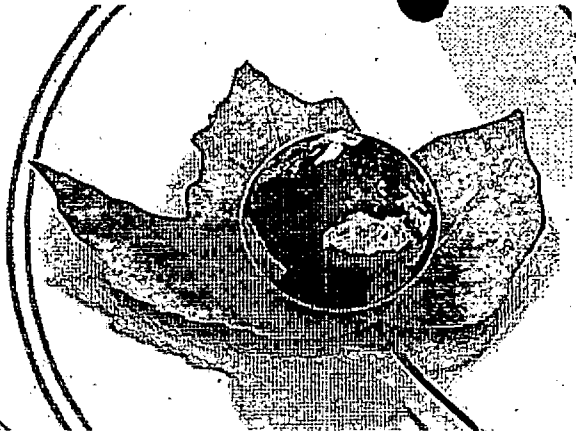
Town / District	Project Name	Address of Location	PV System Size (kW DC)	Estimated Production (MWH)
Town of Barnstable	Airport - Section 1, Site A	479 Barnstable Rd, Hyannis	2,495	3,121
Town of Barnstable	Airport - Section 2, Site B	480 Barnstable Rd, Hyannis	5,212	6,521
Town of Barnstable	Barnstable Senior Center	826 Falmouth Road, Hyannis	140	176
Town of Barnstable	Barnstable High School	744 West Main St., Hyannis	463	579
Town of Barnstable	West Villages Elem. School	730 Osterville West Barnstable Road, Marston Mills	63	78
Town of Barnstable	Independence Park	145 Breed's Hill Rd., Barnstable	3,337	4,174
Town of Bourne	Community Center	239 Main St., Buzzards Bay	35	44
Town of Bourne	Fire Station	51 Meetinghouse Lane, Sagamore	19	24
Town of Bourne	Bourne High School	75 Waterhouse Rd., Bourne	482	603
Town of Brewster	Water Dept. Facility	165 Commerce Park Rd., Brewster	21	26
Town of Brewster	Commerce Park	Freeman's Way Industrial Park, Brewster	4,759	5,954
Town of Chatham	Airport	240 George Ryder Rd., Chatham	1,404	1,756
Town of Chatham	Police Station	249 George Ryder Rd., Chatham	17	22
Town of Chatham	Town Hall Annex	261 George Ryder Rd., Chatham	7	9



Project Summary

Town / District	Project Name	Address of Location	PV System Size (kW/DC)	Estimated Production (kWh)
Dennis / Yarmouth Schools	IOY High School	210 Station Ave., S. Yarmouth	1,276	1,590
Dennis / Yarmouth Schools	IOY High School	210 Station Ave., S. Yarmouth	641	802
Dennis / Yarmouth Schools	Ezra Baker School	810 Rte. 28, W. Dennis	79	99
Dennis / Yarmouth Schools	Marguerite Small School	440 Higgins Crowell Rd., W. Yarmouth	861	1,077
Dennis / Yarmouth Schools	Mattacheese School	400 Higgins Crowell Rd., W. Yarmouth	1,378	1,724
Dennis / Yarmouth Schools	Mattacheese School	400 Higgins Crowell Rd., W. Yarmouth	300	375
Dennis / Yarmouth Schools	Wixon School	901 Route 134, S. Dennis	581	726
Town of Harwich	Community Center	100 Oak Street, Harwich	530	662
Nauset School District	Nauset High School	100 Cable Road, N. Eastham	565	706
Town of Oak Bluffs	Oak Bluffs School	1 Trade Winds Road, Oak Bluffs, MA	93	116
Town of Orleans	Orleans Landfill	56 Lots Hollow Road, Orleans	574	718
Town of Provincetown	Provincetown High School	12 Winslow St., Provincetown	54	68
Town of Provincetown	Transfer Station	90 Race Point Rd., Provincetown	236	295
Town of Sandwich	Oak Ridge School	260 Quaker Meetinghouse Rd. Sandwich	211	263
Town of Sandwich	Forestdale School	151 Route 130, Sandwich	89	112
Town of Sandwich	Sandwich High School	365 Quaker Meetinghouse Rd. Sandwich	191	239
Town of Sandwich	East of Human Services	270 Quaker Meetinghouse Rd. Sandwich	1,282	1,604
Town of Tisbury	DPW Bldg.	115 High Point Lane, Tisbury	22	28
Town of West Tisbury	West Tisbury Landfill	47 Old Stage Road off State Road, West Tisbury	884	1,105
Total Amount of PV for Tier A =			28,301	35,405

Project Summary



Town / District	Project Name	Address of Location	PV System Size (kW DC)	Estimated Production (MWH)
COMM Water District	Hayden Wellfield	1910 Old Post Rd, Centerville & Marston Mills	4,377	5,475
COMM Water District	Murray Wellfield	715 Old Falmouth Rd, Centerville & Marston Mills	2,456	3,073
Town of Harwich	Water Dept - Wellfield 3	Off. West Gate Rd., Harwich	3,528	4,414
Town of Orleans	Orleans Watershed Land	56 Lots Hollow Road, Orleans	855	1,070
Town of Sandwich	Pinkham Rd Well Site # 11	97 Pinkham Road, S. Sandwich	4,549	5,691
Town of Sandwich	Discovery Hill	North of Kiah's Way, near Route 130, Sandwich	4,871	6,094
Town of Tisbury	Septage Area	at end of Old Holmes Hole Rd, Tisbury	833	1,042
Town of Yarmouth	Wellfield 20, 24	24 Higgins Crowell Rd., W. Yarmouth	1,400	1,751
Town of Yarmouth	Wellfield 23	24 Higgins Crowell Rd., W. Yarmouth	670	838
Total Amount of PV for Tier B =			23,538	29,447
Total Amount of PV for Tiers A and B =			51,840	64,851



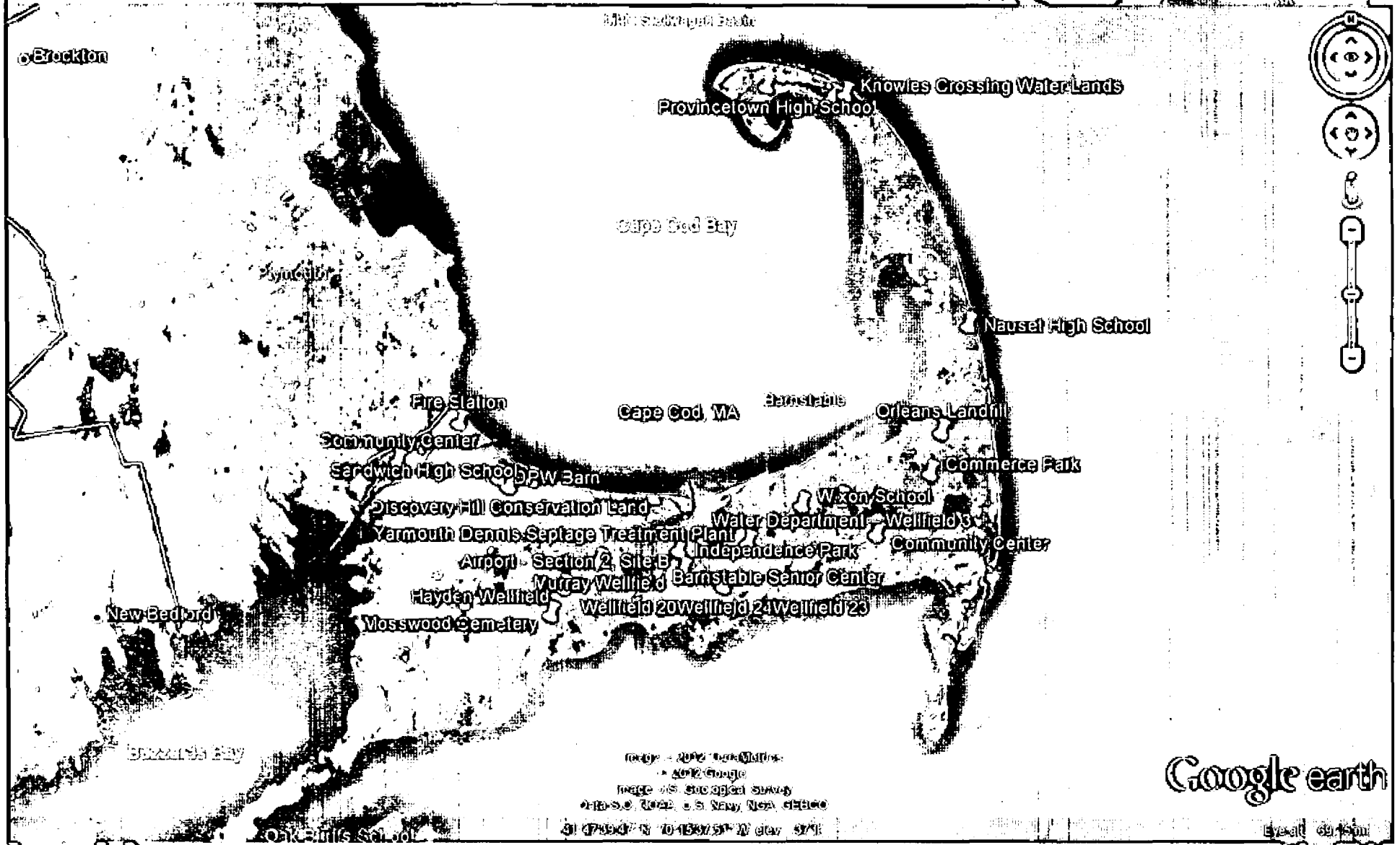
Emissions Savings



Savings in Emissions	"A" Sites	"B" Sites
MWH	31,000	28,246
Tons of CO ₂	23,568	21,474
Tons of Methane	1,121	1,021
Gallons of Gasoline	2,396,438	2,183,539
Barrels of Oil Consumed	49,712	45,296
Tanker Trucks of Gasoline	282	257
Electricity Use: Number of Homes in One Year	2,665	2,428
Energy Use: Number of Homes in One Year	1,851	1,687
Carbon sequestered by tree seedlings grown for 10 years	548,108	499,414
Carbon sequestered annually by acres of pine or fir forests	4,558	4,153
Carbon sequestered annually by acres of forest preserved from deforestation	212	193
Number of Propane Cylinders for BBQ's	890,676	811,548
Railcars Worth of Coal	116	106
Greenhouse gas emissions avoided by recycling tons of waste	7,448	6,786
Annual CO ₂ emissions of coal-fired power plants	0.005	0.005



What Size of Systems?



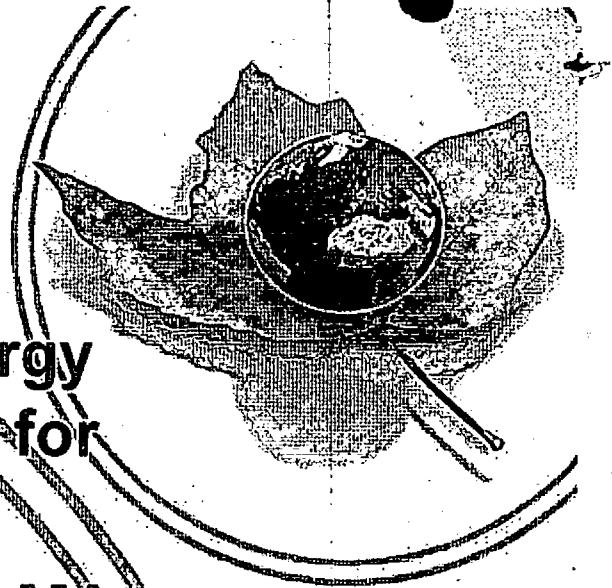
Cape & Vineyard Electric Cooperative 49.4 MW SEMA, MA

Vineyard
Electric
Cooperative
Inc



Next Steps

- CVEC and Broadway execute Energy Management Services Agreement for each site
- CVEC submits EMS Agreement to MA DOER
- Broadway begins permitting process estimated to take up to 18 months
- Commercial operations expected to start by Q1 2013



BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: MAY 31, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAY 25 AM 11:47
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes
2. BHS Solar Panel Project Revisit
3. Confirmation of Cape Cod Collaborative Lease
4. Energy Plan – Cape Cod Light Compact
5. Update of Field Maintenance Plan
6. Future agenda items

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

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

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Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

2013 AUG 9 AM 10 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee
May 31, 2012

Members Present: Jay O'Hara, Laura Scena, Anne-Marie Siroonian

Meeting called to order at 8:20am

Minutes accepted by consensus with adding members in attendance.

Solar Panel Project: Ed suggested that our facilities' engineer look at the roof to give a report as to whether this project is feasible. We need to have a report on structure of the roof and longevity of the roof at the High School as well as longevity of the roof at the Middle School. Once the roof is evaluated, we need to review the report and then make decision on the Solar Panel project moving forward. Ed will contact engineer.

Motion: to recommend an Independent Engineer review and report on the structure and longevity of the Bourne High School roof and the longevity of the Bourne Middle School roof was moved by Anne-Marie and seconded by Laura.

Vote: Unanimously approved.

CCC Lease: CCC has signed the lease agreement with School Committee beginning on the first day of July, 2012 and terminating on the thirtieth day of June 2015. Ed needs to check on whether we have a \$5,000.00 deposit as well as a copy of their insurance for our records.

Motion: to recommend the approval of the lease agreement of the Otis Memorial School Building by the Cape Cod Collaborative beginning on the first day of July, 2012 and terminating on the thirtieth day of June, 2015 was moved by Laura and seconded by Jay. **Vote:** Unanimously approved.

Energy Plan: Ed was going to reach out to Cape Light Compact to come and replace parking lot lights with LED lights and wall packs in the Middle School parking lot. We want the lights with longer life expectancy. We have talked in the pass about having them do comprehensive audits in the buildings. Ed will inquire about an energy audit.

Field Maintenance Plan: Ed spoke to Chris Ann about facilitating with town soccer and lacrosse program. She was willing to coordinate with the schools to do that and perhaps have a town wide maintenance plan of fields. Ed will have a meeting with rec department and have a field rotation plan with expenditures for the next facilities sub committee meeting in late June. SC requested an actual plan by July meeting which will take place on June 26, 2012.

Future Agenda Items:

Field Maintenance Plan
Cape Cod Light Compact
Roof Engineer Report
SOI Update

*****Long Range Planning, Short Range Planning, Capital Outlay Projects*****

Next Meeting Date: June 21, 2012 at 8:15am

2013 AUG 9 AM 10 04
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE PUBLIC SCHOOLS
36 SANDWICH ROAD
BOURNE, MASSACHUSETTS 02532**

**OTIS SCHOOL LEASE AGREEMENT WITH
CAPE COD COLLABORATIVE**

This AGREEMENT made 11 day of May 2012, by and between the Town of Bourne, a municipal corporation with an address of 24 Perry Avenue, Buzzards Bay, Barnstable County, Massachusetts, acting by and through its School Committee pursuant to the provisions of General Laws (Ter. Ed.) Chapter 40, Section 3, hereinafter called the "Lessor" and the Cape Cod Collaborative, located in Bourne, Massachusetts, hereinafter called the "Lessee".

WITNESSETH

That the Lessor in consideration of the rents, covenants, and agreements of the Lessee, herein set forth, does by these presents let, lease, and rent to the Lessee a certain building known as the Otis School and its adjacent land in Bourne, Massachusetts.

DEMISE: The Lessor hereby agrees to lease said premises to the lessee for a period of three (3) years, beginning on the first day of July 2012 and terminating on the thirtieth day of June, 2015.

RENTAL: the Lessee, in consideration of leasing the premises, as set forth, covenants and agrees with the Lessor to pay the Lessor, as rent, for the same as follows:

- a) For each year of the Lease: Three full year slots, including summer, in the Cape Cod Collaborative Alternative Education Program or a Cape Cod Collaborative program of similar value/cost.
- b) In each year of the lease agreement the Lessee will pay \$10,000.00 to go into a separate account for capital repairs. The Lessor will also place \$10,000.00 into the account for capital repairs in each year of the lease agreement. Capital repairs will be agreed upon by both parties in writing. Notwithstanding any other provision contained herein, at the conclusion of the term or the earlier termination of this Lease, 50% of any unused balance remaining in the account for capital repairs shall be returned to the Lessee.

This lease, if granted and accepted upon the foregoing and upon the following restrictions, to all and every one of which the parties consent, and each party hereby expressly covenants and agrees to keep, perform, and observe all the terms, covenants, and conditions herein contained on its part to be kept, performed, and observed.

FIRST: The parties agree that at the inception of the lease an inspection of the lease premises shall occur and any existing damage will be memorialized in a report. In addition to the foregoing, Lessee shall pay a security deposit in the amount of \$5,000.00 ("Security Deposit") to Lessor simultaneously with execution of this Lease. The Security Deposit will be held by Lessor, as security for and during the Term, which deposit shall be returned to Lessee, within thirty (30) days after the expiration of the term, or earlier termination of this Lease provided there exists no property damage to the Otis School, usual wear and tear excepted.

SECOND: The Lessee further covenants that the Lessor or its agents shall have the right, upon reasonable notice except in the event of emergencies in which event no such notice shall be required, to

7

enter and inspect the premises at all times and require work to be done if, in their opinion, such work is necessary to keep the demised premises in the condition required by the terms of the Lease hereinafter set forth.

Notwithstanding the foregoing, the parties agree that the following provisions shall govern their respective obligation in connection with the Disabilities Act and/or any other governmental requirements relating to accessibility by handicapped, disabled, or physically impaired persons (the Americans with Disabilities Act and such other governmental programs being hereinafter referred to as "A.D.A.").

Lessor shall have no responsibility for any repairs or alterations to the premises that may be required by A.D.A as a result of the activities conducted on the premises by the Lessee after the inception of the lease period. Lessor, however, agrees that Lessee shall not be responsible for or obligated to make any repairs or alterations to the premises that may be required by A.D.A. separate and apart from the particular activities conducted by the Lessee on the premises or arising before the inception of the lease period. However, if any compliance action related to A.D.A is initiated with reference to the premises, whether against Lessor or Lessee, then Lessee is authorized to negotiate, along with Lessor, or participate in negotiations, with any governmental entity and/or private party seeking such compliance. If, despite such negotiations, a governmental entity or court of competent jurisdiction issues an order for compliance relative to the premises that is unsatisfactory to the Lessee, then Lessee shall have the right but not the obligation, at its sole cost and expense, to pursue any and all administrative and/or court appeals of such order available. At such time as any such order becomes final and/or legally enforceable, the Lessee may elect to comply with such order, or to terminate this Lease as hereinafter provided. Lessor, at its sole cost and expense, may intervene through its attorneys in any such administrative and/or court appeals. Notwithstanding the foregoing, if Lessor reasonably and in good faith determines that any such appeal is unlikely to prevail, then Lessor may send a written notice to Lessee: (1) specifying the reasons for its determination, and (2) notifying Lessee that the Lease is terminated upon the completion of the Lessee's then current school year, unless Lessee elects to comply, at its sole expense, with such order, or to terminate this Lease as hereinafter provided. Lessor shall have the right to terminate the Lease at any time after a government entity or court of competent jurisdiction issues an order for compliance if the Lessee does not covenant in writing, to comply with the order within thirty (30) days of the issuance of said order. Said determination shall be in accordance with the provision of this paragraph infra.

If Lessee elects to terminate this Lease, then Lessee may do so by sending written notice of such termination to Lessor. Such notice shall specify the date of termination, which shall be no earlier than ninety (90) days from the date such notice is mailed by certified mail, return receipt requested, and no later than the end of Lessee's then current school year; provided, however, that in the event that Lessee is ordered to vacate the premises by an appropriate government entity or court of competent jurisdiction prior to such termination date as a result of A.D.A., then the date of vacating pursuant to such order shall be deemed the termination date hereunder. Upon termination, all obligations of the parties hereunder, other than Lessor's obligation to return to lessee 50% of unused monies remaining in the capital repairs account, shall cease, this Lease shall be null and void, and neither party shall have any further recourse hereunder.

THIRD: The Lessee covenants and agrees with the Lessor that during the terms of this Lease and for such further time as the Lessee shall hold the demised premises or any part thereof under the terms of this Lease, all property of any kind belonging to the Lessee, to the agent of the Lessee or to anyone performing services for the Lessee or to the business invitee of the Lessee that may be on the premises shall be at the sole risk of the Lessee.

7.
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FOURTH: The Lessee agrees to replace plate glass broken during the term of the lease which may be due to any cause except fire, explosion, or any structural defect of the building or of the settling of foundation.

FIFTH: The Lessee covenants to perform routine maintenance to maintain the heating and plumbing systems in good repair and in proper operating condition, except that the Lessor retains the responsibility to correct any major defects in the heating and plumbing systems. Notwithstanding any other provision contained in this section or in this Lease, in no event shall Lessee be responsible for HVAC or plumbing repair or replacement costs which, in the aggregate, exceed One Thousand Dollars (\$1,000.00) during any lease year.

SIXTH: The Lessee covenants and agrees that in addition to the sums to be paid by the Lessee, as aforesaid, said Lessee shall pay as part of the rental of said premises all taxes, ordinary as well as extraordinary of every kind, that may be levied upon or assessed against said premises or any part thereof, during the term of this Lease, and all gas, light, heat, telephone, snow removal, and water bills and during said terms, it being the intent hereof that the Lessee shall bear all expenses connected with the routine maintenance of said premises including maintaining the school grounds, but excluding the athletic field which Lessor agrees to maintain.

SEVENTH: The Lessor shall keep the foundations, exterior wall and roof in good repair, except that the Lessor shall not be required to make any such repairs which become necessary by reason of the negligence of the Lessee or Sub-Lessee. Subject to the limitation set forth in Article SIXTH, the Lessee is responsible for routine maintenance and minor repairs of the boiler unit. Lessor agrees to conduct major repairs or replace the boiler unit in the event that the boiler unit becomes completely inoperative. The Lessee further covenants with the Lessor that it will maintain and repair said premises to keep it in its present condition, except as provided above, and that at the expiration of this Lease, it will give peaceable possession of said premises to the Lessor, in as good a condition, usual wear and tear excepted as when the Lessee took possession. The Lessee will not assign this Lease or sublet, nor permit any other person or persons to occupy the same, or make or suffer any alteration to be made therein without the consent of the Lessor in writing, having been first obtained, and not to use or occupy said premises for any business deemed extra hazardous on account of fires, and that upon violation or default in any of the preceding covenants and provisions or the non-payment of rent as aforesaid the Lessor may enter into and upon the leased premises and repossess the same without prejudice to any rights of the Lessor to recover for arrears of rent or damage for any breach of covenant hereunder, and upon such entering, this Lease shall be terminated. Such right to recover possession of the premises may be enforced by the Lessor by proceedings as authorized by the Massachusetts General Laws.

EIGHTH: The Lessee will not permit said demised premises to be used for any purpose which would render insurance thereon void nor make any alterations or changes in, upon, or about said premises without first obtaining the consent of the Lessor such consent not to be unreasonably withheld, conditioned or delayed.

NINTH: The Lessee agrees to obtain and maintain for as long as this lease shall remain in effect a policy of liability insurance with minimum limits of liability in respect to bodily injury of ONE MILLION (\$1,000,000.00) DOLLARS for each person and, in respect to property damage, of ONE MILLION (\$1,000,000.00) DOLLARS for each occurrence, naming the Lessor as one of the insured and otherwise as approved by the Lessor's insurance agent.

Without limiting the generality of the foregoing, the Lessee further covenants, at its expense, to save the Lessor harmless from all liabilities which may arise during the term of this Lease as a result of the Americans with Disabilities Act; provided, however, that the terms of this paragraph shall not create any obligation on the Lessee: (1) to make repairs or alteration to the premises inconsistent with Section

SECOND of this Lease; and (2) to pay for Lessor's legal costs and expenses arising from Lessor's participating and/or intervening in negotiations, litigation, or appeals described in said Section SECOND.

TENTH: The Lessee does hereby covenant and agree that it will not carry on, upon said premises or any part thereof, or permit to be carried on any trade or business of unsafe or unhealthful nature, or which shall constitute a nuisance or use or permit to be used, said premises or any art thereof for any illegal or immoral purposes whatsoever, and that no alcoholic beverages shall be consumed on the premises without the prior permission of the Lessor and the Board of Selectmen of the Town of Bourne.

