

2013

Meeting Notices

School Committee

And all

Sub-Committees

BOURNE SCHOOL COMMITTEE

AD-HOC SUBCOMMITTEE MEETING AGENDA (FORMERLY CLIMATE & CULTURE)

2014 JUL 16 PM 2.53

DATE: OCTOBER 16, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 7:00 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Set Objectives & Goals
2. Next Steps

"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, Chairman
Christopher Hyldburg
Jay O'Hara

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JANUARY 09, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL MEDIA CENTER

*Rec'd 4/09
 NOT STAMPED
 YR*

REVISED AGENDA

2013 JAN 7 AM 10 34

CALL TO ORDER

6:00PM Executive session to discuss minutes, CBA level III grievance discussion, BEA contract updates, and Educator Evaluation ratification. BOURNE, MASS

PUBLIC COMMENTS

- 1) 10 mins. Opportunity for Public Comments (School Committee) *Speakers be will asked to introduce themselves, state their residence and are invited to address the School Committee for up to three (3) minutes to present their material.*

PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS VISION AND MISSION**PUBLIC PARTICIPATION**

- 2) 5 mins. Announcements (Superintendent & Subcommittees)
- 3) 20 mins. Meet with Representative Vieira of the MA Joint Committee on Education (SchComm)
- 4) 5 mins. Present Student Member's Report (Ms. Cheney)
- 5) 15 mins. Review Fuss & O'Neill Asbestos Evaluation Report (Dir. of Business Services/Fuss & O'Neill)
- 6) 10 mins. Review Superintendent's Entry Plan (Superintendent/Assist. Superintendent)
- 7) 5 mins. Update on educational practice discussion initiative (School Committee - Mr. O'Hara)

SCHOOL COMMITTEE BUSINESS

- 1) 2 mins. Accept 12/05/12 Minutes (School Committee) **Consensus**
- 2) 10 mins. Ratification of BEA Contract; Educator Evaluation Model (EE Negotiation Team) **VOTE**
- 3) 15 mins. Action on School Improvement Plans (Assist. Superintendent) **VOTE**
- 4) 4) 10 mins. Action on MOA w/ BEA - Mathematics Materials (Superintendent) **VOTE**
- 5) 10 mins. Action on Mathematics Resource Research Team (Assist. Superintendent) **VOTE**
- 6) 10 mins. Update on new Student Information System (Software Integration Manager)
- 7) 5 mins. Update on FY14 Budget Process Timeline (Budget SubComm) **VOTE**
- 8) 10 mins. Review/Action on policies IKAB, GCCD (Policy SubComm) **VOTE**
- 9) 5 mins. Update on Peebles Statement of Interest Status (Fac. SubComm/Dir. of Business Services)
- 10) 5 mins. Action on Solar Panel Project Status (Facilities SubComm) **VOTE**
- 11) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 12) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, February 6th Peebles Elementary School

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

- Present Superintendent's Award (Superintendent) - February
- Curriculum Development Update (Assistant Superintendent) - February
- Update on Full-day Kindergarten (Curriculum SubComm) - February
- Update on Title I Efforts/Achievements (Assistant Superintendent/Dir. Students Services?) - February
- Discuss FY14 Town Financial Picture (Town Administrator/Superintendent) - February
- Update Indicators of Goals & Supt. Mid-Year Review (Superintendent/SchComm) - February
- Review Custodial Plan (Facilities SubComm) - April
- Proposed Municipal Building on school land (DofB Services) - TBD

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2013 JAN 3 PM 2 29

AGENDA**CALL TO ORDER** S. O'HARA'S OFFICE

6:00PM N Executive session to discuss minutes, CBA level III grievance discussion, BEA contract updates, and Educator Evaluation ratification.

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2014 JAN 29 PM 2 42
TOWN CLERK'S OFFICE
BOURNE MASS



Bourne Public Schools
Bourne School Committee
Regular Meeting Minutes
January 9, 2013

2014 JAN 29 PM 2 42
TOWN CLERK'S OFFICE
BOURNE, MASS

Call To Order:

Chairperson Stück convened public session at 6:06 and immediately went into executive session for the purpose of contract negotiations and pending legal matters. Public Session opened at 7:02 pm.

Present:

Board Members: Matthew Stück (Chairperson), Anne Marie Siroonian (Vice Chairperson), Laura Scena (Secretary), Jonathan O'Hara, Chris Hyldburg, Heather DiPaolo, Emily Cheney (Student Representative)

Board Members absent: Catherine Walton

Other Attendees: Steven Lamarche, Superintendent of Schools, Susan Quick, Assistant Superintendent of Schools for Learning and Teaching, Edward Donoghue, Director of Business Services, Timothy Egan, Software Integration Manager

Guests: Representative David T. Vieira, Dustin Diedricksen (Fuss & O'Neill)

Public Comments:

1. **Opportunity for public comments:** Public comments and opinions about issues of School Committee business are welcome during this time within the following parameters: Material may be presented within a three (3) minute time period. Comments and opinions are welcome but this format is not intended for debate, discussion, or dialogue between or among the citizens and school committee members. If the School Committee has determined an issue requires further discussion, the Chairperson may schedule the topic as a future Committee or Subcommittee agenda item.
 - a. Ms. H. DiPaolo spoke as a parent, commending Superintendent Lamarche for the manner in which information was relayed after the Newtown, CT shootings.

Pledge of Allegiance and Reading of 2012-2013 BPS Vision and Mission:

- a. Secretary Scena read the Bourne Public School mission and vision statement:

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

Vision: We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate life-long learning.
- b. Chairperson Stück led all present in reciting the Pledge of Allegiance.
- c. Chairperson Stück led all present in a moment of silence to remember those who lost their lives in December 2012 at Sandy Hook Elementary.

Public Participation:

2. **Announcements**

Facilities subcommittee presented a recommendation to appropriate \$10,000 for the purpose of evaluating current school safety within the district. The district is currently making adjustments in security. Mr. Lamarche commended school staff in their efforts to establish a sense of security and normalcy for students in the wake of the CT shootings.

3. **Representative Vieira of the MA Joint Committee on Education**

Representative Vieira who serves on the MA Joint Committee on Education has been visiting local and regional School Committees with the purpose of informing districts of local education governmental and budget issues such as potential Section 9C of Chapter 29 of MA General Law budget cuts. He also spoke about the National Background check on staff which will be



Bourne Public Schools

implemented 2013-2014 school year for new hires and over the next three years for current staff members. Rep. Vieira discussed the merits of the new educator evaluation system and the various methods districts are implementing staff training. Student Government Day is April 5, 2013. Falmouth, Bourne, and Mashpee high school student representatives will meet with Vieira prior to the event. Rep. Vieira encouraged comment, questions, and feedback by calling him at 508-548-VOTE.

4. Student Member's Report

- a. Key Club: collected and distributed 44 presents to be distributed through the Bourne and Wareham Food Pantries.
- b. National Honor Society: Collected and provided 20 complete family holiday meals.
- c. Ms. Lisa Fournier-Donley, BHS Band teacher, organized a group of students to knit hats and scarves for families for the holidays.
- d. Sports: Girls Basketball, 8-0, Girls/Boys track challenged by low numbers
- e. "Black Out Bullying" week: Begins Friday, January 25th. BHS students are encouraged to wear black to "black out bullying" behavior. Students will be encouraged to participate in 26 acts of kindness during the following week of January 28-February 1.
- f. Crayon Donation: BHS is collecting donations of boxes of crayons to be donated to hospitalized children.
- g. January 22-24 are half days due to Mid-Term exams.

5. Fuss & O'Neill Asbestos Evaluation Report

Mr. Dustin Diedricksen, Project Manager/Scientist presented the latest six month periodic asbestos surveillance reports performed on October 25, 2012. Individual field reports were completed for each school.