ELEVENTH: The Lessee, in the event it contracts to have major repair, alteration or reconstruction work done by an independent contractor in accordance with the provisions herein, shall, if requested to do so by the Lessor, procure a performance bond satisfactory to the Lessor assuring payment by the Lessee for any work performed; and every contract entered into by the Lessee shall include among its terms a provision that the Lessor is not responsible for any defaults in payments by the Lessee for work performed or contracted for. All alterations, renovation and/or repairs must be approved by the Lessor prior to commencement of construction. Lessor is leasing the building in its current condition. Lessor does not covenant to improve the building beyond its obligations under the terms of this Lease Agreement.

TWELFTH: The Lessee covenants and agrees with the Lessor that during the terms of this Lease, the Lessor retains the right to utilize an agreed upon portion of the building for storage more particularly described in Exhibit "A" attached hereto. The Lessor covenants not to interfere with the Lessee's use and occupation of the remainder of the building as a result of Lessor's use of the storage area. The Lessee shall bear no responsibility for damage to Lessor's property stored on the premises, and the Lessor will hold harmless the Lessee for the action of Lessor's employees or agents taken in connection with the use of any portion of the leased property by the Lessor.

THIRTEENTH: The Lessee covenants and agrees to keep the building clean at all times. Lessee will assume all custodial costs in connection with upkeep and routine maintenance.

FOURTEENTH: Lessee agrees to hold the Lessor harmless for the damage or loss to Lessee's property in and on the leased premises during the term of this Lease, except for that caused by the actions of the employees or agents of the Lessor, and except for that caused by the Lessor's use of the property under sections TWELFTH or FIFTEENTH.

FIFTEENTH: Lessor shall retain control of the gymnasium and athletic field during non-school hours, the Lessor shall indemnify and hold the Lessee harmless for any injuries or damages including damage to Lessee's property that occurs as a result of activities permitted by the Lessor under the terms of this paragraph.

SIXTEENTH: The Lessee or Lessor may terminate this Lease Agreement either: (1) as provided in Section SECOND of this Lease; or (2) upon six (6) month written notice, received by Lessee or Lessor by certified mail or hand delivery.

SEVENTEENTH: Except otherwise provided herein, the Cape Cod Collaborative with a principal place of business in Osterville, Massachusetts, in consideration of the Town of Bourne and the Bourne School Committee granting, for a three (3) year period, a Lease Agreement regarding the building known as the Otis School, and for other valuable consideration which the parties acknowledge as sufficient, hereby agrees and covenants that it will assume all risk of loss, damage or injury, to person or property, or of any nature whatsoever, by reason of the condition of the premises, by reason of its own actions, or by reason of the management, control or operation thereof, and that, except as otherwise provided herein,

SECOND of this Lease; and (2) to pay for Lessor's legal costs and expenses arising from Lessor's participating and/or intervening in negotiations, litigation, or appeals described in said Section SECOND.

TENTH: The Lessee does hereby covenant and agree that it will not carry on, upon said premises or any part thereof, or permit to be carried on any trade or business of unsafe or unhealthful nature, or which shall constitute a nuisance or use or permit to be used, said premises or any part thereof for any illegal or immoral purposes whatsoever, and that no alcoholic beverages shall be consumed on the premises without the prior permission of the Lessor and the Board of Selectmen of the Town of Bourne.

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FOURTEENTH: Lessee agrees to hold the Lessor harmless for the damage or loss to Lessee's property in and on the leased premises during the term of this Lease, except for that caused by the actions of the employees or agents of the Lessor, and except for that caused by the Lessor's use of the property under sections TWELFTH or FIFTEENTH.

FIFTEENTH: Lessor shall retain control of the gymnasium and athletic field during non-school hours, the Lessor shall indemnify and hold the Lessee harmless for any injuries or damages including damage to Lessee's property that occurs as a result of activities permitted by the Lessor under the terms of this paragraph.

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SEVENTEENTH: Except otherwise provided herein, the Cape Cod Collaborative with a principal place of business in Osterville, Massachusetts, in consideration of the Town of Bourne and the Bourne School Committee granting, for a three (3) year period, a Lease Agreement regarding the building known as the Otis School, and for other valuable consideration which the parties acknowledge as sufficient, hereby agrees and covenants that it will assume all risk of loss, damage or injury, to person or property, or of any nature whatsoever, by reason of the condition of the premises, by reason of its own actions, or by reason of the management, control or operation thereof, and that, except as otherwise provided herein,

Cape Cod Collaborative releases the Town of Bourne, the Bourne School Committee and the Bourne School Department, and all officers, agents and employees from any and all claims for such loss, damage or injury. Except as otherwise provided herein, the Cape Cod Collaborative agrees to indemnify the Town of Bourne, the Bourne School Committee and the Bourne School Department, and all officers, agents and employees, against any and all claims for loss, liability or damage arising out of or in connection with the Cape Cod Collaborative's use and occupation of the leased premises, including but not limited to the building known as the Otis School and adjacent land, unless caused by Lessor's negligence.

Similarly, in consideration of the terms of the above referenced Lease agreement, the Town of Bourne and the Bourne School Committee hereby agree and covenant that they will assume all risk of loss, damage or injury, to person or property, or of any nature whatsoever, arising from the Lessor's use of any portion of the leased premises for storage or arising from activities permitted by the Lessor to occur on the leased premises under sections TWELFTH and FIFTEENTH of the Lease Agreement, and the Town of Bourne and the Bourne School Committee agree to indemnify the Cape Cod Collaborative and all of its officers, agents and employees, against any and all claims for loss liability, or damage arising out of or in connection with the Lessor's use or occupation of any portion of the leased premises for storage or arising from activities permitted by the Lessor to occur on the leased premises under section TWELFTH and FIFTEENTH of the Lease Agreement.

Executed as a sealed instrument this day of _____

Cape Cod Collaborative



Paul C Hilton, Director

Town of Bourne, School Committee

Approved as to Form

Robert S. Troy, Town Counsel

Exhibit "A"

Description of Building permitted for storage use by the Lessee.

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JUNE 21, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 JUN 18 PM 1 20

TOWN CLERK'S OFFICE
BOURNE, MASS

REVISED AGENDA

1. Minutes
2. Super Bowl monument (proposal by Pigskin Club)
3. Field Maintenance Plan
4. Cape Cod Light Compact
5. Roof Engineer report
6. SOI update
7. Long Range Planning, Short Range Planning, Capital Outlay Projects
8. Future agenda items

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

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: JUNE 21, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Field Maintenance Plan
3. Cape Cod Light Compact
4. Roof Engineer report
5. SOI update
6. Long Range Planning, Short Range Planning, Capital Outlay Projects
7. Future agenda items

2012 JUN 18 PM 10 21
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: JUNE 21, 2012

TIME: 8:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Minutes
2. Super Bowl monument (proposal by Pigskin Club)
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"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members

Jonathan O'Hara

Laura Scena

Anne-Marie Siroonian

2013 AUG 9 AM 10 05
TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne School Committee
Facilities Sub-Committee
June 21, 2012**

Members Present: Jay O'Hara, Laura Scena, Anne-Marie Siroonian
Others Present: Steven Lamarche, Ed Donoghue

Super Bowl Monument: Motion to authorize the BPS administration to work with the pigskin club to find a suitable site and design for the donation of a monument in recognition of 2011 BHS Football State Champions was moved by Jay and seconded by Laura. We would like to thank the pigskin club for their generosity and their genuine dedication and support for the athletes of the Bourne Public Schools.

Field Maintenance Plan: Ed needs to have a timeline on field plan, costs, which fields, whose impacted, rotation cycle, no revenue lost, relationships with community users. (community wide maintenance plan) What is the goal of shutting it down/duration?

Cape Cod Light Compact: Ed will contact CCLC to replace parking lot lights and panels. Ed met with CCLC in regards to solar panel project and the roofs. Where inverters will be located. Looked at a sight in the front right corner by dumpsters of BHS. Place bushes or fencing to hide the inverters. Discussion of A & C wing roofs.

Roof Engineer report: Trimco is the roofing company. Focus on A & C wing – longevity, proposed cost for replacement/repair. Trimco will have report of the roofs by middle of next week. History of the roofs. Need report on Middle school and Peebles roof.

SOI update: Representatives toured the Peebles facilities. No set date from MSBA as to when the next step of the process will take place. Possibly in the Fall.

Long Range Planning, Short Range Planning, Capital Outlay Project: List needs to be updated so that we can review completion of projects, current projects, approved projects not yet underway as well as priority of future projects.

Future Agenda Items:

Update on Contract with Solar Panel Project
EHERA Report
Roof Report from Trimco
Open Cape
Update on all Capital Outlay Plans
Long Range/Short Range/planning and goals
Next Meeting Date: July 24, 2012 at 8am in the Central Office

2013 AUG 9 AM 10 05
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JULY 24, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Update on Contract with Solar Panel Project
3. AHERA Report
4. Roof Report from Trimco
5. Open Cape
6. Update on all Capital Outlay Plans
7. Long Range/Short Range/planning and goals
8. Future agenda items

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

Members

Jonathan O'Hara
Laura Scena
Anne-Marie Siroonian

2013 AUG 9 AM 10 05
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee
July 24, 2012

Meeting called to order at 8:10pm Minutes accepted by consensus.
Members Present: Chris Hyldburg, Laura Scena, Anne-Marie Siroonian
Others Present: Steven Lamarche, Ed Donoghue, Richard Eldrick

Update on Solar Panel Project: Rich Eldrick, energy coordinator for the town, updated the committee. As a result of the older age of the roofs at the high school, It appears that the project will not be able to move forward on Roof A and possibly C. 434kw to 371kw. The power purchase price would continue to be the same. Savings reduced by the size of the system. Did have a site inspection and made decisions on where the converters should be so that they would be out of site with plantings and a fence. The conduit will not be visible as well. How do you address installation and disrupting the school day? Will be able to limit the disruption and work out a scheduling to have least amount of impact on the school day. Concern for internal noise from the roof. (Walking and drilling) Developer wants to do whatever they can to work through the concerns. Tentative start date is most likely late winter and early spring. Town attorney is preparing a description of the property and reviewing the contract. Final contract execution will take place within the next month or so. Ed will ask for a copy of the approved contract from Bob Troy.

Roof Report: Ed reporting on the Tremco roof report. Se attached documentation, "Cursory Roof inspection & Preliminary Condition Assessment." And "Roof condition Assessment Proposal." Approximate estimate of A wing replacement: \$251,000 - \$264,000. Report from developer's engineer on weight issues. Ed will get a final report on Peebles and BMS.

Motion: To authorize Ed to move forward with a roof inspection and moisture survey and condition survey for the C wing roof area at BHS by Tremco at a cost of \$2917.00 was moved by Laura and seconded by Chris. Unanimously approved.

AHERA (Asbestos Hazard Emergency Response Act) Report: Peebles asbestos issue. Ed had a meeting with representative. Work had been done at Peebles during the 2011-2012 school year in compliance with state regulations and proper notification had been sent to parents and published on web site and put it in all student handbooks (i.e. wrapping elbows on pipes) Training session for ALL staff members took place on June 18th in asbestos awareness. State will have another report based on the walk through done in May.

2013 AUG 6 AM 10 05
TOWN CLERK'S OFFICE
BOURNE, MASS

Open Cape: Tim has a meeting scheduled on August 8th with the representative from Open cape project.

Capital Outlay Projects: Ed reported on updated list.

Short term and Long Term Facilities Maintenance Plan: Ed presented.

Future Agenda Items:

CCLC LED Parking Lot Lights Replacement

Long Range/Short Range Facilities Maintenance Plan and Goals

Bathroom Audit

Waste Water Treatment Plant

Roof Report/Engineering Report from Solar Panel Developer

Next Meeting Date: September 20, 2012 at 9:00am at the Admin. building

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Capital Outlay Projects: Ed reported on updated list.

Short term and Long Term Facilities Maintenance Plan: Ed presented.

Future Agenda Items:

CCLC LED Parking Lot Lights Replacement

Long Range/Short Range Facilities Maintenance Plan and Goals

Bathroom Audit

Waste Water Treatment Plant

Roof Report/Engineering Report from Solar Panel Developer

Next Meeting Date: September 20, 2012 at 9:00am at the Admin. building

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: AUGUST 3, 2012

TIME: 3:30PM

**PLACE: BOURNE MIDDLE SCHOOL
77 WATERHOUSE ROAD
BOURNE, MA 02532**

~ NEW LOCATION ~

AGENDA

2012 AUG 1 PM 2 35
TOWN CLERK'S OFFICE
BOURNE, MASS

1. AHERA Reports on all Bourne Public Schools buildings
(including Otis Memorial School)
2. Future agenda items

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

Members

Christopher Hyldburg
Laura Scena, Chair
Anne-Marie Siroonian

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 3, 2012

TIME: 3:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 JUL 30 PM 1 23
TOWN CLERK'S OFFICE
BOURNE, MASS

1. AHERA Reports on all Bourne Public Schools buildings
(including Otis Memorial School)
2. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Anne-Marie Siroonian

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 3, 2012

TIME: 3:30PM

**PLACE: BOURNE MIDDLE SCHOOL
77 WATERHOUSE ROAD
BOURNE, MA 02532**

~ NEW LOCATION ~

AGENDA

1. AHERA Reports on all Bourne Public Schools buildings
(including Otis Memorial School)
2. Future agenda items

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

Members

Christopher Hyldburg
Laura Scena, Chair
Anne-Marie Siroonian

2013 AUG 9 AM 10 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee, Special Meeting
August 3, 2012

Meeting called to order at 3:40 pm.

Members Present: Chris Hyldburg, Laura Scena, Catherine Walton

Others Present: Ed Donoghue, Dick White, Dustin Diedricksen (Fuss & O'Neil) , Anne-Marie Siroonian, Dr. Richard Rheinhardt, and several members of the public.

Ms. Scena opened with a brief discussion on the meeting's purpose and a review of the agenda. Ms. Scena asked Mr. Diedricksen from Fuss & O'Neil to talk about the Emergency Asbestos Abatement Work Plan at the Peebles School. He explained the plan had to be approved by the state, which he believed, including any required modifications, would be completed sometime during the week of August 6-10. He and Mr. Donoghue had already prepared a contractor, CCS Environmental to complete the work with an estimated start date of August 13. He noted the work should take approximately one week, including repairs to a few areas not specifically contained in the Emergency Work Order. The DSL approval process should take less than two weeks, providing for enough time to complete the work and open the school on schedule.
(attachment)

Mr. Rheinhardt asked about other areas in the Peebles School listed on the original DSL report of Nov 2009 and on the Fuss & O'Neil report of Dec 2011. Mr. Diedricksen explained that areas such as the music room and hallway have been treated and only require the routine monitoring.

Diedricksen also briefed the committee on areas at the High School (floor tiles) that would be taken care of at the same time. He said friable ACM on pipes and elbow fittings have been wrapped in accordance with DLS and to not require additional work beyond routine monitoring.

Mr. Donoghue explained the Otis school is under routine inspections and does not require removal or repairs of ACM at this time.

In regards to the WWO sent by DSL on July 25th, 2012, the committee asked for a proposal to both respond to and perform to satisfaction those areas found deficient that have not already been corrected. Mr. Diedricksen said his company would provide the requested proposal by the next meeting, or about August 10, 2012.

Mr. Hyldburg asked about the cost of the work to be completed. A more exact cost will be provided at the next meeting, but Mr. Donoghue felt the budget will not exceed \$20,000.

Chairperson Laura Scena reiterated that the BCS would not allow the children of Bourne to be placed in an environment that is not safe. We will take whatever action is needed to ensure the safety of all those who learn in, work in and visit the Bourne School System.

BOURNE, MASS
TOWN CLERK
AUG 9 2012

Motions:

Mr. Hyldburg made the motion "To approve Fuss & O'Neil's Emergency Asbestos Abatement Work Plan to begin work effective immediately at the Pebbles School. " Second by Catherine Walton, Unanimous vote.

Mr. Hyldburg made the motion "To approve the proposal by CCS Environmental in association with the proposal of Fuss & O'Neil Pebbles School Emergency Asbestos Abatement Monitoring . " Second by Catherine Walton, Unanimous vote.

Attachments:

Emergency Asbestos Abatement Work Order Plan

WWO

Fuss & O'Neil Dec 2011 report.

Future Agenda Items:

- Review of the State's response to the BSC's Emergency Asbestos Abatement work plan.
- Response to the DLS Written Warning
- Fuss & O'Neil update (to include CCS)
- High School update
- Presentation to regular BSC meeting Response to the WWO from DSL.

Next Meeting Date: August 10, 2012 at 7:00am at the Admin building

CJH

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: AUGUST 10, 2012

TIME: 7:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 AUG 7 PM 2 49
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Review and update Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Review and update Emergency Asbestos Abatement Plan at Bourne High School
3. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Anne-Marie Siroonian

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 10, 2012

TIME: 7:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review and update Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Review and update Emergency Asbestos Abatement Plan at Bourne High School
3. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Anne-Marie Siroonian

2013 AUG 9 AM 10 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee, Special Meeting
August 10, 2012

Meeting called to order at 7:05 AM.

Members Present: Chris Hyldburg, Laura Scena, Catherine Walton

Others Present: Ed Donoghue, Dustin Diedricksen (Fuss & O'Neil)

Ms. Scena opened with a brief discussion on the meeting's purpose.

Mr. Diedricksen from Fuss & O'Neil talked about the Emergency Asbestos Abatement Work Plan at the Peebles School and at the Bourne High school. Colleen Ferguson of DLS would take over while Avialina was on vacation.

The current contractor, CCS of Brockton, was scheduled to begin upon receipt of the DLS/DPE emergency waiver. This should be at 7:30 am Monday, August 13, 2012. As a secondary measure, the Facilities sub-committee and the administration feel it is appropriate to interview a backup contractor. Mr. Diedricksen said he would provide additional companies for the BSC to review. Mr. Donoghue also said DSL provided some resources for contractors.

Mr. Diedricksen and Mr. Donoghue presented additional areas in both the high school and the Peebles school that would require the abatement process. The areas would be added to the current waiver under the "15% rule".

Mr. Donoghue advised that maintenance personal Less Wing and Jim Smith would be attending the 16 hour Asbestos training course in September. The training course is provided by Institute for Environmental Education (IEE).

Motions:

Mr. Hyldburg made the motion "To approve CCS Emergency Asbestos Abatement Work Proposal at the Peebles School to the satisfaction of Fuss & O'Neil with a maximum budget of \$7000. " Second by Catherine Walton; Unanimous vote.

Mr.. Hyldburg made the motion "To approve CCS Emergency Asbestos Abatement Work Proposal at the Bourne High School to the satisfaction of Fuss & O'Neil with a maximum budget of \$12,000. " Second by Catherine Walton, Unanimous vote

Attachments: CCS Work Proposal, Fuss & O'Neil updated Work Plan

Meeting Adjourned: Motion by LS, 2nd by CW, unanimous vote. 9:10 am

Future Agenda Items:

- Response to the DLS Written Warning
- Fuss & O'Neil update (to include CCS)
- High School update
- Presentation to regular BSC meeting Response to the WWO from DSL.

Next Meeting Date: August 15, 2012 at 8:00am at the Admin building

CH

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 06

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: AUGUST 15, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 AUG 10 PM 9 27
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 15, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

2012 AUG 9 AM 10 06
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee, Special Meeting
August 15, 2012

Meeting called to order at 8:05 AM.

Members Present: Chris Hyldburg, Laura Scena, Catherine Walton

Others Present: Steve Lamarche, Ed Donoghue, Dustin Diedricksen (Fuss & O'Neil)

Ms. Scena opened with a brief discussion on the meeting's purpose.

Mr. Diedricksen from Fuss & O'Neil briefed on the work progress at the Peebles School and the High School.

The current contractor, CCS did not start until Tuesday afternoon. The administration entered into an agreement with NEEMS New England Environmental Management services to work the Bourne High School concurrently with the Peebles School project. Additional areas were added to the Peebles School.

The members of the subcommittee discussed what was to be briefed and by whom at the monthly BSC meeting that night.

Mr. Lamarche identified the areas of the website that would contain the resources for AHERA notification.

The Subcommittee updated a working document, a spreadsheet, listing all the AHERA action requirements and their current status. This document, until accurate, is not considered a public document.

Motions: no votes taken

Attachments: none

Meeting Adjourned: Motion by CH, 2nd by CW, unanimous vote. 9:35 am

Future Agenda Items:

- Response from DLS to the BSC Written Warning Response
- Fuss & O'Neil update

Next Meeting Date: August 23, 2012 at 8:00am at the Admin building.

CH

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: AUGUST 23, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 AUG 17 AM 10 41
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Future agenda items

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Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 23, 2012

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Future agenda items

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Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee, Special Meeting
August 23, 2012

Meeting called to order at 8:08 AM.

Members Present: Chris Hyldburg, Laura Scena, and Catherine Walton (8:12)

Others Present: Steve Lamarche, Ed Donoghue, and Heather DiPaolo, Bourne PTA

Ms. Scena opened by asking Mr. Donoghue for a brief update on the Abatement process.

Peebles:

Floor tiles were completed.

Gym threshold is completed.

Where needed, floor mats were installed to prevent further deterioration of otherwise intact tiles.

Mr. Donoghue advised that there were several issues during the progress.

DEP, inspector Andrew Cooney, asked for additional work to be performed to include larger containment and abatement areas and additional testing.

- Cafeteria, an old area old abatement where tape had been used needed cleaning, encapsulate.
- Classroom 9, 10, 13 require larger areas of encapsulate.
- Stage will have the elbows cleaned of all ACM.

A third contractor, Environmental Recovery Services (ERS) was hired to aid with the Peebles project. A factor was the expiring license of CCS (first contractor) on August 25, 2012.

Written response to the DLS was reviewed and prepared to reflect current and future action items.

Motions: no votes taken

Attachments: draft DLS response (Ed has)

Meeting Adjourned: Motion by CH, 2nd by LS, unanimous vote. 9:50 am

Future Agenda Items:

- AHERA update.

Next Meeting Date: August 28, 2012 at 9:15 AM at the Peebles School.

CH

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 28, 2012

TIME: 9:15AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Update of Emergency AHERA Abatement Plan at Peebles Elementary School
2. Future agenda items

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

Members

Christopher Hyldburg
Laura Scena, Chair
Anne-Marie Siroonian

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee, Special Meeting
August 28, 2012

Meeting called to order at 9:15 Chris Hyldburg and Catherine Walton present. 9:16 CH Motioned to recess to the Peebles School. 2nd by Catherine Walton. CH-:Yes, CW: Yes

Recess reconvened at 9:28

Members Present: Chris Hyldburg, Laura Scena, and Catherine Walton (8:12)

Others Present: Steve Lamarche, Ed Donoghue, Heather DiPaolo, Bourne PTA, Heather Wysocki, reporter from the Cape Cod Times.

Ms. Scena opened by asking Mr Donoghue for a brief update on the Abatement process.

Peebles:

Floor tiles were completed.

Gym threshold is completed.

Cafeteria is nearly completed except for a small crack.

Signs posted, doors/panels are locked where needed.

Where needed, floor mats were installed to prevent further deterioration of otherwise intact tiles.

Cafeteria, an old area old abatement where tape had been has been encapsulated.

Classroom 9,10, 13 has been cleaned and encapsulated.

Stage elbows are cleaned of all ACM.

ServiceMaster cleaned all affected areas in the building.

Staff & Parents were notified by the attached letter. (attachment)

Fuss & O'Neil's Bob May, JR wrote a letter giving Peebles a "clean "statement. (attachment)

Mr. Donoghue advised that there were additional issues outside the building, specifically the glazing on the windows which may be ACM. They were to be tested and a plan is for NEEMS to abate the windows using a DPE approved encapsulate. The work would take place after school hours (3:00 pm)until complete or about 4 days.

High School :

NEEMS was provided access to the Gym and several areas of ACBM were abated by removal of the material.

Popping tiles in room 178 removed.

Janitor access areas abated, ACBM removed.

Written response to the DLS was sent by Mr. Lamarche.

Motions: no votes taken

Attachments:DLS, Letter, Fuss O'Neil statement.

Meeting Adjourned: Motion by CH, 2nd by LS, unanimous vote. 9:50 am

Future Agenda Items:

- AHERA update.