6. Superintendent's Entry Plan Update

- a. Ms. Quick presented progress to date with regards to district curriculum, instruction, and assessment. Curriculum Mapping continues to be the main focus while integrating the new MA 2011 ELA and Mathematics standards (Common Core). Building Based Leadership Teams (BBLT) have been established in each building with the goal of addressing and solving issues surrounding teaching and learning. All schools are progressing towards having a solid set of benchmark and common assessments in place to provide data with reading and mathematics. The district is still working on developing consistent practices school and district wide. English Language Learner instruction and assessment is being developed with a teacher working half time with eight (8) students. Active focus and reflection must continue on curriculum alignment and adjustment to practice. Educator Evaluation and Atlas and integrated literacy within Science and History/Social Studies per 2011 MA ELA standards are also focus areas.
- b. Chairperson Stück thanked educators on the behalf of the school committee for the leadership and effort they have put forth with regard to curriculum alignment and educator evaluation.

7. Educational Practice Discussion Initiative Update

Mr. J. O'Hara informed Committee of the first meeting for School Committee/Educator dialogue will take place on January 16, 2013 at 3:30 pm.

School Committee Business:

1. Approval of the minutes of December 5, 2012.

Motion: To approve Minutes from December 5, School Committee meeting.

Vote: Unanimously approved

2. Ratification: BEA Contract; Educator Evaluation Model (EE Negotiation Team)

Motion: Anne-Marie Siroonian - Modify the existing BEA CBA to include the teacher evaluation model contract language as written.



Bourne Public Schools

Second: *Chris Hyldburg*

Vote: *Unanimously approved*

3. **Action:** *School Improvement Plans*

Motion: *Jay O'Hara* - Approve the 2013 school improvement plans as presented.

Second: *Anne-Marie Siroonian*

Discussion: The School Councils from each school created School Improvement Plans. These were distributed and reviewed for approval. These goal oriented plans are tailored to the needs of each school and modeled after MA Department of Elementary and Secondary Education's document titled *The Conditions for School Effectiveness*.

Vote: *Unanimously approved*

4. **Action:** *MOA with BEA - Mathematics Materials*

Tabled for future meeting.

5. **Action:** *Mathematics Resource Research Team*

Motion: Approve \$7200 in Race To The Top (RTTT) funding for MRRT (Mathematics Resource Research Team) K-5 as indicated in the document dated 1/9/2013 for FY2013.

Moved by: *Anne-Marie Siroonian:*

Seconded by: *Chris Hyldburg*

Discussion: Massachusetts' adoption of the common core created major changes in mathematics due to grade shifts in content/skill instruction and different instructional approaches. The Mathematics Curriculum Development team produced a transition document to provide teachers with the skills and content they will teach. It has come to Mr. Lamarche's and Ms. Quick's attention that district mathematics resources needs to be reviewed. The Mathematics Resource Research Team (MRRT) will consist of six (6) elementary teachers and one (1) consultant with the purpose to research a viable resource package for teaching K-5 mathematics. The MRRT will be responsible to provide recommendations to the Superintendent by June 2012. Adopted recommendations will follow through grades 5-9 and RTTT funds may not be used to fund any materials purchased. Any budgetary implications resulting from the MRRT recommendations will be analyzed for minimal impact on the operating budget.

Vote: *Unanimously approved.*

6. **Update:** *New Student Information System*

Mr. T. Egan, District Software Integration Manager, presented the district's decision to switch Student Information Systems (SIS) from the current Rediker to Power School, which is an open and configurable web-based student information system (SIS). This centralized database allows for district-wide reporting in the areas of attendance, student performance, and administrative data. Students and parents are able to access their schedules, grades, homework, and attendance through their own portal.

7. **Update:** *FY14 Budget Process Timeline*

Mr. E. Donoghue, Director of Business Services, presented the BPS FY14 Budget Schedule. Mr. Guerino, Bourne Town Administrator, will be present at the 2/6/2013 School Committee meeting with the purpose of presenting the state of town finances to the School Committee. The proposed school budget will be presented at a public hearing on March 6, 2013. School Committee will vote on the budget on April 3, 2013.

8. **Review/Action:** *Policies IKAB, GCCD*

- a. Policy Subcommittee is now meeting bi-monthly.
- b. GCCD: Not ready to be presented at this time.



Bourne Public Schools

- c. IKAB: Presented edited document for review. Ms. Quick informed committee that new pre-school requirements have been announced as of 1/9/13 which requires pre-schools to report student progress three times a year.
9. *Update: Peebles Statement of Interest Status:*
 - a. The Massachusetts School Building Authority (MSBA) began accepting Statements of Interest (SOI) for building projects on Wednesday, January 9, 2013 and will end Wednesday, April 10, 2013. Last year BPS was unsuccessful in obtaining the grant to fund a Peebles building project. It has been recommended to review past successful submissions for effective grant writing language and format prior to submitting SOI for this year.
 - b. MSBA is working on offering mini-grants with the purpose of bringing in immediate security updates to buildings. Also, the evaluation of new building projects will focus on design features surrounding security features.
10. *Action: Solar Panel Project Status*
 - a. Tabled for future Agenda Item.
11. *Future Agenda Items:*
 - a. Full day kindergarten
 - b. Title I/IIa update
 - c. Mid-year review
 - d. Solar Panel Project
 - e. Town Administrator
 - f. Action on MOA with BEA - Mathematics Materials
12. *Next Meeting:* Wednesday, February 6, 2013 at 7:00 pm at Peebles Elementary School

Motion to adjourn was made by Jay O'Hara and seconded by Heather DiPaolo at 9:33pm. Motion was
Unanimously approved.

Respectfully Submitted,

Catherine Lyons
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, FEBRUARY 06, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, CBA level III grievance - Secretaries, BEA contract updates, and Central Office Administrator Contracts.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION WITH PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS GOALS

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Superintendent's Award (Superintendent)
- 3) 20 mins. Meet with Town Administrator to discuss FY 14 Town Finances (SchComm)
- 4) 5 mins. Present Student Member's Report (Ms. Cheney)
- 5) 10 mins. Discuss January 18th In-Service (Asst. Superintendent.)
- 6) 25 mins. Action on Full-day Kindergarten Proposal (Curriculum SubComm) **VOTE**
- 7) 5 mins. Update on educational practice discussion initiative (School Committee - Mr. O'Hara)

2013 FEB 1 PM 3 04
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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

- Review first draft of the School Calendar for 2013-2014 - March
- Update on BSP SpEd Audit - March
- Curriculum Development Update (Assistant Superintendent) - March
- Update on SIBS Process - March
- Action on BHS Program of Studies - March
- Budget Hearing - March 6th
- Present Budget to Board of Selectmen - March 11th
- Action on BMS Program of Studies - April
- Review Custodial Plan (Facilities SubComm) - April
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2013 FEB 4 AM 9 13
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AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, CBA level III grievance - Secretaries, BEA contract updates, and Central Office Administrator Contracts.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION WITH PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS BSA

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Superintendent's Award (Superintendent)
- 3) 20 mins. Meet with Town Administrator to discuss FY14 Town Finances (SchComm)
- 4) 5 mins. Present Student Member's Report (Ms. Cheney)
- 5) 10 mins. Discuss January 18th In-Service (Asst. Superintendent.)
- 6) 25 mins. Action on Full-day Kindergarten Proposal (Curriculum SubComm) **VOTE**
- 7) 5 mins. Update on educational practice discussion initiative (School Committee – Mr. O'Hara)

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TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 1) 2 mins. Accept 01/09/13 Minutes (School Committee) **Consensus**
- 2) 20 mins. Update 2013 Indicators of Goals & Supt. Mid-Year Review (Superintendent/SchComm)
- 3) 15 mins. Action on Peebles Statement of Interest Status (Fac. SubComm/Dir. of Business Services) **VOTE**
- 4) 15 mins. Review/Action on Policies IKAB, GCF, JLC, and IHCB (Policy SubComm) **VOTE**
- 5) 5 mins. Update on Solar Panel Project Status (Facilities SubComm)
- 6) 5 mins. Distribute and Review draft 2013-2014 School Calendar (Superintendent)
- 7) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 8) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, March 6th 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)

- ☐ Review first draft of the School Calendar for 2013-2014 – March
- ☐ Update on ESP SpEd Audit – March
- ☐ Curriculum Development Update (Assistant Superintendent) – March
- ☐ Update on SIBS Process – March
- ☐ Action on BHS Program of Studies – March
- ☐ Budget Hearing – March 6th
- ☐ Present Budget to Board of Selectmen – March 11th
- ☐ Action on BMS Program of Studies – April
- ☐ Review Custodial Plan (Facilities SubComm) – April
- ☐ Progress Report Entry Plan part II – April
- ☐ Proposed Municipal Building on school land (DofB Services) – TBD



Bourne Public Schools
Bourne School Committee
Regular Meeting Minutes
February 13, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS

Present:

Board Members: Matthew Stück (Chairperson), Anne Marie Siroonian (Vice Chairperson), Jonathan O'Hara, Chris Hyldburg, Heather DiPaolo, Catherine Walton, Emily Cheney (Student Representative)

Board Members absent: Laura Scena (Secretary)

Other Attendees: Steven Lamarche, *Superintendent of Schools*, Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*, Edward Donoghue, *Director of Business Services*

Guests: Tom Guerino, *Town Administrator*

Call To Order:

Chairperson Stück convened Regular session at 6:10 pm.

Motion: To move into Executive session for the purpose of discussing minutes, Level III BEA (Secretary contract) Grievance discussion, contract negotiations, and Central Office Administrator (Superintendent, Assistant Supt. & Director of Business Service) Contracts.

Moved by: Anne-Marie Siroonian

Seconded by: Chris Hyldburg

Vote: Unanimously approved.

Public Comments:

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

- a None

Returned to Open Session at 7:07 pm

Pledge of Allegiance and Reading of 2012-2013 BPS Vision and Mission:

- a Anne Marie Siroonian read the Bourne Public School mission and vision statement:

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

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

- b Chairperson Stück led all present in reciting the Pledge of Allegiance.
- c Chairperson Stück led all present in a moment of silence in memory of Alice Kronkiewicz, who served as the secretary in the guidance department at Bourne High School from 1969-1986.

Public Participation:

1 **Announcements**

- a One hundred thirty five students from schools around the Cape will participate in the All Cape music festival in March (date changed due to blizzard). Twenty seven students are from Bourne which has the largest single school Cape and Island participation.
- b Cape Cod Collaborative Annual Legislative Breakfast 2/1/2013: Discussion topics included school choice, competition, Charter Schools, and servicing all students. Six (6) State



SH S MA ES VAL Bourne Public Schools

Representative attended along with one (1) State Senator. Bourne may be hosting the next meeting which may include Congressman Bill Keating.

- c The annual budget hearing will take place on March 6, 2013 at the Bourne High School Library.
- 2 **Superintendent's Award**
 - a Postponed.
- 3 **Student Member's Report (changed from item 4)**
 - a March 5 at 6:00 pm Bourne High School will host 'Meet The Coaches Night' for parents and students participating in spring sports.
 - b March 12 at 6:00 pm BMS will host Winter Sports Award Night.
 - c Model United Nations will be held at the Boston Park Plaza Hotel from February 22-24. Students from the Model United Nations Class will have the chance to engage in active discussion about international affairs.
 - d Basketball:
 - i Girls Senior Night was tonight February 13. Their current record is 13-2.
 - ii Boys record is 12-7.
 - e Ice Hockey
 - i Boys: Four games left. Final game will be held February 18. Bourne lost against Sandwich for the Canal Cup, 7-1. Michael Wiggin did a great job in the goal. Jimmy Commesso won the Most Valuable Player award.
 - ii Girls (Bourne, Mashpee, Wareham): Record is 2-11-3
 - f BHS Class of 2014 will host a Spring Fling for adults on March 22 from 7:00 pm - 11:00 pm at the Weary Traveler's Club. There will be raffles, a silent auction, and music. Tickets are \$10.. and will be sold at door.
- 4 **Meet with Town Administrator, Tom Guerino, to discuss FY14 Town Finances: (item #3)**
 - a FY14 Budget: Mr. Guerino explained that Bourne looks to be in good shape compared to municipalities of similar size and complexity. The blizzard of 2013 created a need for public safety, public works and the school department to work collaboratively for snow removal, building repairs, and providing shelter services. Mr. Guerino stated that some resources needed for the storm caused a shift of capital expenses for disaster payments, but overall, Bourne is in good shape and he does not see the need to ask the School Committee for concessions at this time.
 - b Mr. Guerino explained that the school funding formula caused the technical high school budget to increase by \$230,604 due to a change in budget formula and increased enrollment. This caused the town Mr. Guerino and Mr. Lamarche to have to discuss budget ramifications. The Board of Selectmen are meeting next week to review the budget in order to determine how to make this amount up. Other funding numbers worked on are in sync. Mr Guerino explained that the good working relationship with the school department helps with developing the yearly budget. Currently, twenty students have been accepted at Upper Cape Technical High School for the 2013-2014 school year. Mr. Guerino commended superintendent Lamarche's strategic policy with expenditures and "paying it forward" at the end of the year. This helps the town budget which helps all of us. Chairperson Stück explained that the goal of Bourne Public Schools is to provide the best education for students as well as be good stewards of taxpayer's money.
- 5 **January 18th In-Service:**
 - a Ms. Quick presented a summary of the January teacher's in-service which was held in two parts.
 - i Morning: Hilde McGeehan presented to all district teachers the concept of using Understanding by Design (UbD) while creating lessons. This way of teaching is



Bourne Public Schools

designing instruction which looks at the end result called transfer goals, and works backward to lesson activities which facilitate student learning. Teachers have shown an interest in having her come back during the summer to present another training session.

- ii Afternoon: Train the trainers (T3), teachers who have been trained to train their peers in the area of educator evaluation system, presented the final portion of evaluation training to small groups of teachers. Evaluations indicate it was a positive experience for all.

- b Chairperson Stück explained that the teacher evaluation system is a critical topic where collaboration and hard discussion are necessary to work through the issues. This process has been a source of strength and growth for the Bourne district. The School Committee recognizes and appreciates the amount of work that the teachers have put into this.

6 Action on Full Day Kindergarten Proposal:

Motion: To move forward in implementing two full day kindergarten classrooms, one each at Bournedale and Peebles Elementary School, for the school year 2013/2014.

Moved by: Anne-Marie Siroonian

Seconded by: Heather DiPaolo

Discussion: The BPS Curriculum Sub-committee has developed and planned with the goal to implement for full-day Kindergarten for school year 2013-2014. Bourne is the only school on Cape Cod which does not offer full-day Kindergarten which is recommended by the MA Department of Education in preparation to meet the skills and understandings required for success in the 21st century. Offering full-day Kindergarten will satisfy a need within Bourne since approximately 40 Bourne students seek out full-day Kindergarten with other schools. The sub-committee praised Wayne Francis, principal of Peebles Elementary for the planning and review which was needed to implement a Kindergarten program within Peebles Elementary which currently serves grades 1-4 only. The financial proposal is located on page 3 of the BPS Full-Day Kindergarten Proposal. The goal is to implement a self funding program. There will be a \$3,500 annual tuition which will produce a projected \$119,000 revenue. This revenue will cover yearly expenses of staff, supplies, and general operating expenses. Bourne did apply for the Transition to Full Day Kindergarten (Fund Code 702) grant which the budget does not reflect. Grant funds range from \$10,000 to \$40,000. The proposal packet outlines the selection process (lottery) of 40 students which will be held in March. Full-day Kindergarten placement will coincide with district placement. Paul Gately, reporter for the Bourne Courier, asked is there an advantage to full day vs. half day. Anne Marie Siroonian explained that full-day Kindergarten does not always mean stronger academic rigor. It can be time for to meet the social/emotional needs of this age group.

Vote: Unanimously approved.

7 Update on educational practice discussion initiative:

- a Book Club: In order to invite members of town government to participate in discussion on book club topics, it has been decided to postpone the initial meeting until after town meeting season. The target date will be this summer or fall.
- b School Committee/Educator Conversation Group held their first meeting in order to discuss how the group would like to proceed forward.

School Committee Business:

1 Approval of the minutes of January 9, 2012

Motion: To approve Minutes from January 9, School Committee meeting.

Vote: Unanimously approved

2 Update 2013 Indicators of Goals and Superintendent Mid-Year Review:



Bourne Public Schools

Superintendent Lamarche presented a mid-year "check in" with the purpose of informing the public of his performance progress.