Next Meeting Date: September 5, 2012 @ 5:30 PM at the Peebles School.

CH

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 5, 2012

TIME: 5:30PM

PLACE: PEBBLES ELEMENTARY SCHOOL

2012 AUG 29 AM 11 20
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Pebbles Elementary School
2. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 5, 2012

TIME: 5:30PM

PLACE: PEEBLES ELEMENTARY SCHOOL

AGENDA

1. Update of Emergency Asbestos Abatement Plan at Peebles Elementary School
2. Future agenda items

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

Members

Christopher Hyldburg

Laura Scena, Chair

Catherine Walton

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee
September 5, 2012

Meeting called to order at 5:37 PM

Members Present: Chris Hyldburg, Laura Scena, Catherine Walton,

Others Present: Steve Lamarche, Ed Donoghue, Heather DiPaolo from the Bourne PTA, Donna Beers, Mrs. Rubenstein, Donna Buckley and Laurie Gilbert and other community members.

Ms. Scena opened by asking Mr Donoghue for an AHERA update.

AHERA

Peebles:

The 4th grade hallway has loose tiles and will require additional abatement, scheduled for phase II in October.

Classrooms 5 & 7 had floor mats installed by Mr Francis.

1st grade rooms 9 & 10 were complete.

Cafeteria was now complete with paint and encapsulate. A hairline crack over the cash register will be completed in the next weekend.

Windows encapsulate continues. The progress is 65% complete; NESM had another job to attend and will return by the end of the week to finish. All work is conducted after school hours and monitored and tested by Fuss & O'Neil.

During a State inspection, DEP conducted their own independent testing of the building in several areas- some are reported to have positive hits for Asbestos. Fuss & O'Neil is, at the direction of the BSD, conducting its own testing to a greater detail to qualify the DEP report.

High School :

The work in the gym is complete. The DEP inspection was short and satisfactory.

The written response to DLS was received satisfactorily.

Other:

Mr. Francis thanked the School Committee, specifically, the Facilities Sub Committee, for their time, effort and service in helping with the abatement process.

Several teachers and staff spoke asking for more information about the abatement process and possible health concerns as a result of the ACB. Mr Hyldburg of the Facilities Sub suggested a meeting with the staff and the consultant, Fuss & O'Neil, to answer specific questions and address concerns the staff may have. The meeting would be scheduled through Ms. Laurie Gilbert, BEA representative.

Motions: no votes taken

Meeting Adjourned: Motion by Christopher Hyldburg, 2nd by Laura Scena at 6:20PM.

Future Agenda Items:

- AHERA update
- Roof and solar panel update
- Outdoor classroom
- Bathroom Audit
- Long range and short term goals.
- Waste water treatment plant

Next Meeting Date: September 20, 2012 @ 9:00AM at the Peebles School .

CH

2013 AUG 9 AM 10 07
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: SEPTEMBER 20, 2012

TIME: 9:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

REVISED AGENDA

2012 SEP 13 AM 11 02
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Minutes
2. AHERA update
3. Dedication of BMS Outdoor Classroom
4. CCLC LED Parking Lot Lights Replacement
5. Long Range/Short Range Facilities Maintenance Plan and Goals
6. Bathroom Audit
7. Waste Water Treatment Plant
8. Roof Report/Engineering Report from Solar Panel Developer
9. Tree of Learning Project
10. Future agenda items

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

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 20, 2012

TIME: 9:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

AGENDA

2012 SEP 13 AM 10 56
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Minutes
2. AHERA update
3. CCLC LED Parking Lot Lights Replacement
4. Long Range/Short Range Facilities Maintenance Plan and Goals
5. Bathroom Audit
6. Waste Water Treatment Plant
7. Roof Report/Engineering Report from Solar Panel Developer
8. Tree of Learning Project
9. Future agenda items

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

Members

Christopher Hyldburg
Laura Scena, Chairman
Anne-Marie Siroonian

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: SEPTEMBER 20, 2012

TIME: 9:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

REVISED AGENDA

1. Minutes
2. AHERA update
3. Dedication of BMS Outdoor Classroom
4. CCLC LED Parking Lot Lights Replacement
5. Long Range/Short Range Facilities Maintenance Plan and Goals
6. Bathroom Audit
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10. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 AM 10 08
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Facilities Sub Committee
September 20, 2012

Meeting called to order at 9:09 AM at Peebles Elementary School

Members Present: Chris Hyldburg, Laura Scena, Catherine Walton,

Others Present: Steve Lamarche, Ed Donoghue, Judy Ariagno- Bourne PTA, Principal Wayne Francis.

AHERA: Phase 1 is now complete. All the windows have been encapsulated by NESM. During the long weekend in October NESM is scheduled to:

- Abate 7 small areas in classrooms 4 & 5 and 4th grade hallway
- Remove of all tile in the first floor annex hallway. Carpet runners will cover mastic (non ACM) for now.
- Mr Hyldburg read DEP email from Maria E. Pinaud, Acting Deputy Regional Director, MassDEP Southeast Regional Office dated September 15, 2012 to confirm the tests the DEP were faulty and showed a false positive. The DEP further confirmed the acceptance of the tests run by Fuss & O'Neil showing negative presence of asbestos in the new areas identified by DEP. They are satisfied with BSD's current abatement plan to submit phase II work proposal in 90 days.

CCLC Led parking lot/ outdoor building lights.

Mr. Donoghue briefed the committee on the change over to the new LED light system saving the school department on electrical bills. Ms. Scena wanted more background on the warranty of the components of each light. A vote was tabled to the next meeting to research the information.

Roof:

Mr Hyldburg briefed the committee on a recent visit by Steve Healy, an independent roofing specialist. After walking on the middle school roof, he made several recommendations on the middle school including the effect of the installation of the roof mount solar panels. He also made additional recommendations on the bid process for the replacement of the A wing and C wing roof at the High school. This will be added to the next regular meeting of the Facilities Sub meeting.

Solar: Mr Donoghue informed the committee he was looking into hiring Gale Engineering to confirm the roof structure and to look into repairs needed at the middle school. He said the new solar contract requires the contractor to hire an engineering firm to sign off the structure. The firm to be hired by the contractor (Broadway Electrical) would be Simpson Gumpertz & Heger, a well known firm.

Motions: To accept the proposal to dedicate the Outdoor Classroom in a function on October 19, 2012 at 6:00pm. made by Catherine Walton, 2nd by Laura Scena. Unanimous vote.

Attachments: DEP email from Maria E. Pinaud, Acting Deputy Regional Director, MassDEP Southeast Regional Office dated September 15, 2012

Meeting Adjourned: Motion by Catherine Walton, 2nd by Chris Hyldburg at 9:15 AM.

Future Agenda Items:

- AHERA update
- Roof and solar panel update
- Bathroom Audit
- Long range and short term goals.
- Waste water treatment plant

Next Meeting Date: October 4th, 2012 @ 9:00 AM at the Peebles School.

CH

2013 AUG 9 AM 10 08
TOWN CLERK'S OFFICE
BOURNE, MASS

Coggeshall, Mary Jo

From: Donoghue, Edward
Sent: Wednesday, September 12, 2012 3:35 PM
To: Coggeshall, Mary Jo
Subject: FW: Artist in Residence Proposal

Fyi

From: Lamarche, Steven
Sent: Wednesday, September 12, 2012 2:00 PM
To: brianstephanie@comcast.net
Cc: Donoghue, Edward; Laura Scena; Chris Hyldburg; Catherine Walton; Quick, Susan
Subject: RE: Artist in Residence Proposal

Thanks Stephanie for putting for the effort to get us this information. I have asked Mr. Donoghue to place this on the next Facilities Subcommittee agenda.

Respectfully,

Steven M. Lamarche
Superintendent
Bourne Public Schools ▶ 36 Sandwich Road ▶ Bourne, MA 02532
P 508.759.0660 ▶ F 508.759.1107
slamarche@bourne.k12.ma.us ▶ www.bourne.k12.ma.us

From: brianstephanie@comcast.net [mailto:brianstephanie@comcast.net]
Sent: Tuesday, September 11, 2012 2:32 PM
To: Lamarche, Steven
Cc: Donoghue, Edward; Laura Scena; Chris Hyldburg; Catherine Walton; Quick, Susan
Subject: Re: Artist in Residence Proposal

Below is the estimated cost for mural mosaic from Jim Bowen, I would need to get an updated quote for install and work on (4) benches at (4) schools:

The cost is \$500 for a full day. A "Tree of Learning" project took 2 days and one evening to create and a day to install. So, I would estimate \$1500-\$1750. This would include use of all tools and all supplies.

I will update on cost when I get an estimate from Mr. Bowen.

Thank you
Stephanie O'Neil

From: "Steven Lamarche" <slamarche@bourne.k12.ma.us>
To: brianstephanie@comcast.net, "Susan Quick" <squick@bourne.k12.ma.us>
Cc: "Edward Donoghue" <edonoghue@bourne.k12.ma.us>, "Laura Scena" <laurascena@yahoo.com>, "Chris Hyldburg" <chrish@alpha-1.com>, "Catherine Walton" <Catherine.Walton@infor.com>

BOURNE, MASS
TOWN CLERK'S OFFICE
AUG 9 10 08 AM '12

Sent: Monday, September 10, 2012 5:09:53 PM
Subject: RE: Artist in Residence Proposal

Stephanie,

Thank you for your proposal. My initial read certainly sees this as an appropriate and great endeavor. I have cc'd the Facilities Subcommittee and Mr. Ed Donoghue to put this on their next agenda for review, endorsement and possible cost support.

I am confident that you and principals will be hearing from Mr. Donoghue.

Steven M. Lamarche
Superintendent

Bourne Public Schools ▶ 36 Sandwich Road ▶ Bourne, MA 02532
P 508.759.0660 ▶ F 508.759.1107
slamarche@bourne.k12.ma.us ▶ www.bourne.k12.ma.us

From: brianstephanie@comcast.net [mailto:brianstephanie@comcast.net]
Sent: Friday, September 07, 2012 11:15 AM
To: Lamarche, Steven; Quick, Susan
Subject: Re: Artist in Residence Proposal

I believe I am a little dyslexic this morning, mosaic not mosiac.

Stephanie

From: brianstephanie@comcast.net
To: slamarche@bourne.k12.ma.us, squick@bourne.k12.ma.us
Sent: Friday, September 7, 2012 10:57:55 AM
Subject: Fwd: Artist in Residence Proposal

Good Morning-

Below is information regarding a mosaic project that a Falmouth resident/artist, Jim Bowen, has completed in a Rochester School and for the dog park in Falmouth. I wanted to present this at our last meeting, but did not have all the information with me. I have presented the idea to the PTA board and I am trying to figure out how we would accomplish a mosaic tribute involving 3 schools. My initial thought was for a mural at the newly constructed outdoor garden/lunch area at BMS, however, this seems like a logistical problem for involvement of Bournedale. The other thought was to have (3) concrete benches purchased for each school and have the benches artistically enhanced as described below at each school. Mr. Bowen has advised that he has purchased these benches before at a cost of about \$150 each. I was going to apply for a Bourne Cultural Grant to help offset the cost.

Please let me know if a mosaic project is acceptable/appropriate for BPS.

Thank you
Stephanie O'Neil

From: "Jim Bowen" <jamescbowen@gmail.com>
To: "Stephanie O'Neil" <brianstephanie@comcast.net>
Sent: Sunday, June 24, 2012 7:01:05 AM
Subject: Artist in Residence Proposal

BOURNE, MASS
TOWN CLERK'S OFFICE
2012 AUG 9 AM 10 08

I am very interested in your schools' Artist in Residence program. I would love to work with you to create a mosaic mural at your school. I have created numerous community mosaic murals throughout the local area. Most recently at Rochester Memorial School.

At Rochester, each student brought an item from home such as a coin, Lego, or button that had personal significance to them. We fashioned leaves and made a "Tree of Learning" out of them. During the two days prior, I presented a whimsical power point which touched on Greek, Roman and contemporary mosaics. I showed examples of the various things that can be used to create a mosaic- from broken china to jelly beans. The kids had loads of fun with these. They were able to see and touch some of my mosaic art pieces that were passed around. Finally, I showed the step by step process to create a mosaic. The presentation lasted 20 minutes which allowed time for q&a, of which there were plenty! In the weeks before my program Joanne Smith, the art teacher, worked in an art history project which included Greek pottery. The mural completed, it is dedicated to the retiring school Principal as a token of their appreciation.

Perhaps, we could create a similar tribute at your school?

Please visit our web page and read about the project [here](#). Be sure to read all the wonderful comments, too.

Cheers,
Jim Bowen
[Cape Cod Mosaic Workshops](#)

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: OCTOBER 4, 2012

TIME: 9:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

AGENDA

1. Minutes
2. AHERA update
3. Update of Facilities
 - a. Administration Building
 - b. Bourne High School
 - c. Bourne Middle School
 - d. Peebles Elementary School (and Maintenance shed)
 - e. Bournedale Elementary School
4. Future agenda items

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

Members

Christopher Hyidburg
Laura Scena, Chairman
Catherine Walton

2012 OCT 1 PM 3 41
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: OCTOBER 4, 2012

TIME: 9:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

AGENDA

1. Minutes
2. AHERA update
3. Update of Facilities
 - a. Administration Building
 - b. Bourne High School
 - c. Bourne Middle School
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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 09

BOURNE SCHOOL COMMITTEE

Facilities Sub Committee Minutes for October 4, 2012

9:00AM @ Peables Elementary School

Members present: Chris Hyldburg, Laura Scena, Catherine Walton,
Also present: Wayne Francis, Ed Donoghue, Steven Lamarche

Minutes – Laura motioned to accept facility sub-committee minutes for the May 31, 2012, June 21, 2012, July 24, 2012, August 3, 2012, August 10, 2012 August 15, 2012 & August 28, 2012 seconded by Chris, motioned carried.

AHERA
update Phase II

- Windows are completed
- Annex Hallway
- Spot check 7 areas and removed
- Phase II response II due on the 18th

Update of Facilities

Administration Building – discussion ensued regarding future maintenance needs for the administration building. Awarded roof contract to MC services, Sagamore Beach

Bourne High School- Ed provided update on boilers and request for Flag pole. Approximate cost, \$4,000; look at Flag at Coady School.

Bourne Middle School – Ed provided update of current lighting for parking lots, drivers, and fixtures may need to be replaced; discussion followed.

Peebles Elementary School & Bournedale Elementary School - discussion regarding grass maintenance, Cape Light and the installation of Led lights within the district.

Chris motioned to accept the Cape Light proposal to install LED lighting in the Middle and High School parking lots, second by Laura, motion carried.

Future Agenda Items

Phase II AHERA planning

2013 AUG 6 AM 10 09
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE FACILITIES SUBCOMMITTEE MEETING

DATE: OCTOBER 18, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 OCT 15 PM 1:49
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Minutes
2. AHERA - Phase 2
3. Bathroom Audit
4. Update of Facilities
 - a. Administration Building
 - b. Bourne High School
 - c. Bourne Middle School
 - d. Peebles Elementary School (and Maintenance shed)
 - e. Bournedale Elementary School
5. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: OCTOBER 18, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA - Phase 2
3. Bathroom Audit
4. Update of Facilities
 - a. Administration Building
 - b. Bourne High School
 - c. Bourne Middle School
 - d. Peebles Elementary School (and Maintenance shed)
 - e. Bournedale Elementary School
5. Future agenda items

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BOURNE TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 09

Members

Christopher Hyldborg
Laura Scena, Chairman
Catherine Walton

Bourne School Committee
Facilities Sub Committee
October 18, 2012
Bourne Administration building

Meeting called to order at 9:21 AM
Members Present: Laura Scena, Catherine Walton
Others Present: Ed Donoghue,

AHERA: Phase 2

Received emergency project monitoring abatement report for Peebles and BHS From Fuss and O'Neil.

1. Ed will post .pdf version of the report on the BPS website
2. Hard copies of the report will be placed at each respective school

Peebles

1. Phase 2 work that was completed over Columbus Day weekend: Classroom 5 & 6 and 4th grade hallway- Remove and replace tiles
2. Annex- all tile was removed in first floor hallway

Ed currently getting quotes on epoxy coating floor (primer, flakes, clear top coat)- will schedule work over a weekend, possibly Veteran's day weekend.

Loose Tiles

1. Monitor any tile reported,
2. Cover with area mat
3. Reported items will be included in our next abatement plan

Assessment

Ed reported that Fuss & O'Neil will conduct 6 month walkthrough at the Peebles, Bourne High School & Otis Memorial the week of 10/22/12.

Phase 3

Committee will review report from walkthrough and formulate a plan for phase 3.

Bathroom Audit

Ed will create process for maintenance staff to conduct initial audit

Update of Facilities

- a. Administration Building- Signed roofing contract with MC Services, Inc,
- b. Bourne High School- Once roofing contracts are signed, Broadway Electrical will engage a contractor to conduct a structural review of all roof surfaces.
- c. Bourne Middle School- Leaking water tank was discovered today. Ed will work with Fuss to ascertain cause and resolution.
- d. Peebles Elementary School (and Maintenance shed)
- e. Bournedale Elementary School- Energy recovery fan is not working efficiently because of broken arm, not under warranty. Ed will work with company on repair quotes.

TOWN CLERK'S OFFICE

2013 AUG 9 AM 10 10

MSBA Update- Superintendent will receive status of SOI notification by the end of November. Depending on status we receive; we will update SOI with most current information.

Meeting Adjourned: Motion by Laura, 2nd by Catherine at 10:12 AM.

Future Agenda Items:

- AHERA update Nov
- Roof and solar panel update Nov
- Bathroom Audit Nov
- Long range and short term facility maintenance plans Nov
- Capital Outlay spreadsheet Nov
- MSBA Update- December

Next Meeting Date: November 15, 2012 @ 9:00 AM at Administration Bldg

MSBA Update- Superintendent will receive status of SOI notification by the end of November. Depending on status we receive; we will update SOI with most current information.

Meeting Adjourned: Motion by Laura, 2nd by Catherine at 10:12 AM.

Future Agenda Items:

- AHERA update Nov
- Roof and solar panel update Nov
- Bathroom Audit Nov
- Long range and short term facility maintenance plans Nov
- Capital Outlay spreadsheet Nov
- MSBA Update- December

Next Meeting Date: November 15, 2012 @ 9:00 AM at Administration Bldg

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: NOVEMBER 15, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA update
3. Roof and solar panel update
4. Bathroom Audit
5. Long range and short term facility maintenance plans
6. Capital Outlay spreadsheet
7. Update of Facilities
 - a. Administration Building
 - b. Bourne High School
 - c. Bourne Middle School
 - d. Peebles Elementary School (and Maintenance shed)
 - e. Bournedale Elementary School
8. Future agenda items

2012 NOV 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: NOVEMBER 15, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA update
3. Roof and solar panel update
4. Bathroom Audit
5. Long range and short term facility maintenance plans
6. Capital Outlay spreadsheet
7. Update of Facilities
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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 10

Facilities SubCommittee November 15, 2012

Bourne Administration Building

School Committee Present: Laura Scena, Catherine Walton, Chris Hyldburg

Others Present: Steven LaMarche, Ed Donoghue

Meeting opened at 9:41 am

1. AHERA update

Ed updated us on AHERA. The AHERA 6 month review is being completed. The schedule of costs will also be included. Dustin will deliver the report and we will transition to Phase 3, which will include 12-24 month planning.

2. Roof and Solar Panel update:

Gayle Engineering will have their study completed prior to 11/26/12.

We will need the "as built" for the current solar panels at BMS. Ron Collins is

3. Bathroom Audit- Hand sanitizer will be removed in all bathrooms. Potentially moving towards putting doors on the bathrooms.

Ed and Steve will be working on and presenting a long term and short term maintenance plans as well as updating the Capital Outlay spreadsheets.

The roof project will be starting at the Administration Office.

Next meeting date 12/6/12 at 9 am at Administration Office.

Meeting was adjourned at 10:31.

Future Agenda Items:

AHERA 6 month report

Gayle Report

Long range and Short term maintenance

MSBA/SOI (January)

2013 AUG 9 AM 10 10
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: DECEMBER 6, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

- 1. Minutes
- 2. AHERA – six month report
- 3. Gayle Report
- 4. Long range and short term facility maintenance plans
- 5. Future agenda items

2012 DEC 3 PM 8 36
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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Members

Christopher Hyldborg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: DECEMBER 6, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA – six month report
3. Gayle Report
4. Long range and short term facility maintenance plans
5. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 AM 10 10
TOWN CLERK'S OFFICE
BOURNE, MASS

2012 DEC 3 AM 11 37
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: DECEMBER 20, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA – six month report
3. Gayle Report
4. Long range and short term facility maintenance plans
5. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: DECEMBER 20, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA – six month report
3. Gayle Report
4. Long range and short term facility maintenance plans
5. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 9 AM 10 10
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for December 20, 2012

Location: Bourne School Administration Building

Opened at: 9:08 AM

Attendees: Laura Scena (Chairperson), Chris Hyldburg, Catherine Walton (left at 9:24), Ed Donoghue (Dir. of Bus. Service), Steven Lamarche (Superintendent), Jon Nelson (Town of Bourne Director of Facilities) Wayne Francis (Peeble's Elementary School Principle), Dustin Diedricksen (Fuss & O'Neil)

Minutes

1. Accepted November 15, 2012 minutes.
2. Mr Lamarche introduced Jon Nelson, the Town of Bourne's new Facilities Manager.
3. AHERA Brief: Dustin Diedricksen of Fuss & O'Neil briefed the committee on the December 5, 2012 six month inspection results. There are currently no areas in the BSD requiring emergency abatement at this time. There are several areas in Peebles School that will receive small abatements during the Feb & April breaks with larger areas scheduled for the summer session. BHS will also receive abatement treatments in the summer. The Boiler in the Otis Elementary School will be wrapped during the April break. Costs estimated for each area were also provided. Mr Donoghue will update the BSD Website and each school's AHERA documents to reflect the latest report.
4. Gale report: Mr Donoghue advised the committee gale engineering was scheduled to conduct the first of several roof inspections later in the week [Dec 26-29].
5. Long Range and Short Range Facility Maintenance Plans: Mr Donoghue presented the committee with a new document, BPS Maintenance Plan. It is a spreadsheet updated monthly with additions, completions and updates to projects in each of the 5 schools and the administration building. *A copy is attached.*
6. Motions/Votes:
 - A. To approve a sum of not more than \$10,000.00 for the BSD Superintendent to contract with a Security Evaluation & Resource provider to conduct a district-wide security assessment. Motion LS, Voted unanimous: CH & LS.
 - B. To recommend to the BSC chair to sign the Energy Management Service Agreement with Cape and Vineyard Electric Cooperative, Inc. with additional consideration required in the following areas.
 - (1) Timeline as provided by Ron Collins of CVEV.
 - (2) Realized benefit as updated with the reduction in roof areas "A Wing" & "C Wing". As updated by Richard Elrick.
 - (3) Review of the Independent Roof Structure Analysis by Gale Engineering.

Motion CH, Voted Unanimous: LS, CH

Future Agenda Items (for January 17, 2012)

AHERA update

Gale Engineering report

Long Range Project update

BSD Security Review

CVEV update

Next Meeting: 8:00AM, 1/17 (third Thursday of each month)

Adjourned: Meeting was adjourned at 10:05AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 10

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

2012 MAY 29 AM 11 47

DATE: JANUARY 23, 2012

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review feedback on Survey results
3. Moving Forward: Publishing Results on Website
4. Date for Administering Survey in 2012
5. Discuss process moving forward
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Mathew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING ~~016~~ JAN 17 AM 8 03

DATE: JANUARY 23, 2012

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

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review feedback on Survey results
3. Moving Forward: Publishing Results on Website
4. Date for Administering Survey in 2012
5. Discuss process moving forward
6. Future agenda items

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

Members:

- David Harrison
- Anne-Marie Siroonian
- Mathew Stuck

School Culture Ad hoc meeting
January 23, 2012

Approved
2-2-1
3-3
2/27/12
(M)

Those in attendance: Anne-Marie Siroonian, Matt Stück,
Susan Quick, Catherine Lyons.

Feedback: haven't received any feedback from teachers as of yet. Survey has not been published on the website yet. Need to ensure that the message we want teachers, students, parents, and community at large is that we want them to know that this is a valuable tool and the school committee uses its tool to drive its district goals and district mission.