- a School Committee Goal #1: Focus on Literacy in all disciplines as part of a PreK-12 curriculum development/mapping for horizontal and vertical alignment.
 - i Stage one of curriculum mapping is on target.
 - ii ELA curriculum has been reformatted to reflect Common Core changes in types and complexity of reading.
 - iii Social studies and Science CD teams have been the leaders in the process of unpacking the standards. They are working with members of the ELA teams in order to add the required literacy skills and concepts specific to these subjects. The science CD team is working with the Next Generation science standards which are scheduled to be released this spring. Dr. Yvonne Spicer, Vice President for Advocacy and Educational Partnerships visited our district to tour all schools and discuss science, technology, engineering, and mathematics education. This visit was initiated, planned, and led by classroom teachers participating in the GATEWAY project. This team of educators is also planning student science and engineering activities for the morning of May 24th.
 - iv Two professional workshops are planned for the summer of 2013. Teachers have expressed interest learning more about UbD as well as teaching the common core "big shifts" in literacy and mathematics for grades K-5.
- b School Committee Goal #2: Promote an environment of collaboration among and empowerment of individuals of continuous improvement.
 - i Building Based Teacher Leadership Teams (BBLT) have been formed with the purpose of collaborating to solve teaching and school building issues. They meet monthly in each building.
 - ii Professional Development Team: Consists of teacher leaders who meet monthly to discuss and plan district professional development needs.
 - iii Curriculum Development: Teams continue to complete stage 1 and 2. Race To The Top Funds (RTTTF) are no longer available. Administration is working on proposed plan for the sustainability for curriculum development work.
 - iv Grant funds were used to provide groups of teachers from all levels professional development in Building Learning Communities and ATLAS. These funds were also used towards hiring a consultant to work with teachers teaching mathematics K-12.
 - v Teachers Training Teachers (T3) completed their role. They will meet again for calibration.
 - vi Educator Evaluation System Implementation Team has been formed. Mr. Lamarche respectfully requested that a School Committee member to be a part of team. The first meeting is scheduled for 3/11/2013. Timelines have been altered in order to allow for learning during the initial year.
 - vii Gradual release of ATLAS software has been made available to more staff. More teachers will be able to access ATLAS after the March training.
 - viii Behavior Support Team participated in a full-day training on January 11, 2013.
 - ix Members from Cape and Islands District Attorney's Office Community Outreach and Diversion Program met with Administration on 11/2/2012 to discuss the program's mission to provide some youth offenders with an opportunity to avoid the court process and a criminal record.
 - x Full-Day Kindergarten was a collaborative effort with teachers, transportation, administration, and School Committee members.



Bourne Public Schools

- xi. Monthly meetings with PTA is ongoing.
 - xii Housekeeping meeting is ongoing as needed.
 - xiii Office of Civil Rights (OCR) collaborated on proposed School Committee policies and scheduling of a full-day Civil Rights training for administrators.
 - xiv Coordinated Program Review (CPR) and/or Program Quality Assurance (PQA) audit will begin March 7, 2013.
 - xv All Pre-K staff will be trained in Quality Rating Improvement System (QRIS) which is a method to assess, improve, and communicate the level of quality in early childhood education. This will begin March 15, 2013.
 - xvi Instructional Practices That Maximize Student Achievement: For Teachers, By Teachers was purchased for all teachers in order to provide a reference point for the educator evaluation feedback. It is aligned with educator evaluation training.
 - xvii BMS Handheld Technology Planning Group continues to meet to discuss mobile technologies. It has been a collaborative effort to discuss and solicit feedback for the tablet program for the fifth grade to determine next steps.
- c School Committee Goal #3: Attain effective communication protocols and policies that confidence in a shared vision.
- i BBTLTs are established and ongoing.. The outcomes from the meetings are communicated among administrators as well as staff.
 - ii District meetings with the purpose of creating open lines of communication and are governed by norms set by meeting participants.
 - iii Administration has participated in Administration Book Chats throughout the school year.
 - iv Jilian Donovan initiated a collaborative effort to produce an informational pamphlet which provided a vehicle for sharing accomplishments of each school. These have been distributed throughout the town and through the Bourne Enterprise.
 - v Purchase of *Powerschool* software for student information management. Will provide a open, transparent, available resource.
 - vi Reorganization of Central Office occurred and was communicated to the staff and community.
- 3 **Action: Peebles Statement of Interest (SOI) Status:**
Motion: to accept the SOI as printed.
Moved by: Chris Hyldburg
Seconded by: Jay O'Hara
Discussion: The Facilities Sub-Committee and Director of Business Services compared the grant language with past successful grants to present our school in the best manner. They selected priorities 5 and 7 within the SOI submission as focus points for the grant request.
Vote: Unanimously approved.
- 4 **Review/Action: Policies IKAB, GCF, JLC, and IHCB:**
- a Item was tabled for next School Committee meeting. The revised IKAB was distributed.
 - b Chairperson Stück welcomed public feedback.
- 5 **Update: Solar Panel Project Status:**
- a Chris Hyldburg explained that the Facilities sub-committee inquired how much it will cost to replace solar panels due to damage. It turns out it is a fairly substantial cost. They are working with the Town Engineer to identify what are the most cost effective areas for installation. The committee will have more details for their March meeting report.
- 6 **Distribute and Review draft of 2013-2014 School Calendar:**



Bourne Public Schools

- a December break will not include January 2 and 3. Other Cape districts have decided to take the first 2 weeks off. Bourne Administration feels regression may become a factor with 2 full weeks off.
- b Full day professional development added on June 6th to provide time for educators to collaborate and discuss topics for the next school year. This can be used for tweaking curriculum, program adjustments, etc.
- c Calendar draft will be distributed to staff and the public. Feedback on calendar should be emailed to the any or all School Committee members.
- d Calendar will be voted on at March School Committee Meeting.

7 *Review future Agenda Items listed on Agenda*

8 **Next Meeting: Wednesday, March 6, 2013 at 7:00 pm at BHS Media Center**

- a Budget hearing

Motion: To recess Public session for the purposes of moving into Executive session and continue with agenda items in regards to CBA Level III grievance, BEA contract updates, and Central Office Administrator Contracts with the intent to adjourn Executive session and return to Public session for final adjournment.

Moved by: Jay O'Hara

Seconded by: Catherine Walton

Vote: Matthew Stück (Chairperson) - Yes, Anne Marie Siroonian (Vice Chairperson) - Yes, Jonathan O'Hara - Yes, Chris Hyldburg - Yes, Heather DiPaolo - Yes, Catherine Walton - Yes.

Meeting adjourned at 9:15PM.

Respectfully Submitted,

Catherine Lyons
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: FEBRUARY 27, 2013

TIME: 6:00PM EXECUTIVE SESSION MEETING

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

6:00PM Enter into executive session to discuss CBA level III grievance - Secretaries and Central Office Administrator Contracts for Superintendent, Assistant Superintendent and Director of Business Services

RETURN TO OPEN SESSION TO ADJOURN.

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

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: FEBRUARY 27, 2013

TIME: 6:00PM EXECUTIVE SESSION MEETING

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

6:00PM Enter into executive session to discuss CBA level III grievance - Secretaries and Central Office Administrator Contracts.

RETURN TO OPEN SESSION TO ADJOURN.

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2013 FEB 20 PM 12 35
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 6, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, pending litigation, BEA contract updates, and Central Office Administrator Contracts for the Superintendent, Assistant Superintendent and Director of Business Services.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION WITH PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS GOALS

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Superintendent's Award (Superintendent)
- 3) 5 mins. Present Student Member's Report (Ms. Cheney)
- 4) 10 mins. Action on BHS Program of Studies (Curriculum SubComm) **VOTE**
- 5) 10 mins. Action on School Calendar for 2013-2014 (Superintendent) **VOTE**
- 6) 60 mins. 7:30PM FY2014 School Budget Hearing (Superintendent & SchComm)

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 TOWN CLERK'S OFFICE
 BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins. Accept 02/13/13 Minutes (School Committee) **Consensus**
- 8) 10 mins. Quarterly Budget Report (Director of Business Services)
- 9) 15 mins. Update on ESP SpEd Evaluation (Director of Student Services)
- 10) 15 mins. Review/Action on Policies IKAB, GCF, JLC, and Civil Rights Policies (Policy SubComm) **VOTE**
- 11) 10 mins. Update on Solar Panel Project Status (Facilities SubComm)
- 12) 5 mins. Update on Peebles Statement of Interest Status (Facilities SubComm)
- 13) 5 mins. Action on Private School Approval under policy IHCB (Policy SubComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, April 3rd Bourne Middle School

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

- ☐ Present Budget to Board of Selectmen & Finance Committee - March 11th
- ☐ Update on School Security Review - April
- ☐ Line item transfers - April
- ☐ Action on School Choice - April
- ☐ Update on Curriculum Development (Assistant Superintendent) - April
- ☐ Update on SIBS Process - April
- ☐ Action on BMS Program of Studies - April
- ☐ Progress Report Entry Plan part II - April
- ☐ Review Custodial Plan (Facilities SubComm) - May
- ☐ Review Job Descriptions (Superintendent) - May
- ☐ Proposed Municipal Building on school land (DofB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 6, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER

REVISED AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, pending litigation, BEA contract updates, and Central Office Administrator Contracts for the Superintendent, Assistant Superintendent and Director of Business Services.