Need to create a messaging link with evaluation process, individual buildings, community at large, and parents that the cultural survey directly effects the growth of the mission. Of the district as well as ensuring teachers can connect their goals with the district goals and the value of their input.

Results on Website: no later than February 1st.

Susan brought up whether we should have a teacher survey because of the MASS TELLS survey that will be given in March and April. Matt still feels strongly, given our survey is short, that the data is necessary but is sensitive to not bombarding teachers with too much. Perhaps it could be given May 25 during in-service time, give an extra 15 minutes for lunch. Have SC members talk to faculty ahead of time at a faculty meeting and the request for teacher input. Distribute the survey through Google Survey. It is a free service. The survey should also be administered to students, parents and community at large by Memorial Day.

Process Moving Forward: get survey results posted, review survey, what process do we use for student, parent, and community to deliver the survey? Seniors would need to take the survey by May 11 By 4/27 survey should be ready, role out should be prepared.

Portion of teacher staff that is not represented all the time. Need some kind of outlet or format for continuous feedback from the silent majority.

Future Agenda Items:

Minutes

Feedback on Website Publication of Survey Results

Validate Process moving Forward/ Review Survey Instrument

Improving communication for ALL members of the district.

District BLOG

Next Meeting Date: February 27th, 6pm at BMS

BOURNE SCHOOL COMMITTEE

2012 FEB 21 ~~AM 9 44~~ **SCHOOL CULTURE AD HOC COMMITTEE MEETING**

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: FEBRUARY 27, 2012

TIME: 6:00PM

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

1. Minutes
2. Review feedback on Survey results
3. Moving Forward: Feedback on Website Posted Results
4. Validate Survey administration process moving forward
5. Discuss District feedback & communication opportunities
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Mathew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING ~~2012 FEB 29~~ AM 11 47

DATE: FEBRUARY 27, 2012 TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 6:00PM

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

1. Minutes
2. Review feedback on Survey results
3. Moving Forward: Feedback on Website Posted Results
4. Validate Survey administration process moving forward
5. Discuss District feedback & communication opportunities
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Mathew Stuck

Bourne School Committee
Ad Hoc Culture Meeting
February 27, 2012
Bourne Middle School

4/2/12
3-0
Approved
(Signature)

Meeting called to order at 6:04pm

Members Present: Matthew Stuck, Anne-Marie Siroonian, David Harrison, Steven Lamarche, Susan Quick, Catherine Lyons.

Minutes: Amended to include members present. Minutes accepted as amended (on the hard copy in the front of the School Culture Sub binder). 2-0-1

Feedback on Survey Results: Feedback was received from one parent. Steven read the feedback to the committee.

Process Moving Forward: Concern for giving the survey to faculty during lunch time during an in-service day. Alternative would be to give it out at the beginning of the in-service day. Consensus is to give the survey to teachers only at the March 16th In-Service day and the remainder of target groups in May. We also need to have another source or forum or structure as a way to gain information, ideas and building leadership for faculty within buildings. A suggestion was to create building based leadership teams. Steven and Susan will work on a recommended structure for this proposal.

Survey Revisions: Delete question 6 and remove the following words: "contrived", "well oiled machine" and "operational."

Future Agenda Items

Feedback from Culture
Data Collection Plan for students, parents, and community at large
Building Based Leadership Teams
Data Summary

Next Meeting Date: March 19, 2012 at 6pm in Central Office.
Meeting adjourned at 7:15pm

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: MARCH 19, 2012

TIME: 6:00PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAR 14 PM 2 58
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes
2. Review Feedback on Website-Posted Results
3. Discuss Data Summary
4. Develop Data Collection Plan for students, parents, and community-at-large
5. Discuss Building Based Leadership Teams
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

BOURNE SCHOOL COMMITTEE

2012 MAR 19 SCHOOL CULTURE AD HOC COMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MARCH 19, 2012

TIME: 6:00PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review Feedback on Website-Posted Results
3. Discuss Data Summary
4. Develop Data Collection Plan for students, parents, and community-at-large
5. Discuss Building Based Leadership Teams
6. Future agenda items

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

Members:

David Harrison
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING #46

DATE: APRIL 2, 2012 TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review Feedback on Website-Posted Results
3. Discuss Data Summary
4. Develop Data Collection Plan for students, parents, and community-at-large
5. Discuss Building Based Leadership Teams
6. Future agenda items

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


Members:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

Bourne School Committee
Adhoc Culture Sub Committee
April 2, 2012

Approved 4/30/12
2-0


Members Present: Matthew Stuck, Catherine Lyons, David Harrison, Anne-Marie Siroonian

Meeting called to order at 5:40pm
Minutes accepted as presented by consensus.

The survey was not distributed at the in-service day for teachers because district leadership felt that the results would be ~~constructed~~ and did not administer the survey.
Skewed

Feedback from Website Posted Results: none so far

Discuss Data Summary: Survey not implemented

Develop data collection Plan:

Community Group:

- perhaps each taking a piece of the community outreach by contacting other committees and getting on agendas.
- School committee needs to do the community outreach to Selectmen, police, fire, chamber etc...e-version or paper? If we go to actual meetings, use paper version.
- Add to the community survey the option to check off that they have had no affiliations with the school district.
- Also, contact Bourne Courier or Enterprise.

Parents:

- PTA as a contact to "get the word out" and e-news and Alert Now?
- Need a preamble as to how this survey is being used, Matt will create it.
- Students were given time on the computer for the survey. It was suggested that the survey be given to 5th grade and older.
- Has to be encouraged by the teachers and the encouragement needs to be given from the administration.
- Provide time and structure for it. What classes can it happen in and what can building leaders do for support?

Staff:

- repeated e-mails to staff as reminders to take the survey.
- Visit to staff meetings.

Timeline: late April to Mid May. Target completion date May 18. By April 30 we need to roll it out in it's various phases to four groups. Delivery window April 30 to May 18th.

Future Agenda Items

Finalize the instrument

Finalize outreach strategies for four target groups: students, parents, staff and community members

Finalize preamble.

Culture Feedback from Website or other means

Adjourned at 6:35pm

Next meeting date: April 25, at 5:30 in Central Office

School Committee School Culture Subcommittee to Town Clerk's Office

<u>Month</u>	<u>Date of Meeting</u>	<u>Sent to town hall</u>
April	4/2/2012	8/9/2013
	4/30/2012	8/9/2013
May	no meeting	
June	6/18/2012	8/9/2013
July	no meeting	
August	8/13/2012	8/9/2013
September	9/24/2012	8/9/2013
October	10/15/2012	8/9/2013
November	11/19/2012	8/9/2013
December	12/17/2012	8/9/2013
January	1/7/2013	8/9/2013
Ferbruary	2/25/2013	8/9/2013
March	3/18/2013	8/9/2013
April	4/22/2013	8/9/2013
May	5/20/2013	8/9/2013

2013 AUG 9 AM 9 39
 TOWN CLERK'S OFFICE
 BOURNE, MASS

BOURNE SCHOOL COMMITTEE

2012 SCHOOL CULTURE AD HOC COMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: APRIL 2, 2012

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review Feedback on Website-Posted Results
3. Discuss Data Summary
4. Develop Data Collection Plan for students, parents, and community-at-large
5. Discuss Building Based Leadership Teams
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: APRIL 2, 2012

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review Feedback on Website-Posted Results
3. Discuss Data Summary
4. Develop Data Collection Plan for students, parents, and community-at-large
5. Discuss Building Based Leadership Teams
6. Future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

2013 AUG 9 AM 9 49
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Adhoc Culture Sub Committee
April 2, 2012

Members Present: Matthew Stuck, Catherine Lyons, David Harrison, Anne-Marie Siroonian

Meeting called to order at 5:40pm
Minutes accepted as presented by consensus.

The survey was not distributed at the in-service day for teachers because district leadership felt that the results would be construed and did not administer the survey.

Feedback from Website Posted Results: none so far

Discuss Data Summary: Survey not implemented

Develop data collection Plan:

Community Group:

- perhaps each taking a piece of the community outreach by contacting other committees and getting on agendas.
- School committee needs to do the community outreach to Selectmen, police, fire, chamber etc...e-version or paper? If we go to actual meetings, use paper version.
- Add to the community survey the option to check off that they have had no affiliations with the school district.
- Also, contact Bourne Courier or Enterprise.

Parents:

- PTA as a contact to "get the word out" and e-news and Alert Now?
- Need a preamble as to how this survey is being used, Matt will create it.
- Students were given time on the computer for the survey. It was suggested that the survey be given to 5th grade and older.
- Has to be encouraged by the teachers and the encouragement needs to be given from the administration.
- Provide time and structure for it. What classes can it happen in and what can building leaders do for support?

Staff:

- repeated e-mails to staff as reminders to take the survey.
- Visit to staff meetings.

Timeline: late April to Mid May. Target completion date May 18. By April 30 we need to roll it out in it's various phases to four groups. Delivery window April 30 to May 18th.

BOURNE
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 49

Future Agenda Items

Finalize the instrument

Finalize outreach strategies for four target groups: students, parents, staff and community members

Finalize preamble.

Culture Feedback from Website or other means

Adjourned at 6:35pm

Next meeting date: April 25, at 5:30 in Central Office

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING
2012 APR 17 AM 3:00
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: APRIL 25, 2012
TIME: 5:30PM
PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Finalize the 2012 Survey Instrument
3. Finalize outreach strategies for four target groups: students, parents, staff and community members
4. Finalize Survey Preamble language
5. Culture Feedback from Website or other means
6. Future agenda items

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

Members:

David Harrison
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: APRIL 25, 2012

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Finalize the 2012 Survey Instrument
3. Finalize outreach strategies for four target groups: students, parents, staff and community members
4. Finalize Survey Preamble language
5. Capture Feedback from Website or other means
6. Future agenda items

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Members:

David Harrison
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING
2012 APR 25 11:00 AM
TOWN CLERK'S OFFICE
BOURNE, MASS
DATE: APRIL 30, 2012 – UPDATED 4/25/12

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Finalize the 2012 Survey Instrument
3. Finalize outreach strategies for four target groups: students, parents, staff and community members
4. Finalize Survey Preamble language
5. Discuss culture feedback from Website or other means
6. Identify future agenda items

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

Members:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: APRIL 30, 2012 – *UPDATED 4/25/12*

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Finalize the 2012 Survey Instrument
3. Finalize outreach strategies for four target groups: students, parents, staff and community members
4. Finalize Survey Preamble language
5. Discuss culture feedback from Website or other means
6. Identify future agenda items

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

Members:


David Harrison

Anne-Marie Siroonian

Matthew Stuck

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 50

Bourne School Committee Meeting
Ad Hoc Culture Committee
April 30, 2012

Accepted
2-0
6/18/12


Meeting called to order 6:17

Members Present: Matthew Stuck, Anne-Marie Siroonian, Dave Harrison

Others Present: Susan Quick, Steven Lamarche, Catherine Lyons

Minutes approved by consensus with the change of the word "construed" to "skewed"

Finalize 2012 Survey Instrument: took out question 6 about community service.
Remove question 7 about funding.

Finalize Survey Preamble: take capitals out of vision, mission, goals. Additional edits were made. see attached document.

Finalize Outreach strategies for target groups: For grade 12, leave it up to the building principal as to how and when to administer it as long as it is by 5/18. Grades 9-11 by 5/24. Middle school principal will also determine how/when to administer by 5/25.

Staff: e-mails, staff meetings, and Steven will bring the suggestions to BEA housekeeping meeting. Administer by June 1, 2012. Steven will also send an e-mail questioning what the admin feels about SC coming to a staff meeting.

Parents: use e-news in isolation and a specific time. Deadline June 1, 2012. First time I e-news will give an introduction and a second time for a reminder on 5/25.

Community Outreach: use cable to announce the survey with Survey Monkey link. BOS, FinCom, Town Hall, Capital Outlay, DPW building Comm, Police, Fire, DPW, and Council on Aging. Deadline date June 1, 2012.

Culture Feedback: Susan reported on having the most positive feedback at an in-service day thus far with 80-90 percent favorable and the PD was teacher lead.

Future Agenda Items:

Review Data

Mass T.E.L.L. Survey

Prep recommendations for vision, mission, and goals for 2013

Next Meeting Date: June 11, 2012 at 6pm at Central Office

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 JUN 9 PM 9 50

BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: JUNE 18, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Review Data
3. Discuss Mass T. E. L. L. Survey
4. Prep recommendations for Vision, Mission, and Goals for 2013
5. Identify future agenda items

2012 JUN 12 AM 11 42
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:

David Harrison
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: JUNE 18, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Review Data
3. Discuss Mass T. E. L. L. Survey
4. Prep recommendations for Vision, Mission, and Goals for 2013
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:

David Harrison

Anne-Marie Siroonian

Matthew Stuck

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 JUN 9 AM 9 51

Bourne Public School Committee
Adhoc Culture Sub Committee
June 18, 2012
Central office

Accepted
M
8/13/12

Members Present: Anne-Marie Siroonian, Matthew Stuck
Other's Present: Steven Lamarche, Susan Quick, Catherine Lyons, Thelma Mellon, Jane Norton
Meeting called to order at 6:20pm

Minutes accepted by consensus.

Review Data from Culture Survey: Hold the data from the Community and revisit. All other Survey results were reviewed. Three groups for summative report: Staff, Parents, Students. Two sections, for each summative report -first on qualitative-pulling trends. Second section for quantitative comparison from previous years. Catherine requested the data be in a spreadsheet format. Draft summaries for July 13th to Anne-Marie.

T.E.L.L. Mass: tabled until further notice/not a public document yet.

Prep Recommendations for Vision, Mission, and Goals for 2013: Steve and Susan will compile summary from Parent Survey results, Anne-Marie and Catherine for Student survey results and Thelma and Matt from Staff results.

Future agenda Items:
Plans for release of data.
T.E.L.L. Mass
Finalize Summative Reports
Idea Generation

Next meeting date: August 13th, 2012 in the Central Office at 6pm.

2013 AUG 9 AM 9 50
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: AUGUST 13, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Review Data Summaries
3. Discuss Mass T. E. L. L. Survey
4. Determine information roll-out
5. Consider recommendations
6. Identify future agenda items

2012 AUG 7 PM 2 49
 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

Anne-Marie Siroonian

Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE AD HOC COMMITTEE MEETING

DATE: AUGUST 13, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Review Data Summaries
3. Discuss Mass T. E. L. L. Survey
4. Determine information roll-out
5. Consider recommendations
6. Identify future agenda items

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

Members:

Christopher Hyldburg

Anne-Marie Siroonian

Matthew Stuck, Chairman

2013 AUG 9 AM 9 51
TOWN CLERK'S OFFICE
BOURNE, MASS
2013 AUG 9 AM 9 51
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Culture Sub Committee
August 13, 2012
Central office

(ms)
Accepted
9/24/12

Members Present: Anne-Marie Siroonian, Matthew Stuck
Others Present: Susan Quick, Catherine Lyons

Meeting called to order at 6:24.
June minutes accepted by consensus. (forward to MaryJo)

T.E.L.L. Mass: as of to date is not a public document.

Summative Reports: Matt presented a draft summary of the survey questions in a graph format. Susan will send last year's survey results to Matt and will report out the differences. Anne-Marie presented on student data. Susan presented on the parent data. Matt presented on staff data. Matt will take the three summaries and formulate a document for review.

Summary Roll Out: Late September or October

Future Agenda Items:

Article Discussion
How valuable is the Tool
Information Roll Out
T.E.L.L. Mass
Information Recommendations

Next Meeting Date: September 17, 2012 at 6pm in the Central office

2013 AUG 9 AM 9 51
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: SEPTEMBER 17, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Discuss School Culture Article
3. Discuss the value of the survey tool
4. Finalize Information Summary
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
7. Future agenda items

2012 SEP 10 AM 11 25
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
Anne-Marie Siroonian
Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: SEPTEMBER 17, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 SEP 17 AM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Accept minutes
2. Discuss School Culture Article
3. Discuss the value of the survey tool
4. Finalize Information Summary
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
7. Future agenda items

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

Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: SEPTEMBER 17, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Discuss School Culture Article
3. Discuss the value of the survey tool
4. Finalize Information Summary
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
7. Future agenda items

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

Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

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SCHOOL CULTURE SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE

DATE: SEPTEMBER 24, 2012 BOURNE, MASS

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Discuss School Culture Article
3. Discuss the value of the survey tool
4. Finalize Information Summary
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
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Members:

Christopher Hyldburg

Anne-Marie Siroonian

Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: SEPTEMBER 24, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes
2. Discuss School Culture Article
3. Discuss the value of the survey tool
4. Finalize Information Summary
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Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 51

Bourne School Committee
Culture Sub Committee
September 24, 2012

Members Present: Matthew Stuck, Heather DiPaolo, Anne-Marie Siroonian
Others Present: Catherine Lyons, Susan Quick, Thelma Mellin, Mrs. Bar, Mrs. Hathaway, Mrs. Koczwara

Article Discussion: Catherine will send the article for the next meeting. Move agenda item to October.

Information Roll Out: Matt presented on the draft summary of the Culture survey which summarized the results of each targeted sub-group. Committee compared the quantitative results from 2011 with 2012 in a graph report from Thelma and reviewed the draft of the qualitative (comments) results of the survey. Difficult to make comparisons with 2011 given the difference in the number of individuals that took the survey. Held discussion on what the final summary should have for it's content. Is there a way to express that some of the stresses were external factors and not just internal factors?

Going Forward:

- Need to ensure that we track the information over time.
- Matt will re-draft a summary to include what the areas of strengths and areas of improvements for each sub group surveyed were, as well as the graph of quantitative results.

Future Agenda Items:

Finalize Information Summary
How valuable is the Survey Tool
T.E.L.L. Mass
Discuss Future Recommendations to School Committee
School Culture Article

Next Meeting Date: October 15th, 2012 - 6pm at Central Office

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

DATE: OCTOBER 15, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

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TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Accept September minutes
2. Finalize Information Summary
3. Discuss the value of the survey tool itself
4. Discuss School Culture Article
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
7. Future agenda items

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

Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: OCTOBER 15, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept September minutes
2. Finalize Information Summary
3. Discuss the value of the survey tool itself
4. Discuss School Culture Article
5. Discuss T.E.L.L. Mass
6. Discuss future recommendations to SchComm
7. Future agenda items

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

Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

2013 AUG 9 AM 9 52
TOWN CLERK'S OFFICE
BOURNE, MASS

School Committee
Culture Sub Committee
October 15, 2012

Members Present: Matthew Stuck, Anne-Marie Siroonian

Others Present: Susan Quick, Catherine Lyons, Liza Bar, Jane Hathaway, Kathy Conway.

September 24, 2012 minutes accepted.

Matt presented on the Consolidated BPS Culture Survey. See attached documentation.

- Replace the word "broken" with the word divided in the second paragraph.
- Delete the last bullet in the student feedback section under Cultural Strengths.
- Remove the word "that" before the word "promotes" in the Staff section under Cultural strengths.
- Remove the two "the" in the Staff section under Cultural strengths.

Matt will make the recommended changes and present the final draft at the November SC meeting.

Discuss the value of the survey tool itself: Need to get it to students and staff sooner. The Question with the cultural analogies was difficult for students. Consider replacing question #7 with another data collector. Be more diligent in getting the community at large to participate. Consider administering the survey shortly after April vacation and prior to MCAS. Provide the survey only on-line.

Discuss School Culture Article: Everyone present discussed the article and relayed their feedback on what struck them the most about the article. Article was entitled "Culture more important than salary, student demographics."

Discuss T.E.L.L. Mass: Have a first read and give feedback at next Culture Sub Committee meeting.

Future Agenda items:

PR and Outreach discussions

T.E.L.L. Mass discussion

Discuss School Culture Article

Discuss future recommendations to School Committee

Next Meeting Date: November 19, 2012 at Central Office
Meeting adjourned at 7:12

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TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: NOVEMBER 19, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. PR and Outreach discussions
3. Discuss T.E.L.L. Mass
4. Discuss School Culture Article
5. Discuss future recommendations to School Committee
6. Future agenda items

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

Members:

Heather DiPaolo

Anne-Marie Siroonian

Matthew Stuck, Chairman

2013 AUG 9 AM 9 52
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Culture Sub Committee
November 19, 2012

Meeting convened at 6:15pm

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Also present: Liza Bar, Lauri Gilbert

Review Minutes: Minutes accepted as presented by Heather and seconded by Anne-Marie. Unanimous approval.

Anne-Marie made a recommendation to move Agenda Item 4 to agenda item 1.

PR and Outreach discussions: Looked at more ways of celebrating what is happening in our schools in regards to student achievement. We do a great job in communicating how well our sports teams and theatre program do, but what about the other successes of our students and teachers in the district? Heather brought up the PTA Science fair and how wonderful it is but the press has never been aware of it. Notifying the press should be a norm for all and any groups in our district. Perhaps a distribution list for the media. Should be part of the culture to notify media. Need to focus on a process that is simple for every organization, club, etc. No District PR plan right now (plan should include lead time, point of contact info.) Perhaps an electronic means, i.e. facebook, blogs. Heather will put together a process plan for PR and present at next meeting.

Discuss School Culture Article: Chapter from book entitled *Culture In Question*. Some common threads is the "nondiscussables." How do we create a culture for people to bring those nondiscussables out into the open. Effective change takes three to five years at least. More opportunity for good discussion to take place in an open forum would help, also more avenues for voices to be heard. Each building has a culture and need to have more discussion in order to be a part of the decision making. What venues exist or can exist for collaborative discussion or what open forums currently exist?

T.E.L.L. MASS: 'Time for collaboration with colleagues' was low scoring, as was 'atmosphere of trust,' & 'teachers raising issues and concerns. Support for more discipline was also a common trend. Professional development may not be as poignant as well as collaborative time. Need to create time windows in schedules for teachers to collaborate.

Essential question: How do we build trust? Look at ways to foster and increase trust, what are the steps (small or big), what are the contributing factors? Clarity of process is important. SC member coming to a faculty meeting to discuss what some of the focus is in our culture meetings.

TOWN CLERK'S OFFICE
BOURNE, MASS
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Future Agenda Items:

Discuss PR Outreach Process List

Plan SC Outreach to employees

Discuss how best to improve trust

Explore what venues exist to encourage collaboration

Meeting adjourned at 7:45

Next Meeting Date: December 17, 2012 at 6pm in the Central office

CULTURE IN QUESTION

Roland S. Barth

The illiterate of the twenty-first century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.

—Alvin Toffler

PROBABLY THE MOST IMPORTANT—and the most difficult—job of the school-based reformer is to change the prevailing culture of a school. The school's culture dictates, in no uncertain terms, "the way we do things around here." Ultimately, a school's culture has far more influence on life and learning in the schoolhouse than the state department of education, the superintendent, the school board, or even the principal can ever have.

The culture of a school is quite apparent to the newcomer. In one school, a new teacher stands up in a faculty meeting to express her views to the others on, say, pupil evaluation. Her contribution is received with mockery, cold stares, and put-downs: "Big deal. I've been doing that for twenty years." "Who does she think she is?" As the new teacher very quickly learns, the culture at her school dictates that newcomers must not

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speaking until they have experienced, for at least two or three years, the toil of the old-timers. "That's the way we do things around here." And she learns that cruel and unusual punishments await those who violate the taboos of the school.

In another school, a high school student is tormented by his peers for studying on the day of the football game. And indeed, the culture in all too many secondary schools dictates that learning is not "cool" on Saturdays—or on any day of the week, for that matter.

In yet another school, a teacher encounters trouble managing a class full of difficult youngsters. Within a few days, every other teacher in the building knows of her problem—and volunteers to help. In the same school, when a student is experiencing difficulty with an assignment or a new concept, several fellow students step in to assist. "That's the way we do things around here."

The school culture is the complex pattern of norms, attitudes, beliefs, behaviors, values, ceremonies, traditions, and myths that are deeply ingrained in the very core of the organization. The culture is the historically transmitted pattern of meaning that wields astonishing power in shaping what people think and how they act.

Every school has a culture. Some are hospitable, others toxic. A school's culture can work for or against improvement and reform. Some schools are populated by teachers and administrators who are reformers, others by sheep, others by educators who are gifted and talented at subverting reform. Some school cultures are indifferent to reform.

And all school cultures are incredibly resistant to change. This is precisely why school improvement—from within or from without—is usually so futile. Yet unless teachers and administrators act to change the culture of a school, all "innovations" will have to fit in and around existing elements of the culture. That is, they will be superficial window dressing, incapable of making much of a difference.

To change the culture requires that we be first aware of the culture, the way things are here. This means crafting and using wide-angle, microscopic, and telescopic lenses, and honing our skills at observing. What do you see, hear, and experience in the school? What don't you see and hear? What are the indicators, the clues that reveal the school's culture? What behaviors get rewards and status here? Which ones are greeted with reprimand? Do the adults model the behavior they expect of youngsters? How do leaders react to critical situations? Who gets to make decisions? Do parents experience welcome, suspicion, or rejection when they enter the school?

Nondiscussables

An important part of awareness is attending to "nondiscussables." Nondiscussables are subjects sufficiently important that they get talked about frequently but are so laden with anxiety and taboos that these conversations take place only at the parking lot, the restroom, the playground, the car pool, or the dinner table at home. We are fearful that open discussion of these incendiary issues in polite society—at a faculty meeting, for example—will cause a meltdown. The nondiscussable is the elephant in the living room. Everyone knows this huge pachyderm is there, right between the sofa and the fireplace, and we go on mopping and dusting and vacuuming around it as if it did not exist.

Each school has its own nondiscussables. For one, it is "the leadership of the principal." For another, "the way decisions get made here." For all too many, it is "race" and "the underperforming teacher." Schools are full of these land mines from which trip wires emanate. We walk about carefully from day to day, trying not to detonate them. Yet by giving these nondiscussables this incredible power over us, by avoiding them at all cost, we issue that underperforming teacher a hunting license to continue this year as he did last year, taking a heavy toll on countless students and other teachers. We perpetuate poor leadership on the part of the principal, and we force ourselves to live with all the debilitating tensions that surround race.

The health of a school is inversely proportional to the number of its nondiscussables: the fewer the nondiscussables, the healthier the school; the more the nondiscussables, the more pathology in the school culture. And, of course, to change the culture of the school, its residents must name, openly acknowledge the existence of, and address the nondiscussables—especially the nondiscussables that impede learning.

Changing the Culture

It has been said that a fish would be the last creature on earth to discover water, so totally and continuously immersed in it is he. The same might be said of school people working within their culture. By the time that beginning teacher waits the obligatory three years to speak out in a faculty meeting, she too is likely to be so immersed in the culture that she will no longer be able to see with the clarity of a beginner important aspects of the school's culture, such as patterns of leadership, competition, fearfulness, self-interest, or lack of support.

To change the culture requires that we bring in more desirable qualities to replace the existing unhealthy elements of the culture. This is where possession of clear personal and collective visions is so important. Two educators, Saphier and King, identified a dozen healthy cultural norms: collegiality, experimentation, high expectations, trust and confidence, tangible support, reaching out to the knowledge bases, appreciation and recognition, caring celebration and humor, involvement in decision making, protection of what's important, traditions, and honest, open communications (Saphier and King, 1985). The authors believe that these qualities of a school's culture dramatically affect the capacity of a school to improve.

Thus, to change a school's culture requires the courage and skill not to remain victimized by the toxic elements of the school's culture but rather to address them. As one colleague put it, "How do I find the courage within myself to do what I must?" And, finally, culture building requires the skill to transform elements of the school's culture into forces that support rather than subvert the purposes of the school, even though, all the while, no one may be giving us "permission" to do so. Of course, all these acts of culture changing and culture building violate the very taboos of many school cultures themselves—this is why culture changing is the most important, most difficult, and most perilous job of school-based reformers. School cultures cannot be changed from without; they must be changed from within.

E. B. White, a fellow Maine gardener, once observed, "A person must have something to cling to. Without that we are as a peavine sprawling in search of a trellis." We educators are especially in need of a trellis, to keep us up off the ground in the face of the cold rains and hot winds that buffet the schoolhouse. In this chapter I'd like to consider with you what I believe is the trellis of our profession and the most critical element of any school's culture: an ethos hospitable to the promotion of human learning.

Learning Curves off the Chart

It has been said that running a school is about putting first things first: leadership is determining what are the first things, and management is about putting them first. I would like to suggest that the "first thing," the most important feature of the job description for each of us educators, is to discover and provide the conditions under which people's learning curves go off the chart. Sometimes it's other people's learning curves: those of students, teachers, parents, administrators. But at all times it is our own learning curve.

Schools exist to promote learning in all their inhabitants. Whether we are called teachers, principals, professors, or parents, our primary responsibility is to promote learning in others and in ourselves. That's what it means to be an educator. That's what sets us apart from insurance salesmen, engineers, and doctors. To the extent our activities in school are dedicated to getting learning curves off the chart, I'd say what we do is a calling. To the extent that we spend most of our time doing something else in school, I'd say we are engaged in a job.

It is the ability to learn prodigiously from birth to death that sets human beings apart from other forms of life. The greatest purpose of schools is to unlock, release, and foster this wonderful capability. T. H. White put it this way:

"The best thing for disturbances of the spirit," replied Merlyn, beginning to puff and blow, "is to learn. That is the only thing that never fails. You may grow old and trembling in your anatomies, you may lie awake at night listening to the disorder in your veins, you may miss your only love and lose your monies to a monster, you may see the world about you devastated by evil lunatics, or know your honor trampled in the sewers of baser minds. There is only one thing for it, then—to learn. Learn why the world wags and what wags it. That is the only thing which the poor mind can never exhaust, never alienate, never be tortured by, never fear or distrust, and never dream of regretting. Learning is the thing for you." [White, 1993, p. 228]

A Community of Learners

"Our school is a Community of Learners!" How many times do we see and hear this assertion, now so common in America's schools? For me it is both an ambitious, welcome vision and an empty promissory note. The vision is, first, that the school will be a community, a place full of adults and youngsters who care about, look after, and root for one another, and who work together for the good of the whole, in times of need as well as times of celebration. Every member of a community holds some responsibility for the welfare of every other and for the welfare of the community as a whole. Schools face tremendous difficulty in fulfilling this definition of a community. More are organizations, institutions, or bureaucracies.

As if community were not ambitious enough, a community of learners is ever so much more. Such a school is a community whose defining, underlying culture is one of learning. The condition for membership in

the community is that one learn, continue to learn, and support the learning of others. Everyone. A tall order to fill, and one to which all too few schools aspire and even fewer attain.

As I reflect back on the recent years of school reform, I interpret the meaning of this remarkable period in our nation's educational history as an invitation—nay, a demand—to examine every school policy, practice, and decision and ask of it the question, What, if anything, of importance is anyone learning as a consequence of doing that? Who learns what from ability grouping? Who learns what from letter grades of A, B, C? Who learns what from having twenty-six youngsters in a class? Who learns what from the annual practice of principals' evaluating teachers? God didn't create these and the myriad other school practices that now so clutter schools' cultures. We did—because at some time someone believed that this policy, practice, or procedure was capable of getting someone's learning curve off the chart.

A central responsibility of the school-based reformer is to take fresh inventory of these and other habituated practices so encrusted in our schools' cultures and to categorize them. Some, perhaps the practice of giving individual instruction or giving youngsters immediate feedback on their work, seem undeniably associated with promoting learning. They need to be retained. Others, such as ability grouping or parent nights, we may need to study; we need to become practitioner researchers and examine these practices to determine just what effect, if any, they are having on people's learning. Still other practices, perhaps faculty meetings or intrusive announcements over the loudspeaker, in many schools appear to contribute to no one's learning—may even impede learning—and need to be scrapped. A final category is for those activities that must continue to be carried out by a school, but in a more successful manner. We'll call this category "invent a better way."

Let me offer an example. Kim Marshall, a friend of mine and a principal in the Boston public schools, is a very conscientious staff developer, yet he was having a dreadful time with the time-consuming, anxiety-producing practice of annually evaluating teachers according to the system's protocol. He wrote, "Evaluation had become a polite, if near-meaningless matter between a beleaguered principal and a nervous teacher. . . . I had been trying to do a good job evaluating the thirty-nine teachers at the Mather School, but I had to face the fact that my efforts were a sham. Were my evaluations of teachers having an impact on student learning? Very doubtful. Were they having an impact on teachers' learning? Precious little. My learning? No. Were they wasting everyone's time? You bet."

His attempts to connect teacher evaluations with someone's learning curve soaring revealed an educationally bankrupt practice deeply embedded in the culture of his school—and of his school system. Even so, for many reasons we can't just "scrap" the evaluation of teachers. It's important that all of us be evaluated from time to time, including school teachers (and authors!). Having discussed this nondiscussable and having carefully examined and categorized this sacrosanct school practice in terms of its capacity to promote learning, my friend found the courage to make some changes; he invented a better way. (For further discussion of the limitations of the conventional forms of teacher evaluation by the principal, and for a better, if more demanding, way, one which can promote both learning and community, see Marshall, 1996.)

I believe that residing in all the stakeholders in schools—parents, teachers, students, principals—are wonderfully fresh, imaginative ideas about how to invent a better way. It takes moral outrage at ineffective practices, confidence that there is a better way, and the courage and invention to find it and put it into the place of what needs to be scrapped.

As noted earlier, all of us who work in and around schools now not only have the world's permission to take this inventory and act on the findings; the world is demanding these efforts of us. If this is the meaning of school reform, I'd say it is long overdue and to be welcomed by school practitioners. Whose learning curve goes off the chart by doing that? This is a revolutionary question whose time has finally come.

At-Risk Students

I have observed over the years that unhealthy school cultures tend to beget "at-risk" students. One definition of an at-risk student that has special meaning for me is "any student who leaves school before or after graduation with little possibility of continuing learning."

I remember visiting a high school just after the last spring exams and before graduation. As I approached the school grounds, I saw a group of students standing around a roaring fire, to which they were heartily contributing. I went over and asked, "What's up?"

"We're burning our notes and our books," replied one. "We're outta here!"

On further conversation, I learned that these students were not occupants of the bottom ability group, but rather A and B and C students, many headed for college.

That little incident continues to trouble me. I wonder how many students not so labeled are in fact at risk, with little possibility of continuing

learning? How many graduate from our schools and exult in the belief that they have learned all they need or intend to know?

One reason why those youngsters were burning those books, literally, and why so many other youngsters burn their books, figuratively, at the conclusion of our treatment of them in schools is that, lurking beneath the culture of most schools (and universities) is a deadening message. It goes something like this: Learn or we will hurt you. We educators have taken learning, a wonderful, God-given, spontaneous capacity of all human beings, and coupled it with punitive measures. We have developed an arsenal of sanctions and punishments that we inextricably link with learning experiences. "Johnny, if you don't improve your multiplication tables, you're going to have to repeat fourth grade." "Mary, if you don't improve your compositions, I'm not going to write a favorable recommendation for college." "Sam, if you don't pass this next test, I'm calling your parents in." "Tom, if your state-administered standardized test scores don't improve, you don't graduate." And so it goes. What the students burning their books are really saying is, "You can't hurt me any more." But so closely have we coupled learning and punishment that the students throw one into the fire with the other. School cultures in which students submit to learning, and to the threats of punishment for not learning, generate students who want to be finished with learning when they graduate from school. And, of course, this plays out for adults as well: the state tells the teacher or principal, "Unless you complete fifteen hours of continuing education credits this year, we will not renew your certification." Learn or we will hurt you.

A challenge of immense proportion to our profession is to find ways to uncouple learning and punishment. We must change the message from "Learn or we will hurt you" to "Learn or you will hurt yourself."

The Lifelong Learner

Why are these youngsters who literally or figuratively burn their books so much at risk? I read recently an estimate that fifty years ago, high school students graduated knowing perhaps 75 percent of what they would ever need to know to be successful in the workplace, the family, and the community. Today, the estimate is that graduates of our schools leave knowing perhaps 2 percent of what they will need to know in the years ahead—98 percent is yet to come. We all know the figures: knowledge doubles every three years; computer technology changes in eighteen months; the borders of Russia won't hold still. Yet today's graduates leave high school knowing far more than they ever did back in the fifties. The notion that we can

acquire once and for all a basic kit of knowledge that will hold us in good stead for the rest of our lives is folly.

Business leaders tell us that the skills and abilities their employees will need in the twenty-first century include the following: teamwork, problem solving, interpersonal skills, oral communication, listening, personal development, creative thinking, leadership, goal setting, writing, organizational effectiveness, computation, and reading. Every one of these skills, of course, requires continual lifelong learning. The students who burn their books and their notes and celebrate the conclusion of their learning will be relegated to the periphery of the twenty-first century. And business leaders will continue to lament that they must spend \$25 billion each year trying to teach recent graduates what they didn't learn in school.

Those who will thrive in the years ahead, in contrast, will be those who have, during the school experience, become active, voracious, independent lifelong learners—who will always be moving toward that 98 percent yet to come. The nature of the workplace, the nature of our society, and the nature of learning mean that we are all going to be expected to learn as we go along, or we won't survive.

I believe, therefore, that the most important requirement for graduation—whether from fourth, ninth, or twelfth grade—is some evidence that this youngster is becoming or has become an independent, lifelong learner. The telling questions to evaluate are, What evidence is there of enduring intellectual passion in this student? Is there evidence that this student is imbued with the qualities and capacities of the insatiable, lifelong learner? Is the student capable of posing questions, marshaling resources, and pursuing learning with dedication, independence, imagination, and courage?

So if your school has succeeded in getting 95 percent of its students scoring at the 95th percentile on standardized tests, and, at the same time, students are leaving a teacher, a grade, or the school "burning their books" saying "I'm done with this stuff; I'm outta here!" then you have won a battle and lost the war. The price of the short-term success is long-term failure. Enhancement of performance has led to a curtailment of learning. The school has failed in its most important mission. If the first major purpose of a school is to create and provide a culture hospitable to human learning, the second major purpose of a school is to make it likely that students and educators will become and remain lifelong learners.

These days, we use standardized tests to measure everything about everybody, from proficiency in pronouns to the causes of the Civil War. Yet it is disheartening to me that we have not identified as important nor attempted to measure to what extent our teachers, our classes, and our schools are turning out lifelong learners. When students arrive at school

at age five, most carry within them the magical powers of lifelong learning. They are explorers, question-askers, inquirers, and risk-takers, and they are excited about finding answers. To paraphrase Pablo Picasso, every child is a learner. The problem is how to remain a learner once he grows up.

If we want to know how well we are doing with second or eighth graders in creating and sustaining lifelong learners, how do we find out? I doubt that standardized tests have much value in measuring or predicting the lifelong learner. There are better ways. One good way is to observe closely what students choose to do on their own time. After the bell rings at three o'clock—or on weekends, or over the summer—in what activities are youngsters engaged until bedtime? They will tell us. Are they going for walks in the woods, collecting and categorizing leaves and flowers and insects? Are they mapping their city street? Are they reading in the library? Are they campaigning for a local candidate? Are they learning to play a musical instrument? Or are they only watching television and hanging out? If it's true that character is what you do when no one is looking, then learning is what you do when you're not graded for it.

Asked seriously, the question, What do students do on their own time? reveals information that would probably alarm parents, educators, and the general public—as it should. When we come to believe that what our schools should be providing is a school culture that creates and sustains students' learning, that this is the trellis of our profession, then we will organize our schools, classrooms, and learning experiences differently. Show me a school whose inhabitants constantly examine the school's culture and work to transform it into one hospitable to sustained human learning, and I'll show you students who graduate with both the capacity and the heart for lifelong learning.

REFERENCES

- Marshall, K. "How I Confronted HSPS (Hyperactive Superficial Principal Syndrome) and Began to Deal with the Heart of the Matter." *Phi Delta Kappan*, Jan. 1996, pp. 336-345.
- Saphier, J., and King, M. "Good Seeds Grow in Strong Cultures." *Educational Leadership*, Mar. 1985, pp. 67-74.
- White, T. H. *The Sword in the Stone*. New York: Philomel Books, 1993.

BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: DECEMBER 17, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Discuss PR Outreach Process List
3. Review 'Teacher Leadership' Articles
4. Discuss how best to improve trust
5. Plan SC Outreach to employees
6. Explore what venues exist to encourage collaboration
7. Future agenda items

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

Members:

Heather DiPaolo

Anne-Marie Siroonian

Matthew Stuck, Chairman

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Boerne School Committee
Culture Sub Committee Meeting
December 17, 2012

Members Present: Matthew Stuck, Heather Dipaolo. Anne-Marie arrived at 6:20pm
Others Present: Mrs. Bar, Susan Quick

1. Reviewed and accepted minutes.
2. Discuss PR Outreach Process List Progress. Reviewed existing plans from other districts. Determined that initial plan should be simple and accessible.
3. Review 'Teacher Leadership' Articles - postponed until January meeting.
4. Committee generated a list of definitions of trust:
 - Feeling supported/people 'have your back'
 - When one can be taken at their word
 - Ability to speak freely without judgment - voice valued
 - Observed follow up on what's said will be done
 - Building integrity through predictable and reliable processes
 - 'Say what you mean'/follow through
 - In it for the long haul/accomplishing together
 - Leave the ego at the door/everyone keeps focused on the "Big Purpose"
(student centered)
5. Susan will pull together a process to facilitate discussions in a group to help discuss and address hard-to-reach topics.
6. Current venues that exist in the district that promote collaboration:
 - 1) Department Head Meetings
 - 2) Grade-Alike Meetings
 - 3) Team Meetings
 - 4) Staff Meetings (a lot of state mandates take up faculty meeting time)
 - 5) B.B.T.L.T.s
 - 6) PD Teams
 - 7) School Councils
 - 8) CD Teams
 - 9) Teacher Evaluation Teams
 - 10) T3 Training
 - 11) Housekeeping Meetings/District & Schools
 - 12) Sub Committee work

Future Agenda Items:

Developing Trust
Hardest Discussion Protocols
Administration PR Process List
Article about Teacher Leadership
Planning SC Culture Presentation

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Suggestions for Bringing a Dilemma

Developed in the field by educators affiliated with NSRF.

A **dilemma** is a puzzle, an issue that raises questions, an idea that seems to have conceptual gaps, something about process or product that you just can't figure out. Sometimes it will include samples of student or adult work that illustrate the dilemma, but often it is just a dilemma that crosses over many parts of the educational process.

Some dilemma examples:

1. The teaching staff seems to love the idea of involving the students in meaningful learning that connects the students to real issues and work in the community, but nothing seems to be happening in reality. *Question: Why is interest/theory not translating into practice?*
2. The community is participating in visioning work, but the work doesn't seem to relate to the actual life of the schools and the community — it is just too utopian. *Question: How do you mesh dreams and reality?*
3. A lot of community people came to the first few visioning meetings, but now only a handful come and there is growing resentment on the part of those who do come about those that don't. *Question: How do you sustain interest in visioning?*
4. Teachers and community people love doing projects with the students, but they never seem to connect together or have very coherent educational goals or focus, they are just fun. *Question: How do you move from projects to deep learning about important concepts and still stay connected to hands-on work?*
5. You keep getting grants to do specific projects with students and the community, but when the money is gone, the work doesn't continue. *Question: How does sustainability actually work? What needs to change for it to work?*
6. No matter how hard you try to be inclusive and ask for everyone's ideas, about half of the people don't want to do anything new — they think things were just fine before. *Question: How do you work with the people who don't want to change without alienating them?*
7. There are many wonderful place-based learning efforts underway, but you are noticing that students are less and less competent at basic skills such as reading, writing and mathematics. They are great at public speaking, using resources, creative planning, environmental and social concepts. *Question: How does a change in learning context change what become basic skills? How do we become more inclusive of a range of basic skills?*

So... What is YOUR Dilemma?

1. Write your dilemma with as much contextual description as you feel you need for understanding. One page is generally sufficient. Even a half page is often enough.
2. Frame your question thoughtfully. What do you REALLY want to know? What is your real dilemma? For example, with dilemma #7, the real question might be: *How do we explore what we actually mean by basic skills and come to consensus about what we mean?* A question that can be answered with a "yes" or "no" generally provides less feedback for the person with the dilemma, so avoid "yes" and "no" questions.
3. Make five copies of your dilemma.
4. If you prefer not to write it out, you can make notes for yourself and do an oral presentation only.



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Consultancy Protocol Facilitation Tips

Step 1

The success of the Consultancy often depends on the quality of the presenter's reflection in Step 1 as well as on the quality and authenticity of the question framed for the Consultancy group. However, it is not uncommon for the presenter, at the end of a Consultancy, to say, "Now I know what my real question is." That is fine, too. It is sometimes helpful for the presenter to prepare ahead of time a brief (one-two page) written description of the dilemma and the issues related to it for the Consultancy group to read as part of Step 1.

Step 2

Clarifying questions are for the person asking them. They ask the presenter "who, what, where, when, and how." These are not "why" questions. They can be answered quickly and succinctly, often with a phrase or two.

Step 3

Probing questions are for the person answering them. They ask the presenter "why" (among other things), and are open-ended. They take longer to answer, and often require deep thought on the part of the presenter before s/he speaks.

Step 4

When the group talks while the presenter listens, it is helpful for the presenter to pull his/her chair back slightly away from the group. This protocol asks the Consultancy group to talk about the presenter in the third person, almost as if s/he is not there. As awkward as this may feel at first, it often opens up a rich conversation, and it gives the presenter an opportunity to listen and take notes, without having to respond to the group in any way. Remember that it is the group's job to offer an analysis of the dilemma or question presented. It is not necessary to solve the dilemma or to offer a definitive answer.

It is important for the presenter to listen in a non-defensive manner. Listen for new ideas, perspectives, and approaches. Listen to the group's analysis of your question/issues. Listen for assumptions — both your own and the group's — implicit in the conversation. Don't listen for judgment of you by the group. This is not supposed to be about you, but about a question you have raised. Remember that you asked the group to help you with this dilemma.

Step 5

The point of this time period is not for the presenter to give a "blow by blow" response to the group's conversation, nor is it to defend or further explain. Rather, this is a time for the presenter to talk about what were, for him/her, the most significant comments, ideas and questions s/he heard. The presenter can also share any new thoughts or questions s/he had while listening to the Consultancy group.

Step 6

Debriefing the process is key. Don't short-change this step.



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What? So What? Now What?

Gene Thompson-Grove, National School Reform Faculty, 2004

This protocol allows participants to quickly connect one another to their work, while at the same time allowing them to get useful feedback from one another.

Introduction

There is an overall introduction of protocol goals, norms, and agenda. The group is then divided into groups of 3 or 4, each with a designated participant/facilitator, who also participates.

Small Group Activity — completed in groups of 3 or 4

Participants have a segment of time devoted to examining an area of growth or challenge in their work. Facilitators gently but firmly keep the group focused on task and mindful of time.

Step 1 (5 minutes)

Participants individually outline a current challenge or success related to their work.

They answer two questions:

WHAT? (What did I do? What am I working on?) and
SO WHAT? (Why is this important to me?).

[optional] Talking points are briefly recorded on the top half of a sheet of newsprint by each participant.

Step 2 (15 minutes per person)

Individual Presentations (total of approximately 15 minutes per person)

- a. First presenter explains what they've written to their group. Participants take notes/write questions.
- b. Group asks two or three clarifying questions (only).
- c. Participants reflect back: "What we hear you saying is..." and "Why this seems important to you is..."
- d. Participants reflect back: "What we wonder about is..." or "The questions this raises for me are..." or "What this means to me is..." — along with any other focused discussion the group decides to have — i.e., "How could this presenter learn about this question?" "What could this presenter bring to a group of colleagues as a way to learn more about what is important to him or her?"
- e. Presenter silently considers next steps; some groups may decide to hear a couple of minutes of reflection out loud by the presenter.
- f. Repeat for each participant

Step 3 NOW WHAT? (5 minutes)

Each participant either writes silently or completes the bottom half of their own newsprint chart with some possible next steps, listed as NOW WHAT?

Silent Gallery Walk (approximately 10 minutes) [optional]

All participants will bring their completed sheets of newsprint to the "Gallery" and all will have an opportunity to view our collective work. All participants will be encouraged to use available post-its to place comments/questions on posted newsprint.

Feedback on process (5 minutes)

The full group provides feedback on the process.