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 TOWN CLERK'S OFFICE
 BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins. Accept 02/13/13 Minutes (School Committee) **Consensus**
- 8) 5 mins. Overnight Field Trip request - Key Club (BHS Key Club Advisor) **VOTE**
- 9) 10 mins. Quarterly Budget Report (Director of Business Services)
- 10) 15 mins. Update on ESP SpEd Evaluation (Director of Student Services)
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- Proposed Municipal Building on school land (DoB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MARCH 6, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER

REVISED AGENDA

CALL TO ORDER

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SCHOOL COMMITTEE BUSINESS

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- 16) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, April 3rd Bourne Middle School

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TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Public Schools
Bourne School Committee
Regular Meeting Minutes
 March 6, 2013

2013 JAN 29 PM 2:42
 TOWN CLERK'S OFFICE
 BOURNE, MASS.

Present:

Board Members: Matthew Stück (Chairperson), Anne Marie Siroonian (Vice Chairperson), Laura Scena (Secretary), Jonathan O'Hara, Chris Hyldburg, Heather DiPaolo, Emily Cheney (Student Representative)

Board Members absent: Catherine Walton

Other Attendees: Steven Lamarche, Superintendent of Schools, Susan Quick, Assistant Superintendent of Schools for Learning and Teaching, Edward Donoghue, Director of Business Services

Guests:

Amy Cetner, BHS Principal, Melissa Stafford, BMS Principal, Elizabeth Carpenito, BES Principal, Wayne Francis, PES Principal, Christina Stuart, Director of Special Education and Student Services, various members of the public

Call To Order:

Chairperson Stück convened open session at 6:08 pm.

Motion: To move into Executive session for the purpose of discussing minutes, pending litigation, BEA contract updates, and Central Office Administrator Contracts for the Superintendent, Assistant Superintendent, and Director of Business Services.

Moved by: Anne-Marie Siroonian

Seconded by: Chris Hyldburg

Vote: Unanimously approved by role call.

Public Comments:

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

- a None

Returned to Open Session began at 7:05 pm

Pledge of Allegiance and Reading of 2012-2013 BPS Vision and Mission:

- a Laura Scena read the Bourne Public School mission and vision statement:
Mission: The BPS mission is to connect individuals to their success, engage the community in new ways to facilitate student achievement, guarantee a relevant, viable curriculum, and assure universal accountability that supports the success of all students.
Vision: We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves. The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate life-long learning.
- b Chairperson Stück led all present in reciting the Pledge of Allegiance.

Public Participation:

1 Announcements

- a Building principals presented events and news from the individual schools:
 - i BMS - The Bourne Science Fair was held Friday, March 1. Ms. Stafford commended the PTA on the work they accomplished to make the event a success. Over 200 students from the elementary and middle schools participated. Many town and school personnel



Bourne Public Schools

volunteered to judge the grade 6-8 submissions which will go on to the regional science fair. The ten winners were:

- 1 Cameron Kidling & Noah Moreno - Design of a Catapult
- 2 Merrick Rubinstein & Matt Ross - Penny Cleaning
- 3 Dan Comstock, Henry Martin, & Evan Grant - The Helicopter
- 4 Abby Ariagno, Alena Weare, & Tory Macheensi - Bouncy Balls
- 5 Nicole Waldron & Jaclyn Meer - Sugar in Soda
- 6 Bella Reader, Katy Redman, & Lucy Knox - Float the Boat
- 7 Brianna Newell & Kate Peddicord - Disappearing Kool-Aid
- 8 Nolan Eldridge & Deep Kumar - Solar Powered Helicopter
- 9 Sydni Buford - Hand Sanitizer vs. Soap
- 10 Isabelle Lower & Megan Freehold - Soda

- ii BHS: Friday March 8 is course selection date. Students Rotate through their schedule to conference with their teachers and choose courses for next year.
- iii Elementary schools: This year one full-day Kindergarten class at Bournedale and one full-day Kindergarten class at Peebles will be available, for those interested, through a lottery system. Kindergarten registration for the 2013-2014 school year will be at BES on Wednesday, March 13th & Thursday, March 14th. No appointment is necessary. Open registration between 10am-12pm & 1:00-2:30pm both days. Current K students will also need to register. Lottery is not determined by first come first serve.

2 Superintendent's Award

- a Superintendent Lamarche presented Jillian O'Melia the Superintendent's Award for her academic success. Mr. Lamarche read a letter of recommendation written by Mr. Burke, BHS Guidance Counselor highlighting her achievements and character.

3 Student Member's Report (Ms. Cheney)

- a College Admissions Night will be held on March 19th at 6:00 pm for juniors and sophomores.
- b Spring sports begin Monday, March 18.
- c Senior Advanced Placement (AP) art student, Melissa Ladner, has submitted two pieces to the High School Invitational Art Exhibition at UMASS Dartmouth. They will be on display along with other art from selected Massachusetts high school art programs from March 1-14. The opening reception is Saturday, March 2nd, from 2:00 pm to 4:00 pm.
- d The following students have received Boston Scholastic Art Awards:
 - i Rowan Heston - Honorable Mention
 - ii Taylor King - Honorable Mention
 - iii Paige Maijore - Silver Key
- e On Thursday, March 7, the high school band and chorus will be introducing 8th grade band and chorus members to the high school music program. They will rehearse together to put on a performance for the 7th grade students.
- f Bourne hosted the preliminary round of the State Drama Festival competition for 7 other schools. Hannah Fullerton, Kylee Denesha, and Serena McMahon received acting awards, Brittany Meehan earned a costume design award, and Jessica Smith earned an award for scenic artistry. The BHS Theater Arts students will advance to the Semi-final round this Saturday, March 9 at 10:30 am at Framingham High School to perform their production of Lillian Hellman's, *The Children's Hour*. They will compete against Framingham High school, Middleboro High School, The Clark School, and Brookline High School.
- g Key Club:
 - i Elections will be held in April to determine next year's officers.

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Bourne Public Schools

- ii Middle School builder's club and High School Key Club will be collecting as many soda can pop-tabs to benefit the Ronald McDonald House.
- iii Members are planning an awareness campaign to educate the public about myasthenia gravis (MG), a neuromuscular disorder, by planning an MG walk.
- iv Met with Barbara and Scott Fitzmaurice to discuss what BHS youth can do to contribute to getting the Hoxie Center project up and running.
- v Upcoming Event: District Convention.

4 Action on BHS Program of Studies (Curriculum SubComm)

Motion: To approve the BHS program of studies for the 2013-2014 school year as presented.

Moved by: Anne Marie Siroonian

Seconded by: Laura Scena

Discussion: BHS has submitted new course proposals and changes to BHS Program of Studies for the school year 2013-2014. Course names and descriptions are available on BHS website

Vote: Unanimously approved

5 9:44 pm: Action on School Calendar for 2013-2014 (Superintendent)

Motion: to adopt the school calendar draft 2013-2014 as printed.

Moved by: Jay O'Hara

Seconded by: Laura Scena

Discussion: School Committee members reviewed public feedback in the form of emails. Public comments concerned the December break and starting school prior to Labor Day. Half days were also questioned. Superintendent Lamarche explained these were built into the calendar as a result of the School Committee goal on collaboration. June 6th in-service is built in due to building principals requesting time for staff to plan for the next school year, as well as reflect on current practices.