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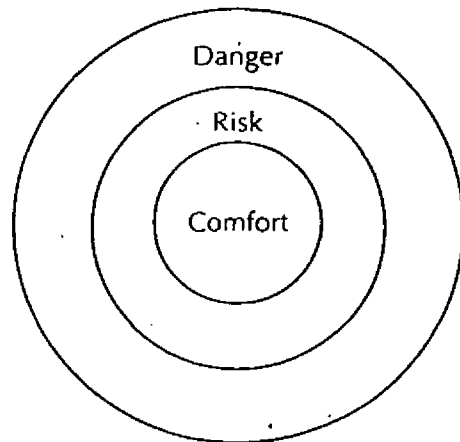
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Zones of Comfort, Risk and Danger: Constructing Your Zone Map

The Zones Exercise comes from an unknown source (to me) within the NSRF organization. I first experienced it at the Fall, 2000, Critical Friends Group Symposium in Boca Raton, Florida. I have found the exercise useful and have tried to make notes for others. I hope the originator will claim the invention, and that others will add to this useful exercise as they discover new applications. Marilyn Wentworth, January, 2001.

1. Draw a diagram of concentric circles in the following manner:
 - a. The middle circle is Comfort, the second is Risk, the third is Danger.
 - b. Consider the various aspects of your work (as a CFG Coach, for example). Think about the aspects that feel really comfortable to you, those that feel like there is some risk involved, but generally positive, and those aspects that you know get your hackles up, make you feel defensive, cloud your judgment, make you want to retreat.
 - c. Decide on the size of each Zone based on your consideration. Do you work a lot in your Comfort Zone, your Risk Zone? Do you work only a little in your Danger Zone? Make the size of the Zones reflect the quantity of time you work there.
2. Think about the different activities you do and/or affective domains in which you work (i.e. facilitating groups, leading protocols, designing meetings, guiding peer observation, responding to conflicts between group members...). Make a list if it helps.
3. Put each activity or affective domain into the Zone that best represents your sense of relative Comfort, Risk or Danger.



Observations on the Zones

1. **The Comfort Zone** is usually a place where we feel at ease, with no tension, have a good grip on the topic, like to hear from others about the topic, know how to navigate occasional rough spots with ease. It is also a place to retreat to from the Danger Zone. For example, one of your Danger Zone aspects may be when people start disagreeing with passion and even disrespect. You might find that when that happens you retreat into your Comfort aspect of listening and not intervening, or even find a way to divert the conversation to a topic that is in your Comfort Zone.
2. **The Risk Zone** is the most fertile place for learning. It is where most people are willing to take some risks, not know everything, or sometimes not know anything at all, but clearly know they want to learn and will take the risks necessary to do so. It is where people open up to other people with curiosity and interest, and where they will consider options or ideas they haven't thought of before.
3. **Generally it is not a good idea to work from either your own Danger Zone or anyone else's.** That area is so full of defenses, fears, red-lights, desire for escape, etc, that it requires too much energy and time to accomplish anything from that Zone. The best way to work when you find yourself there is to own that it is a Danger Zone and work on some strategies to move into the Risk Zone (either on your own or with colleagues).

For example, if I feel my anger rising and my body getting rigid when someone says it's time we really clamped down on standardized tests and taught to them right now before the kids failed any more and it is suggested that our CFG should work in that direction as our main focus, I recognize the signs of being in my Danger Zone and know I probably won't be rational when I speak. Therefore I need a strategy. In this case, my strategy will be to ask calmly, "What are the advantages for the students if we do that? What are the advantages for teaching and learning? What are the disadvantages?" Then I have to listen and list. I can't trust myself to do more than ask questions until I become more rational and this isn't such a high level Danger Zone for me.

How to Apply the Zones Productively: Connection to Dilemmas

The Consultancy

1. Review your Zone Map and select a dilemma represented there.
2. Make some notes to give more detail to the dilemma. Notice what Zone the dilemma appears in, or if it is a complex dilemma and has aspects in several Zones.
3. Break into triads and plan your order and time for three Consultancies.
4. As you present your dilemma, use your Zone Map as a reference for the group. They may find fertile ground for probing questions or feedback in your Map, and can see how your dilemma relates to other aspects of your work.

Alternative to the Consultancy

1. Write a dilemma about your work before you come to the Zones Workshop.
2. After you have done the Zones Map, divide into triads.
3. Take turns reading your dilemmas aloud to each other.

4. Discuss the following questions for each person (20 minutes each):
 - a. How does your dilemma relate to your Zone Map? What Zone(s) is the dilemma happening in for you? For others related to your dilemma?
 - b. Are you working in your Danger Zone? Someone else's? Do you need to know about other people's Danger Zones?
 - c. If your dilemma is in your Danger Zone (or someone else's), how can you move those issues into a Risk or Comfort Zone? How might this movement contribute to solving the dilemma?
 - d. What would the other people who contribute to or are affected by your dilemma say about your dilemma?



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Barriers or Bridges: A Matter of Perspective and Attitude

Adapted by John Pieper, Oshkosh, WI, from a presentation by the Wisconsin FACETS Parent Involvement Group at the 2004 Fall EOCA Conference

It is easy to identify the many obstacles that create frustrations in education. It is just as easy to identify what we feel would be the solutions to eliminate those barriers. The trick is to learn how to create the bridges between the barriers and the solutions.

We may not be able to knock down the walls created by institutionalized practice, prejudice, and bureaucratic mandates, but we can learn how to open windows of opportunity within the existing framework. Even small rays of light can become empowering. Collaboration and communication are the brick and mortar we can use to reshape the wall into bridges of diversity, equity, and meaningful learning.

Purpose: This activity can be used as a way to help a group focus on the importance of perspective and attitude. It also serves as a reminder to participants of the need to build relationships if we are going to create meaningful change. (Recommended for groups of 20 – 50 people)

Procedures for the activity: (Approximately 5 - 10 minutes)

Materials: Markers and two lunch bags for each participant

Each participant is given two lunch sized paper bags. On one side of one bag the participant will write down a word or phrase related to barriers facing education. On the other side of the same bag, the participant will write down a word or phrase related to bridges for success in education.

Both bags are opened up. Slip the blank bag inside the bag with the responses. You now have a brick. Participants will build a "wall" out of the bricks. Barriers should all be on one side of the wall, and bridges should be on the other side. There is a brief sharing of the identified barriers and bridges.

The wall will remain as a visible reminder of the work the group is doing. For closure at the end of the meeting or activity, participants can choose to knock down the barriers, create windows, or open doors.*

*As a stand alone activity, the protocol could be modified in any number of ways:

- It could be used as a springboard for brainstorming strengths and weaknesses
- Participants could reflect on their own perceptions and attitudes in regard to barriers and bridges in their own work
- Students could create bridges of understanding, or break down walls of inequity
- Teams might physically construct action plans based on the activity



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The Constructivist Listening Dyad

Adapted from the National Coalition for Equity in Education by Victor Cary

Purpose

To create a safe space to become better at listening and talking in depth. Constructivist listening dyads help us as we work through feelings, thoughts, and beliefs that sometimes produce anger, passivity, undermine confidence, or cause interference in relationships with students or colleagues.

Time allotted: 2 to 30 minutes

Group format: Pairs.

Supplies: A timer

Facilitation tips: Talk about the purpose of a constructivist listening dyad.

The simplest form of doing constructivist listening is a **dyad**, which is the exchange of constructivist listening between two people....

I agree to listen to and think about you for a fixed period of time in exchange for you doing the same for me. I keep in my mind that my listening is for your benefit so I do not ask questions for my information.

Start with two minutes — at first it may seem difficult. But participants, over the course of time, may work their way up to 5-8 minutes and more each. *Remind participants that the purpose of a constructivist listening dyad is that the listening is for the benefit of the talker.* This is an essential point to access the usefulness and power of a constructivist listening dyad.

Guidelines for Constructivist Listening:

- 1) Each person is given equal time to talk. (Everyone deserves to be listened to.)
- 2) The listener does not interpret, paraphrase, analyze, give advice or break in with a personal story. (People can solve their own problems.)
- 3) Confidentiality is maintained. (People need to know they can be completely authentic.)
- 4) The talker does not criticize or complain about a listener(s) or about mutual colleagues during their time to talk. (A person cannot listen well when she/he is feeling attacked or defensive.)

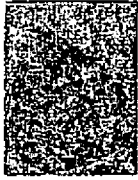
The Activity:

1. Each person will have two minutes or more to respond to a prompt. It is very useful to scaffold the prompts.
Ex: When is the last time you remembered being fully listened too? How did it feel?
Growing up, what was your experience as a learner? What felt supportive? What interfered with your learning?
How did race, class or gender impact your experience as a learner in school?

Reflection questions following the activity:

- What came up for you using this structure? What came up for you reflecting on the prompt?
- What worked for you? What was difficult for you?
- What purpose do you think it might serve?
- When could it be used?

Protocols are most powerful and effective when used within an ongoing professional learning community such as a Critical Friends Group® and facilitated by a skilled coach. To learn more about professional learning communities and seminars for new or experienced coaches, please visit the National School Reform Faculty website at www.nsrffharmony.org.



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Peeling the Onion Developing a Problem Protocol

Developed in the field by educators affiliated with NSRF.

Purpose

To provide a structured way to develop an appreciation for the complexity of a problem in order to avoid the inclination to start out by "solving" the problem, before it has been fully defined.

Procedure

As with all protocols, it is important to identify a facilitator who is responsible for keeping the group to the allotted time. This allows the group to maintain focus, keep on track, and frees the group to do its best thinking. The facilitator reviews the process with the group and then it begins. The times for each step can be adjusted to fit the available amount of time and the number of people in the group.

Facilitation Tips

Most of us are eager to solve problems before we truly understand their depth. This protocol is designed to help us peel away the layers in order to address the deeper issues that lie underneath the surface. If the problem were easy to solve, it would not still be a concern to the group. The facilitator should keep to the times strictly and gently remind people when they are giving advice too early.

The Protocol

1. The keepers of the problem describe the problem/dilemma and ask a question to help focus the group's responses. (5 minutes)
2. Clarifying questions from group members to the presenters (these must be purely informational). (3 minutes)
3. A round where everyone says: "What I heard [the presenters say] is ..."
(The presenters are silent and take notes.)
4. A round where everyone says: "One assumption that seems to be part of the problem/dilemma is..."
OR, "One thing I assume to be true about this problem is ... " (The presenters are silent and take notes.)
5. Another round where everyone says: "A question this raises for me is..."
(The presenters are silent and take notes.)
6. [Perhaps] another round where everyone says: "Further questions this raises for me are..."
(The presenters are silent and take notes.)
7. Another round where everyone asks: "What if...?" Or, "Have we thought about...?" Or, "I wonder...?"
(The presenters are silent and take notes.)

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8. Presenters review their notes and say, "Having heard these comments and questions, now I think..."
(The group members are silent and take notes.)
9. *Now what?* Together, the presenter and consultants talk about the possibilities and options that have surfaced.
10. Debrief the process. How was this like peeling an onion? What about the process was useful?
Frustrating?



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The Issaquah Protocol

Developed by Nancy Mohr, Deborah Bambino and Daniel Baron.

Purpose

To use a process which models the developmentally appropriate order for questioning in coaching/consulting situations. It can be especially useful for coaches who can look at their own work, and, at the same time, model and reinforce the steps they would use in the field. The progression of types of questions/responses follows the "ideal" progression a good coach uses —

- factual questions
- what I hear you say
- what I think it means
- am I getting it right?
- probing questions I now have
- ideas this brings to mind
- what do you think?

Time Allotted

approximately 60 minutes

Group Format

Can be used with 10-50 group members. If 10 to 15, use a regular large group format with rounds for each step (people can pass, knowing that you will come back to them at the end of the round). If 15-50, use small groups which first talk with each other and then respond as a group to each part of the protocol. Some people like a minute or so between steps to collect their thoughts and make notes before each new round begins.

Facilitation Tips

It is important to reinforce and reflect on the different kinds of questions and statements used and how that relates to work as a coach.

The Protocol

1. Presenter — someone presents a dilemma or problem they are working on. It must be an authentic dilemma and not be one for which the answer is already known. The presenter must be open about the issue. If the presenter can frame the dilemma as a question, the feedback will likely be more focused. (5-7 minutes)
2. Group asks clarifying questions. Truly informational, meant to more fully understand what is going on; clarify any places of confusion. (3 minutes)

Note: These are the first kinds of questions we should ask in our work—showing our interest in learning more about what is going on and not leaping to judgment.

"Rounds" begin

3. Active listening by the group. (WHAT?) These are statements which restate what has been said already:
"I heard [the presenter's name] say..." "What I'm hearing is..." (Go-round — 5-7 minutes)

Note: The purpose of active listening is not only to understand better what you are saying but to help the person hear what it sounds like and give them a chance to say if it is what they mean to be saying.

4. Interpretive listening by the group. (SO WHAT?) "What this means to me is..." (Go-round 5-7 minutes)
Note: The purpose of interpretive listening is to get at what meaning you are making from what you are hearing in order to help the presenter think/re-think about what they are conveying.

5. Presenter Check-in. Quickly, are we hearing you correctly? If not, what would you change/add? (2 minutes)
Note: It is easy to think we know what we've heard and then find out we're wrong. Always good to check back.

6. Probing Questions by the group. We now go deeper into what is going on and name paradoxes and controversies that we hear, without asking or implying that there should be some reconciliation.
(Go-round — 5-7 minutes)

Note: It is important to not get to probing questions until we have done the previous steps — the ones which build up our "right" to go further since we now have a little understanding about what we are hearing.

7. *Presenter response. Which probing question was the one that made you think the hardest? Why? (2 minutes)*

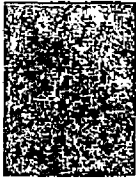
8. Suggestions by the group. (NOW WHAT?) Finally, and only then, ideas to try, "What if she...?" "One thing I might consider/try/do..." (Go-round — 10 minutes)

Note: Suggestions are only made when it is clear that they are welcome and that we have established a level of shared understanding about what is going on. It is a good idea to limit suggestions — too much is too much. As with the other rounds, the presenter is silent and takes notes.

9. Presenter reflects back. What the presenter is now thinking of doing, concrete steps that can be taken — if only first steps — and ways to bring it back to the group for further work together. (5-7 minutes)

10. Debrief: Starting with presenter, then all participants: (5-7 minutes)

- What was it like to go through these steps? What kind of feedback did you get?
- What was it like to use this process? How useful was it?



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Consultancy Protocol Overview

The Consultancy Protocol was developed by Gene Thompson-Grove as part of the Coalition of Essential Schools' National Re:Learning Faculty Program, and further adapted and revised as part of work of NSRF.

A Consultancy is a structured process for helping an individual or a team think more expansively about a particular, concrete dilemma. Outside perspective is critical to this protocol working effectively; therefore, some of the participants in the group must be people who do not share the presenter's specific dilemma at that time. When putting together a Consultancy group, be sure to include people with differing perspectives.

Framing Consultancy Dilemmas and Consultancy Questions

A dilemma is a puzzle, an issue that raises questions, an idea that seems to have conceptual gaps, something about process or product that you just can't figure out. Sometimes it will include samples of student or adult work that illustrate the dilemma, but often it is a dilemma that crosses over many parts of the educational process.

1. Think about your dilemma. Dilemmas deal with issues with which you are struggling or that you are unsure about. Some criteria for a dilemma might include:
 - Is it something that is bothering you enough that your thoughts regularly return to the dilemma?
 - Is it an issue/dilemma that is not already on its way to being resolved?
 - Is it an issue/ dilemma that does not depend on getting other people to change (in other words, can you affect the dilemma by changing your practice)?
 - Is it something that is important to you, and is it something you are actually willing to work on?
2. Do some reflective writing about your dilemma. Some questions that might help are:
 - Why is this a dilemma for you? Why is this dilemma important to you?
 - If you could take a snapshot of this dilemma, what would you/we see?
 - What have you done already to try to remedy or manage the dilemma?
 - What have been the results of those attempts?
 - Who do you hope changes? Who do you hope will take action to resolve this dilemma? If your answer is not you, you need to change your focus. You will want to present a dilemma that is about your practice, actions, behaviors, beliefs, and assumptions, and not someone else's.
 - What do you assume to be true about this dilemma, and how have these assumptions influenced your thinking about the dilemma?
 - What is your focus question? A focus question summarizes your dilemma and helps focus the feedback (see the next step).

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3. Frame a focus question for your Consultancy group: Put your dilemma into question format.
 - Try to pose a question around the dilemma that seems to you to get to the heart of the matter.
 - Remember that the question you pose will guide the Consultancy group in their discussion of the dilemma.
4. Critique your focus question.
 - Is this question important to my practice?
 - Is this question important to student learning?
 - Is this question important to others in my profession?

Some Generic Examples of Dilemmas

- The teaching staff seems to love the idea of involving the students in meaningful learning that connects the students to real issues and an audience beyond school, but nothing seems to be happening in reality.
Question: What can I do to capitalize on teachers' interest and to help them translate theory into practice?
- The community is participating in visioning work, but the work doesn't seem to relate to the actual life of the school — it is just too utopian.
Question: How do I mesh dreams and reality?
- Teachers love doing projects with the students, but the projects never seem to connect to one another or have very coherent educational goals or focus; they are just fun.
Question: How do I work with teachers so they move to deep learning about important concepts while still staying connected to hands-on learning?
- We keep getting grants to do specific projects with students and the community, but when the money is gone, the work doesn't continue.
Question: How does sustainability actually work? What needs to change for it to work?
- No matter how hard I try to be inclusive and ask for everyone's ideas, about half of the people don't want to do anything new — they think things were just fine before.
Question: How do I work with the people who don't want to change without alienating them?

Preparing to Present a Dilemma in a Consultancy Protocol

Come to the session with a description of a dilemma related to your practice. Write your dilemma with as much contextual description as you feel you need for understanding. One page is generally sufficient; even a half page is often enough. If you prefer not to write it out, you can make notes for yourself and do an oral presentation, but please do some preparation ahead of time.

End your description with a specific question. Frame your question thoughtfully. What do you REALLY want to know? What is your real dilemma? This question will help your Consultancy group focus its feedback. Questions that can be answered with a "yes" or "no" generally provide less feedback for the person with the dilemma, so avoid those kinds of questions. (See the previous pages for a process for framing Consultancy dilemmas and questions.)

Dilemmas deal with issues with which you are struggling — something that is problematic or has not been as effective as you would like it to be — anything related to your work. Consultancies give presenters an opportunity to tap the expertise in a group, and if past experiences offer any indication, you will be able to rely on the people in your Consultancy group to provide respectful, thoughtful, experienced-based responses to your dilemma.

A couple of caveats — we have found that Consultancies don't go well when people bring dilemmas that they are well on the way to figuring out themselves, or when they bring a dilemma that involves only getting other people to change. To get the most out of this experience, bring something that is still puzzling you about your practice. It is riskier to do, but we guarantee that you will learn more.



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Consultancy Protocol

The Consultancy Protocol was developed by Gene Thompson-Grove, Paula Evans and Faith Dunne as part of the Coalition of Essential Schools' National Re:Learning Faculty Program, and further adapted and revised as part of work of NSRF.

A Consultancy is a structured process for helping an individual or a team think more expansively about a particular, concrete dilemma.

Time

Approximately 50 minutes

Roles

Presenter (whose work is being discussed by the group)

Facilitator (who sometimes participates, depending on the size of the group)

1. The presenter gives an overview of the dilemma with which s/he is struggling, and frames a question for the Consultancy group to consider. The framing of this question, as well as the quality of the presenter's reflection on the dilemma being discussed, are key features of this protocol. If the presenter has brought student work, educator work, or other "artifacts," there is a pause here to silently examine the work/documents. The focus of the group's conversation is on the dilemma. (5-10 minutes)
2. The Consultancy group asks clarifying questions of the presenter — that is, questions that have brief, factual answers. (5 minutes)
3. The group asks probing questions of the presenter. These questions should be worded so that they help the presenter clarify and expand his/her thinking about the dilemma presented to the Consultancy group. The goal here is for the presenter to learn more about the question s/he framed or to do some analysis of the dilemma presented. The presenter may respond to the group's questions, but there is no discussion by the Consultancy group of the presenter's responses. At the end of the ten minutes, the facilitator asks the presenter to re-state his/her question for the group. (10 minutes)
4. The group talks with each other about the dilemma presented. (15 minutes)
Possible questions to frame the discussion:
What did we hear?
What didn't we hear that they think might be relevant?
What assumptions seem to be operating?
What questions does the dilemma raise for us?
What do we think about the dilemma?
What might we do or try if faced with a similar dilemma? What have we done in similar situations?

Protocols are most powerful and effective when used within an ongoing professional learning community such as a Critical Friends Group® and facilitated by a skilled coach. To learn more about professional learning communities and seminars for new or experienced coaches, please visit the National School Reform Faculty website at www.nsrffharmony.org.

Members of the group sometimes suggest actions the presenter might consider taking. Most often, however, they work to define the issues more thoroughly and objectively. The presenter doesn't speak during this discussion, but instead listens and takes notes.

5. The presenter reflects on what s/he heard and on what s/he is now thinking, sharing with the group anything that particularly resonated for him or her during any part of the Consultancy. (5 minutes)
6. The facilitator leads a brief conversation about the group's observation of the Consultancy process. (5 minutes)



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www.nsrffharmony.org

Framing Consultancy Dilemmas and Consultancy Questions

Developed in the field by educators affiliated with NSRF.

A dilemma is a puzzle, an issue that raises questions, an idea that seems to have conceptual gaps, something about process or product that you just can't figure out. Sometimes it will include samples of student or adult work that illustrate the dilemma, but often it is a dilemma that crosses over many parts of the educational process.

1. Think about your dilemma.

Dilemmas deal with issues with which you are struggling or that you are unsure about. Some criteria for a dilemma might include:

- Is it something that is bothering you enough that your thoughts regularly return to the dilemma?
- Is it an issue/dilemma that is not already on its way to being resolved?
- Is it an issue/ dilemma that does not depend on getting other people to change (in other words, can you affect the dilemma by changing your practice)?
- Is it something that is important to you, and is it something you are actually willing to work on?

2. Do some reflective writing about your dilemma.

Some questions that might help are

- Why is this a dilemma for you? Why is this dilemma important to you?
- If you could take a snapshot of this dilemma, what would you/we see?
- What have you done already to try to remedy or manage the dilemma?
- What have been the results of those attempts?
- Who do you hope changes? Who do you hope will take action to resolve this dilemma? If your answer is *not* you, you need to change your focus. You will want to present a dilemma that is about *your* practice, actions, behaviors, beliefs, and assumptions, and *not* someone else's.
- What do you assume to be true about this dilemma, and how have these assumptions influenced your thinking about the dilemma?
- What is your focus question? A focus question summarizes your dilemma and helps focus the feedback (see the next step).

3. Frame a focus question for your Consultancy group

Put your dilemma into question format.

- Try to pose a question around the dilemma that seems to you to get to the heart of the matter.
- Remember that the question you pose will guide the Consultancy group in their discussion of the dilemma.

4. Critique your focus question.

- Is this question important to my practice?
- Is this question important to student learning?
- Is this question important to others in my profession?

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Preparing to Present a Dilemma in a Consultancy Protocol

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End your description with a specific question. Frame your question thoughtfully. What do you REALLY want to know? What is your real dilemma? This question will help your Consultancy group focus its feedback. Questions that can be answered with a "yes" or "no" generally provide less feedback for the person with the dilemma, so avoid those kinds of questions. (See the previous pages for a process for framing Consultancy dilemmas and questions.)

Dilemmas deal with issues with which you are struggling — something that is problematic or has not been as effective as you would like it to be — anything related to your work. Consultancies give presenters an opportunity to tap the expertise in a group, and if past experiences offer any indication, you will be able to rely on the people in your Consultancy group to provide respectful, thoughtful, experienced-based responses to your dilemma.

- A couple of caveats — we have found that Consultancies don't go well when people bring dilemmas that they are well on the way to figuring out themselves, or when they bring a dilemma that involves only getting other people to change. To get the most out of this experience, bring something that is still puzzling you about your practice. It is riskier to do, but we guarantee that you will learn more.