Vote: Unanimously approved

6 7:30 pm: FY 2014 School Budget Hearing (Superintendent & Sch Comm)

- a Superintendent Lamarche gave the Fiscal Year 2014 Budget presentation which will be distributed to the public after the School Committee meeting. He began his presentation by reviewing the two previous budgets from FY 2012 and FY 2013. Superintendent Lamarche explained the following prior to introducing the budget:

- i The FY 2014 budget was developed around School Committee Goals, Mission, and Vision all which have led district decisions over the past year.
- ii Per pupil expenditure is approximately the same as state average.
- iii Since 2008, the school budget has increased about 3.265%

Mr. Lamarche went on to review the various programs which are competing for available resources such as State mandates, instructional leadership needs, curriculum mapping and alignment, BHS enrollment changes, student services, and building programs. After this review, Superintendent Lamarche presented the budget line by line.

- b School Committee Questions and Clarifications:

- i Tablet Program; Technology will be integrated in schools without offering the 1:1 tablet program by purchasing mobile device carts and encouraging a "bring your own" technology philosophy with staff and students.
- ii Humanities: Asst. Superintendent Quick clarified what the humanities are; ELA integrated disciplines which study the human condition. Courses such as foreign language, history, health and wellness are examples of humanities.



Bourne Public Schools

- iii CD Teams: Asst. Superintendent Quick explained the CD teams have been discussing the need to increase participation. Next year, the CD work will look different, but the specifics are still being decided.
- c Public Questions and Clarifications:
 - i ESP Staff Reductions: The value of having ESPs in the classroom was expressed by a teacher as well as asked for clarification how spots are allocated at Cape Cod Collaborative.
 - ii Staff Cuts: Another teacher asked why teaching staff was being cut, but administrative supports were being added to assist in the evaluation process. Superintendent Lamarche clarified that the only teaching positions reductions were at BHS resulting from decreased enrollment, not to allow for the funding of the administrative positions.
 - iii Elementary Foreign Language Elimination: Member of public asked if foreign language is eliminated from the elementary programs can the SC consider putting it back at the middle school level for grades 5 and 6.
- d Chairperson Stück explained that this Budget Hearing is intended to inform the public as well as the School Committee and receive immediate feedback. He further explained that the public is invited to email Superintendent Lamarche or the School Committee members with questions and feedback. The Budget timeline is as follows:
 - i Monday, March 11: Superintendent Lamarche presents budget to the Town of Bourne Finance Committee.
 - ii Thursday, March 28: Budget Subcommittee meeting
 - iii Wednesday, April 3: School Committee Votes on budget

School Committee Business:

7 *Approval of the minutes of February 13, 2013*

Motion: To approve Minutes from February 13, School Committee meeting.

Vote: *Approved by consensus*

8 *Overnight Field Trip Request - Key Club (BHS Key Club Advisor)*

Motion: *to approve the overnight Key Club Field Trip April 5-7 to the New England District Convention in Springfield.*

Moved by: *Heather DiPaolo*

2nd by: *Anne-Marie Siroonian*

Discussion: *BHS Key Club Advisor, Ms. Jennifer McDonald presented the request for permission for Key Club members attend the Convention which involves a two day and two night stay. Ms. McDonald explained the purpose of this convention is to participate in various leadership opportunities as well as network with other Key Clubs from surrounding schools. Ms. Cetner fully supports the field trip as presented.*

Vote: *Unanimously Approved*

9 *Quarterly Budget Report (Director of Business Services)*

- a Mr. Edward Donoghue presented a quarterly SWOT (Strengths, Weaknesses, Opportunities, Threats) to the public. Examples of each section are:

- i Strengths: Plans are in place to internally operate Waste Water Treatment Plant by next fiscal year.
- ii Weaknesses: Aging buildings (roofs, ceilings, pipes)
- iii Opportunities: Circuit breaker reimbursement higher than projected, McKinney-Vento Act transportation reimbursement.
- iv Threats: Frozen pipes at BHS

10 *Update on ESP SpEd Evaluation (Director of Student Services)*



Bourne Public Schools

- a Ms. Christina Stuart, Director of Special Education and Student Services, presented the 2012 Review of Education Support Personnel submitted by Walker Partnerships. She highlighted the evaluation's findings among them that included areas of strength such as ESP commitment to fulfill IEP requirements, overall qualification of ESPs (many are licensed teachers), and Bourne's Early Childhood education program. Also noted were areas of need such as increasing the numbers of SpEd teachers to students in lieu of the high number of students to ESPs, and the need to include ESPs in district professional development.
- 11 *Review/Action on Policies IKAB, GCF, JLC, and Civil Rights Policies (Policy SubComm)*
- a SC members agreed to table GCF until next month. The IKAB received feedback which had been incorporated in two revisions.
- Motion: to approve policy IKAB dated 3/6/2013 effective August 26, 2013.*
- Moved by: Jay O'Hara*
- 2nd by: Anne-Marie Siroonian*
- Discussion: None*
- Vote: Unanimously Approved*
- 12 Update on Solar Panel Project Status (Facilities SubComm)
- a Mr. Hyldburg scheduled a meeting with the solar panel reps. to examine the high school roof.
- 13 Update on Peebles Statement of Interest (SOI) Status (Facilities SubComm)
- a The SOI was presented to the Board of Selectmen. The Facilities Subcommittee will proceed forward when they receive approval.
- 14 Action on Private School Approval under policy IHCB (Policy SubComm)
- Motion: to approve the private school Abington Academy in accordance with policy IHCB*
- Moved by: Jay O'Hara*
- 2nd by: Anne-Marie Siroonian*
- Discussion: Abington Academy is seeking approval to open a private school which will serve as a coordination service for parents who home school their children. Mr. O'Hara explained that voting to approve this request does not mean BPS endorses or recommends the school.*
- Vote: Unanimously Approved*
- Motion: To retire policy IHCB, private school approval.*
- Moved by: Jay O'Hara*
- 2nd by: Anne-Marie Siroonian*
- Discussion: Mr. O'Hara clarified that Massachusetts General Law thoroughly covers the approval of private schools and therefore this policy is no longer necessary.*
- Vote: Unanimously Approved*
- 15 *Review future Agenda Items listed on Agenda*
- a Move "Update on SIBS Process" to June
- 16 *Confirm Next Meeting Date & Time:*
- a 7:00 PM, Wednesday, April 3rd Bourne Middle School
- Motion: To adjourn at 10:51 pm*
- Moved by: Chris Hyldburg*
- Seconded by: Laura Scena*
- Vote: Unanimous*

Respectfully Submitted,
Catherine Lyons
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 3, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:30PM Executive session to discuss minutes, BEA class action grievance

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS MISSION AND VISION

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member's Report (Ms. Cheney)
- 3) 10 mins. Action on Final SY2013-14 BPS Budget (Budget SubComm) **VOTE**
- 4) 10 mins. Action on BMS Program of Studies (Curriculum SubComm) **VOTE**
- 5) 15 mins. Update on School Security (Superintendent & Facilities SubComm)
- 6) 15 mins. Review Entry Plan Progress (Superintendent & Assistant Superintendent)
- 7) 5 mins. Action on School Calendar for 2013-2014 (Superintendent) **VOTE**

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 BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 8) 2 mins. Accept 03/06/13 Minutes (School Committee) **Consensus**
- 9) 5 mins. Approve Line Item Transfers (Director of Business Services) **Consensus**
- 10) 15 mins. Update on Curriculum Development (Assistant Superintendent)
- 11) 15 mins. Action on Student Service, STEAM and Humanities Coordinators, and Learning Coach Position Descriptions (Superintendent) **VOTE**
- 12) 10 mins. Action on 2013-14 School Choice (Superintendent) **VOTE**
- 13) 15 mins. Action on Future Generation Wind Net Metering Credits (Facilities Sub) **VOTE**
- 14) 5 mins. Review/Action on Policies Civil Rights Policies (Policy SubComm) **VOTE**
- 15) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 16) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, May 1st 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)