BOURNE SCHOOL COMMITTEE

NEGOTIATION SUBCOMMITTEE MEETING

DATE: JANUARY 17, 2012

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 JAN 4 AM 9 39
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call to Order
2. Executive session to discuss union contracts

"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:

- Catherine Walton
- Anne-Marie Siroonian
- Matthew Stuck

BOURNE SCHOOL COMMITTEE

2012 JAN 17 AM 8 02

NEGOTIATION SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 19, 2012

TIME: 5:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Call to Order
2. Executive session to discuss union contracts

"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:

Catherine Walton

Anne-Marie Siroonian

Matthew Stuck

BOURNE SCHOOL COMMITTEE

NEGOTIATION SUBCOMMITTEE MEETING

DATE: JANUARY 24, 2012

TIME: 3:30PM

PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

2012 JAN 17 AM 8 03
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call to Order
2. Executive session to discuss negotiations with the Bourne Educators Association.

"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:

Catherine Walton
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

NEGOTIATION SUBCOMMITTEE MEETING

DATE: JANUARY 24, 2012.

TIME: 3:30PM

PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

2012 JAN 4 AM 9 39
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call to Order
2. Executive session to discuss negotiations with the Bourne Educators Association.

"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:

Catherine Walton
 Anne-Marie Siroonian
 Matthew Stuck

BOURNE SCHOOL COMMITTEE

NEGOTIATION SUBCOMMITTEE MEETING

DATE: JANUARY 30, 2012

TIME: 6:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 JAN 25 PM 4 03
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Call to Order
2. Executive session to discuss negotiations with the Bourne Educators Association.

"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:

Catherine Walton
 Anne-Marie Siroonian
 Matthew Stuck

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: NOVEMBER 19, 2012

TIME: 6PM.

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

- 1. Accept Minutes
- 2. PR and Outreach discussions
- 3. Discuss T.E.L.L. Mass
- 4. Discuss School Culture Article
- 5. Discuss future recommendations to School Committee
- 6. Future agenda items

2012 NOV 7 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members:

Christopher Hyldburg
Anne-Marie Siroonian
Matthew Stuck, Chairman

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: DECEMBER 17, 2012

TIME: 6PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

- 1. Accept Minutes
- 2. Discuss PR Outreach Process List
- 3. Review 'Teacher Leadership' Articles
- 4. Discuss how best to improve trust
- 5. Plan SC Outreach to employees
- 6. Explore what venues exist to encourage collaboration
- 7. Future agenda items

2012 DEC 12 PM 4 05
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:

Heather DiPaolo

Anne-Marie Siroonian

Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

2012 JAN 17 AM 8 03
POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE

BOURNE, MASS

DATE: JANUARY 23, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 10:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review final draft of ACAB Sexual Harassment Policy (Policy Sub)
3. Discuss next draft of Bullying Policy (Superintendent)
4. Review of School Council Policies (Superintendent)
5. Refine Policy review priorities (Policy Sub/Superintendent)
6. Discussion of future agenda items (Policy Sub/Superintendent)

"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:

William Gibbons

Matthew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE

2012 MAY 29 AM 11 46

POLICY SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 23, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 10:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review final draft of ACAB Sexual Harassment Policy (Policy Sub)
3. Discuss next draft of Bullying Policy (Superintendent)
4. Review of School Council Policies (Superintendent)
5. Refine Policy review priorities (Policy Sub/Superintendent)
6. Discussion of future agenda items (Policy Sub/Superintendent)

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Members:

William Gibbons
Matthew Stuck
Catherine Walton

Bourne School Committee policy Sub-Committee Meeting January 23, 2012

Approved.
2-0
(M) 2/27/12

Meeting called to order at 11:28 AM

Present: Matthew Stuck, Catherine Walton, Bill Gibbons, Supt. LaMarche

Motion to accept minutes from Dec. 12, 2011: Motion: Gibbons; second: Walton; unanimous vote.

Final Draft of Policy ACAB Sexual Harassment Policy: Reviewed and will be distributed to the S.C. and BPS staff with a projected first read for feedback and comments in March.

Bullying Policy Draft ACBA: Discussion of minor changes and first read at March S.C. Meeting.

Review of School Council Policy: Tabled until next meeting.

Review of Policy Review Priorities: Harassment, Role of the School Committee in School Councils, School Improvement Plans, and student related Policies will be reviewed regularly at future meetings. Members were asked to review and prioritize their suggestions.

Meeting adjourned at 12:07 PM Motion: Walton; second: Gibbons; unanimous vote

Future Agenda Items:

School Council Policies (members review, suggestions to Supt by 2/21).

Review feedback from final draft of Sexual Harassment Policy

Review feedback from final draft of Bullying policy

Refine formal policy review priorities.

2012 FEB 21 AM 9 06
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: FEBRUARY 27, 2012

**TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 4:00PM**

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

1. Approval of Minutes
2. Review feedback from final draft of ACAB Sexual Harassment Policy
3. Review feedback from final draft of ACAB Bullying Policy
4. Review initial draft of ACB Harassment and Hazing Policy
5. Discussion of removal of AF Sexual Harassment, Bullying & Hazing Policy
6. Review initial draft/edit of BDFA-EE Submission and Approval of the School Improvement Plan, and BDFA-E School Improvement Plan Policy
7. Refine Policy review priorities
8. Discussion of 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:

William Gibbons

Matthew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE

2012 MAY 29 AM 11 45

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE

DATE: FEBRUARY 27, 2012 BOURNE, MASS

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 4:00PM

PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

1. Approval of Minutes
2. Review feedback from final draft of ACAB Sexual Harassment Policy
3. Review feedback from final draft of ACAB Bullying Policy
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7. Refine Policy review priorities
8. Discussion of future agenda items

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Members:

William Gibbons

Matthew Stuck

Catherine Walton

BOURNE PUBLIC SCHOOLS

Approved
2-0-1
(M2)
3/26/12

Policy Subcommittee Minutes for February 27, 2012

Location BMS Media Center
Opened at 5:34 p.m.

Attendees: Matt Stuck, Catherine Walton, Steven Lamarche, Jane Norton. Absent: Bill Gibbons

Minutes

Approved January 2012 minutes. Motioned by Matt Stuck -seconded by Catherine Walton; unanimous vote

Agenda

Reviewed final draft of ACAB Sexual Harassment Policy

Matt moved to have school committee accept at March 7th meeting, second by Catherine; unanimous vote

Reviewed draft of ACBA Bullying Policy

Much discussion ensued regarding protection of students, and principal responsibilities.

Matt moved to have policy ACAB & ACBA take precedence over AF if a conflict arises before school committee votes on the final policy, second by Catherine; unanimous vote

Discussion of removal of AF Sexual Harassment, Bullying & Hazing Policy tabled until March Meeting

Review of BDFA-EE Submission and Approval of the School tabled until March Meeting

Improvement Plan, and BDFA-E School Improvement Plan Policy tabled until March Meeting

Adjourned: Matt made a motion to adjourn the meeting. It was seconded by Catherine Walton and the meeting was adjourned unanimously at 6:05 p.m.

Next Meeting: March Budget Sub Meeting: March 26, 2012 (immediately following the 10:30 Budget Subcommittee Meeting). Administration Building

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: MARCH 26, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 10:30 AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAR 21 PM 1 58
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approval of Minutes
2. Review feedback from final draft of ACAB Sexual Harassment Policy
3. Review feedback from final draft of ACAB Bullying Policy
4. Review initial draft of ACB Harassment and Hazing Policy
5. Discussion of removal of AF Sexual Harassment, Bullying & Hazing Policy
6. Review initial draft/edit of BDFA-EE Submission and Approval of the School Improvement Plan, and BDFA-E School Improvement Plan Policy
7. Refine Policy review priorities
8. Discussion of future agenda items

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Members:

- William Gibbons
- Matthew Stuck
- Catherine Walton

BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING AGENDA

DATE: MARCH 26, 2012

TIME: 10:30 AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 MAY 29 AM 11 42

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

-Executive Session-

BEA contract negotiations (Superintendent/Budget Sub)

-Open Session-

1. Approve February 2012 Minutes
2. Discuss FY12 Budget updates
3. Review FY13 Budget plans
4. Action on FY13 Budget recommendation to School Committee
5. Discuss future agenda items

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

Members:

William Gibbons

Mathew Stuck

Catherine Walton

Present: Matt Stuck, Catherine Walton, Bill Gibbons, Supt. Steve LaMarche, Ed Donoghue, Enterprise reporter

Meeting called to order @ 10:38 AM

Immediate motion to move into executive session for the purpose of contract negotiations. Motion: Catherine; second: Bill, unanimous vote. (reporter left).

Question as to substitute pay increase and how it would effect the budget. Supt. recommended that it be part of the budget sub committee's summer discussions. Supt. has been asked by Town Administrator to voluntarily reduce the FY '13 budget by 100K. Supt. has declined the request.

Executive session ended @ 10:52. Motion: Catherine, second: Bill, unanimous vote.

Meeting reconvened @ 10:53. February minutes approved 2-0-1 (Bill abstained)

FY '12 Budget updates:

Everything is still on track to end the year balanced. Fuel costs/consumption has been a pleasant surprise, aside from the mild winter. A new boiler for primarily hot water at BHS will be installed. Mr. Donoghue has done major work on these fuel initiatives which have captured significant savings.

FY '13 Budget Plan:

No changes from revision 17. \$20,460,000. Is still the figure the Supt. is working/planning on.

Action on FY '13 Budget recommendation:

Motion to recommend for School Committee approval the BPS Budget of \$20,460,000. Motion: Bill; second: Catherine, unanimous vote.

Ed distributed the recently completed Food Service Audit. A presentation to the full School Committee will be made at the April 4, 2012 meeting.

Future Agenda Items:

- Line item transfers and quarterly report will be discussed.
- Preparation for Town Meeting.
- Transportation Contracts
- Food Services Contract
- Substitute Pay Increase.

Meeting adjourned @ 11:52 AM Motion: Bill; second: Catherine, unanimous vote
Next meeting April 23, 2012 @ 5:30 PM

BOURNE SCHOOL COMMITTEE

2012 MAY 29 AM 11 45

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MARCH 26, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 10:30 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review feedback from final draft of ACAB Sexual Harassment Policy
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4. Review initial draft of ACB Harassment and Hazing Policy
5. Discussion of removal of AF Sexual Harassment, Bullying & Hazing Policy
6. Review initial draft/edit of BDFA-EE Submission and Approval of the School Improvement Plan, and BDFA-E School Improvement Plan Policy
7. Refine Policy review priorities
8. Discussion of future agenda items

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Members:

William Gibbons
Matthew Stuck
Catherine Walton

Policy Sub Committee March 26, 2012

Present: Matt Stuck, Catherine Walton, Bill Gibbons, Supt. LaMarche

Meeting called to order @ 12:10 PM

February Minutes approved Motion: Matt; second: Catherine Vote: 2-0-1 (Bill abstained)

Policy ACAB Sexual Harassment Policy: no feedback from any of the constituencies. Motion to recommend it to the full S.C. on April 4th. Motion: Bill; second: Catherine, unanimous vote 3-0.

Policy ACBA Bullying Policy: no feedback from constituencies. Motion to recommend it to the S.C.. Motion: Bill; second: Catherine, unanimous vote 3-0.

Removal of Policy AF Sexual Harassment, Bullying, and Hazing. Discuss in June since above policies will supersede it.

Review initial draft/edit of BDFA-EE: only change is "annually" needs to replace specific month mentioned in line one of existing policy. Motion to recommend to S.C. at May meeting. Motion: Catherine; second: Bill, unanimous vote 3-0.

Policy BDFA-E School Improvement Plan Policy. No changes. Present in April; vote to approve in May.

Refine Policy Review Priorities: Health and Wellness Policy will be discussed with the Health and Wellness Sub Committee at the April Policy Sub Committee Meeting.

Meeting adjourned @ 12:44. Motion: Matt; second Catherine, unanimous vote 3-0.

Future Agenda Items:

Policy ABC

Health and Wellness Policy

School Committee Policy Subcommittee Meeting to Town Clerk's office

Month	Date of Meeting	Sent to town hall	
April	4/23/2012	8/9/2013	
May	5/21/2012-cancelled		
June	6/4/2012	8/9/2013	
July	7/16/2012-cancelled		
	7/31/2012	minutes not approved yet	
August			
September	9/10/2012	8/9/2013	
October	10/15/2012	8/9/2013	
November	11/5/2012	minutes not approved yet	
December	12/10/2012	8/9/2013	
January	1/7/2013	8/9/2013	
	1/14/2013	8/9/2013	
Ferbruary	2/4/2013	minutes not approved yet	
	2/11/2013-cancelled		
March	3/4/2013	minutes not approved yet	
April	4/8/2013	8/9/2013	
	4/22/2013	minutes not approved yet	
May	5/13/2013	8/9/2013	
June	6/3/2013	minutes not approved yet	
	6/17/2013	minutes not approved yet	

2013 AUG 9 AM 9 39
 TOWN CLERK'S OFFICE
 BOURNE, MASS

BOURNE SCHOOL COMMITTEE

2012 APR 17 AM 9 50

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE

BOURNE, MASS

DATE: APRIL 23, 2012

**TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM**

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Final Review of Policy BDFA-EE – School Improvement Plans
3. Review Initial Draft of Policy ACB – Harassment and Hazing
4. Health and Wellness Policy
5. Home School Student extracurricular participation policy
6. Identify future agenda items

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

Members:

William Gibbons

Matthew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: APRIL 23, 2012

**TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM**

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Final Review of Policy BDFA-EE – School Improvement Plans
3. Review Initial Draft of Policy ACB – Harassment and Hazing
4. Health and Wellness Policy
5. Home School Student extracurricular participation policy
6. Identify future agenda items

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

Members:

William Gibbons
Matthew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
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Policy Sub-Committee Meeting April 23, 2012

Present: Matt Stuck, Bill Gibbons, Steve Lamarche, Anne-Marie Siroonian, Jane Norton, Enterprise Reporter.

Absent: Catherine Walton

Meeting called to order @ 6:17 PM

March Minutes Approved: Motion: Stuck; Second: Gibbons

Final review of Policy BDFA-EE School Improvement Plans

BDFA change specific date to "annually"

BDFA-A no change

BDFA-E no change

BDFA-EE change specific date to "annually"

BDFA-R change specific dates in last paragraph to "annually"

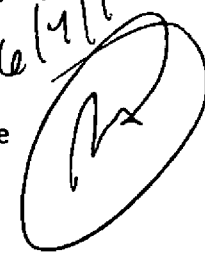
Health and Wellness Policy AG Draft was presented by Jane Norton and Anne-Marie Siroonian. The local wellness policy was presented to the Policy Sub-Committee. There is a new law which is lengthy and detailed. This School Wide Advisory Committee will do a needs assessment for the District (required each year); develop an annual plan; adapt it; and annually review it. At the conclusion, a recommendation will be made to the School Committee for action. SWAC is now looking at different assessment tools.

Home Schooled Student Extra-curricular Participation Policy. Participation in extra-curriculars is currently not addressed in BPS policies. Superintendent will work to combine Policies IHBG, LBC, and LBC-R with a recommendation to the Sub-Committee in May.

Future Agenda Items:

Policy ACB Harassment and Hazing
Policy AG Wellness Policy
Home Schooled Student Extra-curricular Participation Policy
Draft Policy OKAB Reporting to Parents
Policy ACA 504/ADA Grievance Procedures

Meeting Adjourned at 7:25 PM Motion: Stuck; Second: Gibbons
Next meeting May 21, 2012 following Budget Sub-Committee Meeting

Accepted
6/14/12


2013 AUG 9 AM 10 33
TOWN CLERK'S OFFICE
BOURNE, MASS

* * * Communication Result Report (May. 21. 2012 9:37AM) * * *

1)
2)

Date/Time: May. 21. 2012 9:37AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0146	Memory TX	T. HALL-Clerk	P. 2	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: MAY 21, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Policy ACB Harassment and Hazing
3. Policy Review AC Wellness Policy
4. Discuss Home School Student Extra-curricular Participation Policy
5. Draft Policy IKAA Reporting to Parents
6. Policy ACB ADA 504 Grievance Procedures
7. Identify future agenda items

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

Members:
Matthew Stuck
Catherine Walton

BOURNE, MASS.
TOWN CLERK'S OFFICE
03 AUG 9 AM 10 33

BOURNE SCHOOL COMMITTEE

2012 MAY 16 PM 12 46 POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MAY 21, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Policy ACB Harassment and Hazing
3. Policy Review AG Wellness Policy
4. Discuss Home School Student Extra-curricular Participation Policy
5. Draft Policy IKAB Reporting to Parents
6. Policy ACA/ADA 504 Grievance Procedures
7. Identify future agenda items

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Members:

Matthew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE

2012 MAY 21 AM 9 35

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MAY 21, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Policy ACB Harassment and Hazing
3. Policy Review AC Wellness Policy
4. Discuss Home School Student Extra-curricular Participation Policy
5. Draft Policy IKAB Reporting to Parents
6. Policy ACA ADA 504 Grievance Procedures
7. Identify future agenda items

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Members:

Matthew Stuck

Catherine Walton

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: JUNE 4, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Policy ACB Harassment and Hazing
3. Policy Review AG Wellness Policy
4. Discuss Home School Student Extra-curricular Participation Policy
5. Draft Policy IKAB Reporting to Parents
6. Policy ACA/ADA 504 Grievance Procedures
7. Identify future agenda items

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Members:

Matthew Stuck
Catherine Walton

2012 MAY 25 AM 11:47
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JUNE 4, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Policy ACB Harassment and Hazing
3. Policy Review AG Wellness Policy
4. Discuss Home School Student Extra-curricular Participation Policy
5. Draft Policy IKAB Reporting to Parents
6. Policy ACA/ADA 504 Grievance Procedures
7. Identify future agenda items

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

Members:

Matthew Stuck
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 33

BOURNE PUBLIC SCHOOLS

Policy Sub Committee Minutes for June 4, 2012

Location Bourne School Administration Building

Opened at 6:41

Attendees: Matt Stuck, Catherine Walton, Steven Lamarche, Chris Hyldburg

Minutes:

Accepted May 2012 minutes.

Agenda:

1. Review Policy ACB Harassment and Hazing - Moved to August Meeting Admin working with OCR, sent latest insurance for review, waiting for feedback. BPS will be one of the first districts in the state for review.
2. Review AG Wellness Policy - reviewed revised policy, edits will be reviewed at August meeting.
3. Home School Student Extra-curricular Participation Policy/ Draft Policy IKAB Reporting to Parents - reviewed combined policies, discussion ensued. Policy Sub will recommend for full review by SC at July meeting.
4. Policy ACA/ADA 504 Grievance Procedures - moved to August meeting

Future Agenda Items (for August 2012)

Draft Policy ACB Harassment and Hazing/Bullying

Policy AG Wellness Policy

IKAB Reporting to Parents

Adjourned: Matt made a motion to adjourn the meeting seconded by Catherine Walton and the meeting was adjourned at 7:15 p.m.

Minutes Accepted
7/31/12

J.O.

BOURNE PUBLIC SCHOOLS
TOWN CLERK'S OFFICE
AUG 9 AM 10 33 2012

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: JULY 16, 2012

**TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM**

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2012 JUL 11 PM 1 42
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Approval of Minutes
2. Review Status of Policy ACB Harassment and Hazing
3. Review Status of Policy AG Wellness Policy
4. Review Draft Policy IKAB Reporting to Parents
5. Review Draft Policy ACA/ADA 504 Grievance Procedures
6. Discuss recommended Policy Goals for SY 2012-13 for 7-17 Goal Meeting
7. Identify future agenda items

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

Members:
Matthew Stuck
Catherine Walton

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: JULY 16, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Status of Policy ACB Harassment and Haz
3. Review Status of Policy AG Wellness Policy
4. Review Draft Policy IKAE Reporting to P
5. Review Draft Policy ACA/MA 504 Grievance Procedures
6. Discuss recommended Policy C...
7. Identify future ag...

"The list 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:
Matthew Stuck
Catherine Walton

2012 JUL 13 AM 11 46
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: JULY 16, 2012

TIME: THIS MEETING WILL IMMEDIATELY FOLLOW BUDGET
SUBCOMMITTEE MEETING POSTED AT 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Review Status of Policy ACB Harassment and Hazing
3. Review Status of Policy AG Wellness Policy
4. Review Draft Policy IKAB Reporting to Parents
5. Review Draft Policy ACA/ADA 504 Grievance Procedures
6. Discuss recommended Policy Goals for SY 2012-13 for 7-17 Goal Meeting
7. Identify future agenda items

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Members:

Matthew Stuck
Catherine Walton

13 AUG 9 AM 10 33
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: JULY 31, 2012

TIME: 6:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 JUL 27 PM 1 09
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA (UPDATE: 7-27-12)

1. Approval of Minutes
2. **Review Draft Policy BDE Subcommittees of the School Committee
3. **Discuss recommended Policy Goals for SY 2012-13
4. Review Draft Policy ACB Harassment and Hazing/Bullying
5. Review Status of Policy AG Wellness Policy
6. Review Draft Policy IKAB Reporting to Parents
7. Review Draft Policy ACA/ADA 504 Grievance Procedures
8. Review Draft Policy ACC/JB Non-Discrimination
9. Review Draft Policy ACB Adult Discrimination and Harassment
10. Review Draft Policy ACBA Student Discrimination and Harassment Grievance Procedure
11. Review Draft Policy ACAB Adult Sexual Harassment
12. Review Draft Policy ACAC Adult Sexual Harassment Grievance Procedure
13. Review Draft
14. 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:

- Jonathan O'Hara
- Anne-Marie Siroonian
- Matthew Stuck

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: SEPTEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB
3. Policy ACAB
4. Policy ACAC
5. Discuss recommended Policy Goals for SY 2012-2013
6. Identify future agenda items

2012 SEP 6 AM 8 05
 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:

Jonathan O'Hara, Chairman
 Anne-Marie Siroonian
 Matthew Stuck

Proposed Future Agenda Items and Dates

- Policy ACE – October/Policy JIIA - October

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB
3. Policy ACAB
4. Policy ACAC
5. Discuss recommended Policy Goals for SY 2012-2013
6. Identify future agenda items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Proposed Future Agenda Items and Dates

- Policy ACE – October/Policy JIIA - October

2013 AUG 9 6M 10 33
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Policy Sub Committee Meeting
September 10, 2012

Members Present: Matthew Stuck, Anne-Marie Siroonian Steven Lamarche

Policy IKAB: Parent Communication with Staff was discussed, will work diligently on a collaborative product for progress reporting by the end of this year within this policy.

Policy ACAB: Adult Sexual Harassment Policy. OCR has reviewed with no feedback. Policy Sub has finalized Policy ACAB: Adult Sexual Harassment and is ready for release and review by full school committee in October.

Policy AC: was replaced with a new AC: Non Discrimination Policy.

Policy ACAC: Has been replaced

Matt will redraft Policy **BGB: Policy Procedures**, as a future agenda item.

At the end of each policy will be noted: "Original Adoption Date" as well as "Revised Date."

Policy Goals: 1. Establish process for removing redundant, obsolete, or replaced policies. 2. Review MASC recommended Policy priorities, will report out following goals at next school committee meeting. Please add to agenda for October.