- ☐ Support Budget at Town Meeting - May 6th
- ☐ Review Custodial Plan (Facilities SubComm) - May
- ☐ Review Job Descriptions (Superintendent) - May
- ☐ Discuss Superintendent Evaluation (SchComm) - May
- ☐ Update on SIBS Process (Director of Student Service) - May
- ☐ Action on School Improvement Plans - May/June
- ☐ Update Indicators of Goals and School Improvement Plans - June
- ☐ Present Student Achievement Report - June
- ☐ School Council Invitation - June
- ☐ Update progress of Athletic Field Improvement Plan - June
- ☐ Action on Student Handbooks - June
- ☐ Proposed Municipal Building on school land (DofB Services) - TBD

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, APRIL 3, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:30PM Executive session to discuss minutes, BEA class action grievance

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS MISSION AND VISION

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
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- 5) 15 mins. Update on School Security (Superintendent & Facilities SubComm)
- 6) 15 mins. Review Entry Plan Progress (Superintendent & Assistant Superintendent)
- 7) 5 mins. Action on School Calendar for 2013-2014 (Superintendent) **VOTE**

SCHOOL COMMITTEE BUSINESS

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- Discuss Superintendent Evaluation (SchComm) – May
- Update on SIBS Process (Director of Student Service) - May
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- School Council Invitation – June
- Update progress of Athletic Field Improvement Plan – June
- Action on Student Handbooks – June
- Proposed Municipal Building on school land (DofB Services) – TBD

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TOWN CLERK'S OFFICE
BOURNE, MASS



Bourne Public Schools

Bourne School Committee

Regular Meeting Minutes

April 3, 2013

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TOWN CLERK'S OFFICE
BOURNE, MASS

Present:

Board Members: Matthew Stück (Chairperson), Anne Marie Siroonian (Secretary), Chris Hyldburg, Catherine Walton, Heather DiPaolo

Board Members absent: Emily Cheney (Student Representative)

Other Attendees: Steven Lamarche, Superintendent of Schools, Susan Quick, Assistant Superintendent of Schools for Learning and Teaching, Edward Donoghue, Director of Business Services

Guests:

Melissa Stafford, BMS Principal, Mary L. Murphy, Theater Director, Student members of the BHS Drama Program

Call to Order

Chairperson Stück convened open session at 6:34 pm.

Motion: To move into Executive session for the purpose of discussing minutes, pending litigation, BEA class action grievance.

Moved by: Anne-Marie Siroonian

Seconded by: Chris Hyldburg

Vote: Unanimously approved.

Public Comments

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

- a None

Public Participation

Returned to Open Session at 7:12pm

Pledge of Allegiance and Reading of 2012-2013 BPS Vision and Mission:

- a Laura Scena read the Bourne Public School mission and vision statement:

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



Bourne Public Schools

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

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

1 **Announcements:**

- a **BHS Festival Class:** Mary Murphy and the BHS Festival Class were congratulated for their win at the State Finals. The Festival began at the preliminary level with 114 teams and ended with three final winners at the State Finals. The theater group's production of Little Women will open on April 4th and run through the 7th.
- b **Gateway:** The Bourne Gateway committee joined a group of Massachusetts educators on March 20th at the Gateway symposium at Boston Museum of Science. Each district shared their experiences in implementing K-12 technology and engineering programs within standards based curricula and assessments. Bourne was chosen to be the showcase district. Amy Fish, Technology Education teacher at BMS, was asked to model an engineering process lesson. The Gateway committee, consisting of 6 teachers representing elementary, middle and high school levels, has planned and are in the process of rolling out a district engineering day on May 24th in all buildings. Yvonne Spicer, Director of Gateway, may be visiting that day.
- c **SOI:** The Statement of Interest for Peebles Elementary is due to the Massachusetts School Building Authority by April 10th. The facilities subcommittee hopes to schedule a site visit towards the end of the year as the next step towards finalizing solutions for the Peebles building condition.
- d **Full Day Kindergarten:** The first annual Kindergarten lottery was held April 3, 2013. Mr. John Ford pulled the names of 20 students each for both Bournedale and Peebles Elementary schools. Each School also has a waiting list. Results for the drawing can be viewed on the "News and Information" section of the Bourne website.
- e **Beacon Hill:** School Committee members will travel up to Beacon Hill next week to meet with Rep Randy Hunt and President of the Senate, Therese Murray with the purpose of discussing Impact Aid Payments for the upcoming school year.

2 **Student Member's Report:**

- a Ms. Cheney was absent therefore the student report is moved to next month's meeting.

3 **Final School Year 2013-14 BPS Budget Vote:**

Motion: to move the budget of \$20,769,200 as proposed to present to town meeting.

Moved by: Christopher Hyldburg

Seconded by: Laura Scena

Discussion: Comments and questions were received by School Committee members via email. Concerns being heard include:

- World language being cut from the elementary program.
- Students are not having exposure to foreign language until Grade 7

It was suggested that foreign language be added to the grade 5 and 6 curriculum. It was shared that studies have shown that for true language development of another language immersion is best practice rather than exposure. Also, adding foreign language to grades 5 and 6 will have consequences for existing curriculum and programs.

Vote: Unanimously approved



Bourne Public Schools

4 BMS Program of Studies Vote:

Motion: to approve the BMS program of studies as presented.

Moved by: Anne Marie Siroonian

Seconded by: Chris Hyldborg

Discussion: Ms. Stafford, BMS principal, explained the Bourne Middle School Program of Studies which is the collective work of 75 middle school teachers over the past year. She explained the new course recommendations which include accelerated mathematics courses in grades 7 and 8, two separate band choices (Purple Band and White Band) for grade 7 and 8, and a Digital Literacy course which will run as a Unified Arts class for 5th, 6th, and 7th graders. The Digital Literacy course will cover topics such as research, responsible and ethical use of the Internet, and creating and sharing online. Massachusetts Technology Literacy Standards will dictate the curriculum. Ms. Stafford described the BMS Program of Studies night as well attended and the feedback on the course selections as positive. The twenty three page Program of Studies will be distributed electronically as well as on the BMS website.

Vote: *Unanimously approved*

5 School Security Update:

- a Superintendent Lamarche described more measures the district is taking to secure buildings. Police are present during a majority of school arrival and dismissal times. Emergency buttons have been installed at front desks as well as on radios. These send a signal to the alarm company who subsequently contacts the Bourne Police Department. A Consulting firm will provide suggestions for improvement later this month. Superintendent Lamarche informed parents and staff that if they should communicate any concerns they have about student and staff safety to the building administrator and they will investigate.
- b Superintendent Lamarche referred to an article written by Sean Gonsalves for the Cape Cod Times where Gonsalves describes an "active shooter" exercise taking place on Friday, April 5th at the Massachusetts Maritime Academy. This exercise will involve over 100 people. Superintendent Lamarche was invited to participate as an observer of the discussion involving a simulated mass casualty shooting. He said he will be attending and will bring back information to the School Committee. Superintendent Lamarche wants the community to know that school administrators are continuing their pursuit of new knowledge and information as to how to keep students and staff safe.

6 Review Entry Plan Progress

- a *Tabled until next meeting*

7 School Calendar for 2013-2014 Vote

Motion: to accept the 2013-2014 calendar as amended

Moved by: Catherine Walton

Seconded by: Heather DiPaolo

Discussion: None

Vote: *unanimously approved*

School Committee Business

8 Accept 03/06/13 Minutes (School Committee) Consensus

Motion: To approve Minutes from March 6, 2013, School Committee meeting.

Vote: *Accepted by consensus*

9 Line Item Transfers Approval



Bourne Public Schools

Motion: To approve line item transfers as printed.

Discussion: Mr. Donoghue explained that line item transfers are a regular course of action to adjust line item amounts to meet current needs. All line item amounts will be encumbered by \$95,776.79 decrease in out of district tuition funding. He said this line item is difficult to project; you need to budget appropriately in order to be prepared.

Vote: *Approved by consensus*

10 Curriculum Development Update

- a Assistant Superintendent Quick reported that curriculum development teams presented their stage one work to their colleagues on the March 15th professional development day. Feedback from staff will be reviewed by the professional development committee in about a week. She explained that assessments will be developed during stage 2 and requires input from all teachers. New teachers have been added to ATLAS over the year therefore they are able to see the maps. She informed the committee that stage 3 is what the teachers do in the classroom to facilitate learning which is very personal and each teacher should be able to be free to make instructional decisions. Asst. Supt Quick would like to open the parent portal this summer. She also explained that MCAS will be replaced by PARCC during the 2014-2015 school year.