Future Agenda Items:

- Policy IKAB: Parent Communication with Staff (review)
- Policy BGB: Policy Adoption (review)
- Review MASC Policy recommendations
- Action to replace/remove redundant policies
- Policy IJ: Instructional Materials (REMOVE)
- Acknowledging addition of "gender identity" to policy GBA: Equal Employment Opportunity, Policy IJ: Instructional Material, Policy JB: Equal Educational Opportunities and Policy JFBB: School Choice
- Policy EBC: Emergency Plans (review)
- Policy JLC: Student health Services and Requirements (review)
- Policy ACA: Non Discrimination on the Basis of Sex (Delete)
- Policy GCRD: Tutoring for Pay (review)
- Job Description Policies raised at School Committee (process)

Next meeting Date: October 15, 2012 at 5:30 in Central Office

BOURNE, MASS
TOWN CLERK'S OFFICE
2012 AUG 9 PM 10 34

BOURNE SCHOOL COMMITTEE

2012 OCT 5 PM 3 47

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE

BOURNE, MASS

DATE: OCTOBER 15, 2012

TIME: 5:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB: Parent Communication with Staff (review)
3. Policy BGB: Policy Adoption (review)
4. Review MASC Policy recommendations
5. Action to replace/remove redundant policies
6. Policy IJ: Instructional Materials (REMOVE)
7. Acknowledging addition of "gender identity" to policy GBA: Equal Employment Opportunity, Policy IJ: Instructional Material, Policy JB: Equal Educational Opportunities and Policy JFBB: School Choice.
8. Policy EBC: Emergency Plans (review)
9. Policy JLC: Student health Services and Requirements (review)
10. Policy ACA: Non Discrimination on the Basis of Sex (Delete)
11. Policy GCRD: Tutoring for Pay (review)
12. Job Description Policies raised at School Committee (process)

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

Members:

Jonathan O'Hara, Chairman

Anne-Marie Siroonian

Matthew Stuck

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: OCTOBER 15, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 OCT 5 PM 2 12
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approval of Minutes
2. Policy IKAB: Parent Communication with Staff (review)
3. Policy BGB: Policy Adoption (review)
4. Review MASC Policy recommendations
5. Action to replace/remove redundant policies
6. Policy IJ: Instructional Materials (REMOVE)
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9. Policy JLC: Student health Services and Requirements (review)
10. Policy ACA: Non Discrimination on the Basis of Sex (Delete)
11. Policy GCRD: Tutoring for Pay (review)
12. Job Description Policies raised at School Committee (process)

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING

DATE: OCTOBER 15, 2012

TIME: 5:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB: Parent Communication with Staff (review)
3. Policy BGB: Policy Adoption (review)
4. Review MASC Policy recommendations
5. Action to replace/remove redundant policies
6. Policy IJ: Instructional Materials (REMOVE)
7. Acknowledging addition of "gender identity" to policy GBA: Equal Employment Opportunity, Policy IJ: Instructional Material, Policy JB: Equal Educational Opportunities and Policy JFBB: School Choice
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9. Policy JLC: Student health Services and Requirements (review)
10. Policy ACA: Non Discrimination on the Basis of Sex (Delete)
11. Policy GCRD: Tutoring for Pay (review)
12. Job Description Policies raised at School Committee (process)

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Bourne School Committee
Policy Sub Committee Meeting
October 15, 2012

Meeting called to order at 5:11

Members Present: Matthew Stuck, Jay O'Hara, Anne-Marie Siroonian, Steven Lamarche

September 10, 2012 minutes accepted.

Policy IKAB: Reporting to Parents and Caregivers – Policy IK was adopted in 2001 and relates to Academic Achievement. Revise **Policy IK: Academic Achievement** with the attached language documented from "Student Progress Reports to Parents/Guardians."

IKAB: add the word "teacher" in front of the expectations in #2. In #3 change first sentence to read - A pattern of decline, i.e. drop of ten points or more. Steven will re-work that paragraph to include when a child drops 2 letter grades and specific action required.

Policy BGB: Policy Adoption

1. Review and approve draft at Policy Sub for full School Committee review.
2. First reading of proposed policy or policies presented by Policy sub. Draft Policy distributed to Staff for feedback.
3. Action on adoption, revision or other action.
4. Prepare for a final reading to Policy Sub.

Matt will review the most recent MASC policy recommendations and present at next Policy Sub Committee meeting.

Steven will look at BGB through BGG to see if they can be collapsed.

Future Agenda Items:

Policy IKAB: Parent Communication with Staff

Policy BGB: Policy Adoption

Review MASC Policy recommendations

Acknowledging "gender identity" to Policy GBA: Equal Employment Opportunity,

Policy IJ: Instructional material, Policy JB: Equal Educational Opportunities and

Policy JFBB: School Choice

Policy EBC: Emergency Plans

Policy JLC: Student Health Services Requirements

Policy ACA: Non - Discrimination on the Basis of Sex

Policy GCRD: Tutoring for Pay

Job Description policies raised at SC (process)

BOURNE, MASS
TOWN CLERK'S OFFICE
2012 AUG 6 PM 10 34

Next meeting Date: November 5, 2012 at 5:30pm in the Central Office

Approved for SC-	TBD, Policy SubComm
First Reading	TBD SchComm
Final Reading	TBD SchComm

REPORTING TO PARENTS

The Bourne Public School District believes that effective home-school communication is essential to maintain the partnership which must exist to maximize student achievement. Ongoing communication that allows a free exchange of comments, ideas and problem solving among the parent, caregivers, student and teacher is the best way to improve student performance.

Parents will receive performance reports a minimum of four times per year in grades K-12. Preschool teachers will report on the child's developmental progress a minimum of three times a year.

Students in grades K-12 will receive progress reports in all curricula areas either handed to the student, online or through the mail. Students In grades 5-12 will receive progress reports in all four quarters. Throughout the year teachers in all grades will report the following to parents/caregivers during periods between formal progress reports using technology provided by the District:

1. All grades from homework, quizzes, tests, and reports will be made available in writing and online for parent and student within ten school days of the material being handed in to the teacher. Assignments which the teacher believes will not be returned within this timeline will require approval of the principal for an extension. This will be communicated in writing as the assignment is given, but the return cannot be later than the next progress report or report card.
2. A pattern of missing homework assignments or homework that does not meet expectations for quality or completion will be available to parents/caregivers and students through online technology, email, telephone or through the mail.
3. A significant decline, drop of ten (10) points or more, in performance between reporting periods (progress reports and report cards) will be communicated by the teacher using online technology, email, telephone or through the mail. Teachers shall offer parents/caregivers the opportunity to meet to discuss the change in performance and to develop an improvement plan.
4. Inappropriate behavior or significant change in behavior will be communicated by the teacher using online technology, email, telephone or through the mail.
5. If at any time a child is removed from classroom or school activities, for any reason, parents/caregiver will be notified on the day of the occurrence by the teacher and or administrator using online technology, email or telephone.
6. Unusual events that have occurred in the classroom will be communicated by the teacher using online technology, email, telephone or through the mail.

Teachers will also report improvements in student performance or behavior to parents/caregivers using online technology, email, telephone or through the mail.

Email is available for all teachers and professional staff for grades PK -12.

Policy Information

Series I - Instruction

Academic Achievement

Policy # IK

FILE: IK

ACADEMIC ACHIEVEMENT

The philosophy of the Bourne School Committee concerning academic achievement, as well as the children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The Committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents be informed regularly, and at least four times a year, of the progress their children are making in school
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Distinctions will be made between a student's attitude and his/her academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

Adoption Date: 6/13/2001
I - Instruction

Policy Information

Series B - School Board Governance and Operations

Policy Adoption

Policy # BGB

FILE: BGB

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item -- distribution with agenda
2. Discussion item -- first reading of proposed policy or policies; response from Superintendent; report from any Advisory Committee assigned responsibility in the area; Committee discussion and directions fro any redrafting.
3. Action item -- discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

Adoption Date: 1/1/1901, Revised: 3/2/2000
B - School Board Governance and Operations

Policy Information

Series I - Instruction

Instructional Materials

Policy # IJ

FILE: IJ

INSTRUCTIONAL MATERIALS

The Bourne School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Policy References:

M.G.L. 71:48; 71:49; 71:50

Adoption Date: 6/13/2001

I - Instruction

Regulation Info



RELATED FILES

 [Textbook Review Form \(pdf file - 52kb\)](#)

BOURNE PUBLIC SCHOOLS

TEXTBOOK REVIEW FORM

(To be completed by completed by teacher or group requesting textbook purchase and submitted to the Assistant Superintendent for Curriculum & Instruction for approval by the School Committee)

Name of Textbook _____

Subject _____ Level (BHS) _____

Number of copies to be purchased _____

Criteria	Satisfactory	Unsatisfactory	Comments/Rationale
* Legal responsibility (633, IX, etc)			
Compatible/aligned to Curriculum Frameworks			
* Readability range			Identify range
Reasonable copyright			Copyright date: Edition #:
* Reviewed by staff:			Identify:
Funding availability			Identify source:
It is ranked highly?			

* Must be satisfactory prior to submitting for approval

Submitted by _____ Approved (principal) _____

June, 2008

Policy Information

Series I - Instruction

Instructional Materials - Videos and DVDs Policy # IJ-R

FILE: IJ-R

INSTRUCTIONAL MATERIALS - Videos and DVDs

1. The selection of videos to be shown in schools is the responsibility of classroom teachers and school principals as described in district policy on instructional materials.
2. Videos may be used in classrooms as an integral part of written lesson plans with the knowledge and approval of the principal and department head.
3. Videos used as part of written, planned lessons in classrooms are covered by the Fair Use provisions of the copyright laws and by district selection of instructional materials.
4. Videos may not be used as rewards, part of a party, or for a rainy day activity unless special licensing is purchased (public performance rights). All of the requirements for instructional materials in terms of bias, quality, and instructional merit must be met.
5. Age appropriate guidelines established by the Motion Picture Association of America are to be applied as follows:

G	General Audience	Elementary & Middle
PG	Parental Guidance Suggested	Elementary & Middle
PG-13	Parents Strongly Cautioned	Middle School - Grades 7 & 8 High School
R	Restricted: Under 17 with parent or adult guardian	See #6 below


6. For middle and high school students in grades 7 - 12, if there is a compelling reason to use a film that is anticipated will be controversial, or a movie with an "R" rating, parental permission must be obtained. The procedure is to (1) write a permission slip describing the movie, (2) describing the curricular goals and learning outcomes, (3) identifying the connecting assignments and rationale, (4) describing the issues and concern, all of which must be (5) approved by the principal or department head, and (6) a copy forwarded to the Assistant Superintendent. A permission slip needs to be signed and returned and used as the ticket for admission. An alternative assignment/option must be provided for students whose parents do not sign the permission form.
7. Parental questions or concerns regarding a film selection should be addressed to the principal, and may also be discussed with the Assistant Superintendent for Curriculum and Instruction.

Adoption Date: 6/28/2006
1 - Instruction

Regulation Info



RELATED FILES

 Videos and DVDs (pdf file - 63kb)

BOURNE PUBLIC SCHOOLS

Instructional Use of a VIDEO or DVD

School _____ Grade _____ Class _____

Teacher _____

Description of the movie

Curriculum Goals and Learning Outcomes

Connecting Assignments

Rationale for use

Identify possible issues of concern

Approved by _____
Principal

Copy Received by
Office of Curriculum & Instruction _____
date

Guest Speakers

Guest speakers can enhance curriculum. However, before scheduling a speaker, teachers must obtain administrative approval. The administration must also be notified prior to the day a guest lecturer will be speaking.

Videos

As you plan your instruction and feel that the viewing of a film would be an appropriate method of culminating or supporting the instructional objective, please inform administration and your students' parents/caregivers one-week prior to the activity if the film is rated PG, PG-13, or R.

To conclude this process:

If parents choose to exclude their student from the viewing, they have that right and it is necessary for you to have an alternative assignment that addresses the presented concepts.

For the purpose of this section, a film requiring approval is one that has not been purchased by the school or cataloged in the library/media center as educational material. Additionally, when in doubt, please ask for clarification.

Maintenance and Technology Requests

All maintenance and technology requests must be submitted electronically through our website at www.bourne.k12.ma.us

Housekeeping

Teachers are required to inspect their rooms regularly to maintain a clean, orderly learning environment. Any graffiti, vandalism, or other damage in the room and desks must be reported immediately to administration. Any student who is caught intentionally vandalizing property must be referred to the office. Students should pick up large pieces of paper on the floor and place chairs on desks prior to exiting their last block class. Desks should be kept clean. Whiteboards should be reasonably clean. Bulletin boards should be utilized effectively to enhance the curriculum

Please close all windows and doors and turn off lights before exiting your classroom or office.

Movement of large pieces of furniture

Please ask for assistance from our custodians when moving large cabinets, student desks, tables, and the teacher desks. They are more than willing to assist you.

Food

With increased incidences of food allergies, all staff must refrain from serving students food in the classrooms. Staff should not permit the serving/distribution of food by students. The serving of food to teams or classes must adhere to the following procedure:

1. Administrative approval
2. Scheduled use of common area with the main office (not in classrooms)
3. Meet with school nurse to review food allergy procedures, food items to be served and class lists.

At the high school and middle school levels classroom/team parties/celebrations including those prior to holidays, long weekends, weekends or school vacations are not permitted.

Policy Information

Series E - Support Services

Emergency Plans

Policy # EBC

FILE: EBC

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Policy Cross References:

- » EBCD - Emergency Closings

Adoption Date: 9/6/2000

E - Support Services

Policy Information

Series J - Students

Student Health Services and Requirements

Policy # JLC

FILE: JLC

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The district recognizes that parents have the primary responsibility for the health of their children. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The district shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent is not available; and any allergies or diseases the student might have.

The district shall maintain an Emergency Procedures Handbook which shall be utilized by district personnel for handling emergencies.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will be the responsibility of the parent.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

Policy References:

M.G.L. 71:53; 71:54; 71:54A; 71:54B; 71:55; 71:55A; 71:55B; 71:56; 71:57

Policy Cross References:

» EBB - First Aid

Adoption Date: 10/3/2001

J - Students

Policy Information

Series G - Personnel

Tutoring for Pay

Policy # GCRD

FILE: GCRD

TUTORING FOR PAY

"Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher may not tutor any student for pay during regular working hours or on school premises.

Adoption Date: 2/7/1990, Revised: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Tutoring of Bourne Public School Students

Policy # GCRD-A

FILE: GCRD-A

TUTORING OF BOURNE PUBLIC SCHOOL STUDENTS

Employees of the Bourne Public Schools shall participate in educational instruction, including tutoring, of Bourne Public School students only as employees of the Bourne Public School system. No teacher in the Bourne Public Schools may participate in educational instruction, including tutoring, of Bourne Public School students in any for profit business or any format which involves the receipt of remuneration by an employee of the Bourne Public Schools from any source other than the Bourne Public Schools, unless approved by the Superintendent of the Bourne Public Schools.

Employees will also not be allowed to refer students to companies or agencies in which they have a financial interest unless approved by the Superintendent.

Adoption Date: 3/1/2006
G - Personnel

Regulation Info



RELATED FILES

 File gcrd-a attachments.pdf (pdf file - 41kb)

COMMONWEALTH OF MASSACHUSETTS
Barnstable, SS Town of Bourne

BOURNE PUBLIC SCHOOLS
RELEASE AND HOLD HARMLESS AGREEMENT

Now, therefore, I _____ being the parent or legal guardian of _____, do hereby release and hold harmless the Bourne School Department, its Superintendent and School Committee, and _____ a teacher in the Bourne Public Schools, for any and all causes of action or claims with respect to the granting of my request that employees of the Bourne Public School System tutor _____ in a capacity other than direct classroom or remedial instruction in the Bourne Public Schools as authorized by the Superintendent of Schools. A copy of my request to the Superintendent and a copy of the Superintendent's approval are annexed hereto and incorporated by reference herein.

Signed: _____
Parent/Guardian

Date: _____

Marking/Grading Procedures

Every teacher is required to maintain a grades and attendance using an electronic grade book, as provided by the district.

A minimum of 5 substantial grades are required for every quarter, not including homework and class participation.

A substantial grade is defined by the following criteria: It measures two or more curriculum objectives or student outcomes; it reflects student preparation and time on task; it is derived from a defined rubric; it results from an assessment vehicle requiring student effort.

In subjects where homework is given, the teacher will determine each student's term grade in the following manner:

Eighty percent of the grade will be determined by the substantial marks described above and other evaluation tools developed by the individual teacher.

No student will receive a grade less than 50 for Terms 1 and 2 unless approved by administration.

Home Based Projects

Teachers are encouraged to evaluate the value of home based projects to ensure the integrity of student learning outcomes. Teachers are encouraged to give ample time in school to formatively assess and allow students to complete assigned projects

Staff Meetings

In accordance with CBA Article 10, section 3(a) faculty meetings shall be held on Wednesday throughout the school year. In accordance with CBA Article 10, section 3(b) staff will attend a system-wide meeting not more than once per month. Meeting attendance is mandatory; therefore any deviation from this requires advance approval of the building administrator.

Teachers are required by regulations to attend Special Education Meetings when requested. Substitutes will be provided. If the requested time is during contracted prep time, teachers will be compensated. If the teacher chooses not to attend during prep time, please inform the Special Education Department as soon as possible.

When assemblies are held all staff members that are assigned students at that time are required to attend and supervise students. Staff members sit with assigned students.

Tutoring

SC Policy GCRD

- Tutoring is when a teacher receives remuneration outside of your contract with the Bourne School Committee
- Teachers may not tutor students for pay during regular working hours
- Teachers may not tutor for pay on school premises

SC Policy GCRD-A

- Applies to all Bourne Employees, Teachers, ESPs, etc.
- Cannot tutor any Bourne Public Student for pay unless the Superintendent approves or if you have been contracted by the Bourne School Administration [School Committee] to do so.
- If you have financial interest in a tutoring business you are not allowed to refer students to that business.

Superintendent's accountability and ethics criteria

- BPS staff will not be approved to tutor currently assigned students for remuneration
- BPS staff will not be approved to tutor students who are one year removed from their BPS contracted instruction.
- BPS staff seeking approval must put their request in writing. [Email works]

Teaching License

In order to teach in the Bourne Public Schools, you must hold an active and valid Massachusetts teaching license.

The Massachusetts Department of Elementary and Secondary Education is responsible for licensing all professional educators including teachers, psychologists, guidance counselors, nurses, speech language pathologists and many other professional positions in the Bourne Public Schools. You can apply for your license and maintain your license through your ELAR account at DESE. It is very important for you to be familiar with your ELAR account which houses your demographic data, schools attended, license information and status, as well as other important documents that have been scanned into your file such as correspondence from DESE, MTEL test scores and other important documents. At the bottom of your profile, you will find all of this information.

Whether you are applying for a new license or renewing an existing license, it may take many months for DESE to process your request. Please plan accordingly.

Your license allows you to teach in Massachusetts, and every public school system is required by law to employ only teachers with an appropriate, valid license. Please be sure your license is always up to date and in good standing. The Superintendent will assist you at any time you need help in understanding the process or to help navigate the DESE.

NEA: National Education Association Great Public Schools for Every Child

Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

2012 OCT 30 AM 11 41

DATE: NOVEMBER 5, 2012

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB: Parent Communication with Staff (review)
3. Policy BGB: Policy Adoption (review)
4. Review MASC Policy recommendations
5. Action to replace/remove redundant policies
6. Policy IJ: Instructional Materials (REMOVE)
7. Acknowledging addition of "gender identity" to policy GBA: Equal Employment Opportunity, Policy IJ: Instructional Material, Policy JB: Equal Educational Opportunities and Policy JFBB: School Choice
8. Policy EBC: Emergency Plans (review)
9. Policy JLC: Student health Services and Requirements (review)
10. Policy ACA: Non Discrimination on the Basis of Sex (Delete)
11. Policy GCRD: Tutoring for Pay (review).
12. Job Description Policies raised at School Committee (process)
13. Social Networking Policy
14. Policy IHCB: Private School Approval
15. Employee Attendance
16. Job Description for Maintenance Personnel

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: DECEMBER 6, 2012

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 DEC 3 AM 11 37

TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes
2. AHERA – six month report
3. Gayle Report
4. Long range and short term facility maintenance plans
5. Future agenda items

CANCELLED

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

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: DECEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Approval of Minutes
2. Policy GCCD – Employee Attendance
3. Policy IKAB – Reporting to Parents/Caregivers
4. Policy BEC: Executive Session
5. Policy GCF: Professional Staff Hiring
6. Policy GCA: Professional Staff Positions.
7. Policy GDA: Support Staff Positions.
8. Policy GCEE: Social Networking Policy of the BPS.
9. Policy IHCB: Private School Approval
10. Future Agenda Items

2012 DEC 6 PM 8 49
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE

2012 DEC 5 PM 3 16 POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: DECEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

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Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: DECEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

2012 DEC 5 PM 3 16
TOWN CLERK'S OFFICE
BOURNE, MASS

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Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2013 AUG 9 PM 10 34
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne Public Schools
Policy Sub Committee
December 10, 2012

Members Present: Jay O'Hara, Anne-Marie Siroonian, Matt Stuck via conference call.

Others Present: Steven Lamarche, Catherine Lyons, Christine Borning

Policy GCCD: Employment Attendance: Minutes accepted by consensus: Steven will look for an employment law reference for #3 of Policy. Matt recommended committee to look at the feedback and see what concrete first changes need to be addressed and then ask the public for additional thoughts. Fundamental question: Is everyone fundamentally able to do the job. Make sure that people who are able to work are doing diligence to the job. Need to address the legality of the policy.

Recommendation from Policy sub: Keep language as is and make reference to any law in regards to said policy. Stephen will work with legal council on correct language.

Policy IKAB: Reporting to Parents/Caregivers: One of the questions brought forth is should this be tabled until we get our SIS in place. Matt feels strongly about having a timeline of grades given back because students need to know where the mistakes were made. More open to extending the time limit for those teachers who have thesis papers to correct. Timeframe protects both teachers and students. Teachers know they have that time and can relay that to parents who expect it sooner. Needs to be a realistic time expectation. In regards to technology, this will be a shift and we need to relay that this will be a change and support ALL involved to the best of our ability. Roll it out incrementally and modify the policy next year. Put language in to encourage on-line communication with the expectation that it will happen in the near future. Separate the difference between homework, quizzes etc. with communication on-line. The word reports need to be more specific. Fear of forcing teachers giving formative assessments that are less quality because they have a timeline. Stephen is comfortable with removing Principal approval to place emphasis on communication with parents by teachers. Have reports in a separate section of the policy.

Recommendation for Policy IKAB: Strike "in writing." and "on-line" in the first sentence. Strike the word "reports" from the first line. Revise second sentence to read: Teachers will communicate to parents any assignments for which grades will not be returned within ten days (e.g. lengthy papers, large scale projects, etc.)

Second paragraph: Replace the "three" times a year for preschool to two times a year.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 34

New #2: All grades for a given semester will be made available by the close of the grading period. Renumber accordingly.

#2 Recommendation: replace the word "available" with "communicated" add "detrimental to the student's success" to replace "that does not.....completion."

#3 Recommendation: Replace "ten" with "twenty" and the word "letter" and add the word "full" in front of grades

#5 Recommendation: end the sentence at "administrator." Replace all "child/children with "student" throughout the policy. Rephrase the end of the sentence to read " by the administrator in consultation with the teacher. Remove "using on-line... to the end. Remove "or school activities" in first sentence. Add another sentence: "If for any reason a student is excluded from any special school events, the teacher, in consultation with the administrator, will communicate the occurrence to the parent."

Remove #6 completely

Last paragraph will become the new #7: after the word "using" add "utilizing pre-established communication systems." Remaining sentence is deleted as well as the following sentence in that paragraph. New sentence should read"Teachers will communicate when student performance/behaviors improve based on above actions utilizing pre-established communication systems."

Move to table remaining agenda items #4 through #9.

Meeting adjourned at 7:30pm

Future Agenda Items:

GAB, GBA, GCE, GCA, GCF, GCF-G, GDA and GDF, MFLA recommended policy change

Next Meeting Date: January 14, 2013 at 5:30 in Central Office

Summary of recommended changes for Policy:IKAB reporting to Parents/caregivers

Second Paragraph: replace the word "three" with the word "two" in the second sentence.

#1 - All grades from homework, quizzes and tests will be made available for parents/caregivers and students within ten school days of the material being handed in to the teacher. Teachers will communicate to parents/caregivers and students when any assignments will not be returned within ten days for a grade (e.g. lengthy papers, large scale projects, etc.).

New #2 - all grades for a given semester will be made available by the close of the grading period.

#3 (old #2) - A pattern of missing homework assignments or homework detrimental to the student's success will be communicated to parents/caregivers and students.

#4 (old#3) - When a student's performance has a significant decline, dropping twenty points or two full grades between formal reporting periods, communication by the teacher will be initiated with the parent/caregiver. Teachers will offer parents/caregivers the opportunity to meet to discuss the change in performance and to develop an improvement plan for said students.

#5 (old #4) - NO CHANGE

#6 (old #5) - If a student is removed from the classroom for any reason, parents/caregivers will be notified on the day of the occurrence by the principal in consultation with the teacher. If for any reason a student is excluded from any special school events, the teacher, in consultation with the administrator, will communicate the occurrence to the parent.

REMOVE OLD #6 COMPLETELY

New #7 - Teachers will communicate when student performance/behaviors improve, based upon above actions, utilizing pre-established communication systems.