11 Student Service, STEAM and Humanities Coordinators, and Learning Coach Position Descriptions Vote:

- a Tabled until next month after additional discussion with BEA.

12 2013-14 School Choice Vote:

Motion to approve School Choice for grades 1-4 at 10 students per elementary school, with class size not to exceed 23 students; for grades 5-8 at 40 students; and for grades 9-12 at 40 students; and to opt out of school choice for kindergarten.

Moved By: Laura Scena

Seconded By: Anne-Marie Siroonian

Discussion: Superintendent Lamarche explained that he feels confident we can accept 40 school choice students per elementary building while keeping class size at an optimum level. Bourne is one of the few schools on the Cape who does not accept school choice candidates for elementary. He described how parents apply for school choice on behalf of their child. The parent first submits an application with the school principal. The principal reviews the student's record and forwards the application to the superintendent for final approval. Approval is granted on a first come, first serve basis.

13 Future Generation Wind Net Metering Credits Vote:

- a Table item to prepare more work to be done. Add to May agenda.

14 Policies Civil Rights Policies Vote:

- a **Student Anti-Harassment Policy and Grievance Procedure**

Motion: to approve policy JIA (student anti-harassment and grievance procedure) effective date to begin 4/4/2013.

Moved by: Matt Stück

Seconded by: Anne Marie Siroonian

Discussion: None

Vote: Unanimously approved

- b **Section 504/ADA Grievance Procedure**



Bourne Public Schools

Motion: to approve policy ACEA (Section 504/ADA Grievance Procedure) effective 4/4/2013

Moved by: Matt Stück

Seconded By: Anne Marie Siroonian

Discussion: None

Vote: Unanimously approved

15 Review & Propose Future Agenda Items (School Committee & Superintendent)

- a Student Service, STEAM and Humanities Coordinators, and Learning Coach Position Descriptions - **May**
- b Support budget at Town Meeting on Monday, **May 6**
- c Custodial Plan - **May**
- d Entry Plan (part B) - **May**
- e Discuss Superintendent evaluation - **May**
- f SIBS process - **May**
- g Indicator of Goals and School Improvement Plans - **June**
- h Student Achievement Report - **June**
- i School Council Presentations - **June**
- j Update progress of Athletic Field Improvement Plan - **June**
- k Student Handbooks - **June**
- l School Wellness Advisory Committee - **report by end of year**

15 Confirm Next Meeting Date & Time:

- a 7:00 PM, Wednesday, May 1 Bournedale Elementary School

Motion: Motion to return to executive session at 8:56 pm to update and action on a pending legal matter with intent on adjourning from executive session. Motion by Laura Scena and seconded by Anne Marie Siroonian

Moved by: Laura Scena

Seconded by: Anne Marie Siroonian

Vote: Chris Hyldburg – yes, Anne-Marie Siroonian-yes Laura Scena-yes; Matt Stuck-yes; Heather DiPaolo-yes

Meeting adjourned at 9:20

Respectfully Submitted,

Catherine Lyons

Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MAY 1, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL LIBRARY

2013 APR 29 11 2 39

AGENDA

TOWN CLERK'S OFFICE MASS

CALL TO ORDER

6:30PM Executive session to discuss minutes, BEA class action grievance; MOA with the BEA; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS MISSION AND VISION

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member's Report (Ms. Cheney)
- 3) 20 mins. Review Entry Plan Progress (Superintendent & Assistant Superintendent)
- 4) 10 mins. Action on 2013-2014 BMS out of state curriculum field trip request (BMS Principal) **VOTE**

SCHOOL COMMITTEE BUSINESS

- 5) 2 mins. Accept 04/03/13 Minutes (School Committee) **Consensus**
- 6) 10 mins Action on Substitute Nurse Pay Rate (Director of Student Services) **VOTE**
- 7) 15 mins. Action on Student Service & STEAM/Humanities Directors, and Learning Coach Functional Position Descriptions (Superintendent) **VOTE**
- 8) 10 mins Action on CVEC Solar Project at BHS (Facilities Sub) **VOTE**
- 9) 5 mins Action on Kindergarten Revolving Account (Director of Business Services) **VOTE**
- 10) 10 mins Action on exclusion from Conflict of Interest Law (Superintendent) **VOTE**
- 11) 5 mins. Review/Action on Policies GCIA, JLC, GBA, GCF, GCFA, GCCD (Policy SubComm) **VOTE**
- 12) 5 mins Action on MOA with the BEA (Superintendent) **VOTE**
- 13) 10 mins. Discuss Superintendent Evaluation Instrument and Process (SchComm)
- 14) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 15) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, June 5th Peables Elementary School

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

- ☑ Review Job Descriptions (Superintendent) - June
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- ☑ Update Indicators of Goals and School Improvement Plans - June
- ☑ Update on SIBS Process - June
- ☑ Review BHS Enrollment - June
- ☑ Report from Wellness Advisory Council - June
- ☑ Present Student Achievement Report - June
- ☑ School Council Invitation - June
- ☑ Action on Student Handbooks - July
- ☑ Action on Proposed BHS Baseball Field Parking - July
- ☑ Action on School Improvement Plans - Nov

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, MAY 1, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE DALE ELEMENTARY SCHOOL LIBRARY

AGENDA 4-26-2013

CALL TO ORDER

6:30PM Executive session to discuss minutes, BEA class action grievance; MOA with the BEA; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS MISSION AND VISION

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member's Report (Ms. Cheney)
- 3) 20 mins. Review Entry Plan Progress (Superintendent & Assistant Superintendent)
- 4) 10 mins. Action on 2013-2014 BMS out of state curriculum field trip request (BMS Principa

2014 JAN 29 PM 2 42
TOWN CLERK'S OFFICE
BOURNE, MASS.

SCHOOL COMMITTEE BUSINESS

- 5) 2 mins. Accept 04/03/13 Minutes (School Committee) Consensus
- 6) 10 mins Action on Substitute Nurse Pay Rate (Director of Student Services) VOTE
- 7) 15 mins. Action on Student Service & STEAM/Humanities Directors, and Learning Coach Functional Position Descriptions (Superintendent) VOTE
- 8) 10 mins Action on CVEC Solar Project at BHS (Facilities Sub) VOTE
- 9) 10 mins Action on Blue Wave, LLC Net Metering Credit Proposal (Facilities Sub) VOTE
- 10) 5 mins Action on Kindergarten Revolving Account (Director of Business Services) VOTE
- 11) 10 mins Action on exclusion from Conflict of Interest Law (Superintendent) VOTE
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 TOWN CLERK'S OFFICE
 BOURNE MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, MAY 6, 2013

TIME: 7:00PM

PLACE: BOURNE HIGH SCHOOL AUDITORIUM STAGE

AGENDA

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TOWN CLERK'S OFFICE
BOURNE, MASS

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."

BOURNE SCHOOL COMMITTEE MEETING

DATE: MONDAY, MAY 6, 2013

TIME: 7:00PM

PLACE: BOURNE HIGH SCHOOL AUDITORIUM STAGE

AGENDA

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

May
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 TOWN CLERK'S OFFICE
 BOURNE, MASS

"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."

May 6, 2013
Minutes of School Committee Meeting at Town Meeting
Bourne High School

School Committee convened in public session at 7:05 pm for the purposes of
conducting town meeting business.

Present: Heather DiPaolo, Jay O'Hara, Chris Hyldburg, Laura Scena, Anne-Marie
Siroonian, Matt Stuck, Catherine Walton, Steven Lamarche

Meeting adjourned at 9:55PM

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TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee Meeting
May 7, 2013
Bourne High School Auditorium

Members Present: Matthew Stuck, Heather DiPaolo, Anne-Marie Siroonian, Jay O'Hara, Steven Lamarche

Committee met in open session at 7:10 pm for the purposes of conducting business related to town meeting.

Meeting adjourned at 9:07pm

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TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 5, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING

PLACE: PEEBLES ELEMENTARY SCHOOL GYMNASIUM

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REVISED AGENDA

TOWN CLERK'S OFFICE

BOURNE, MASS

CALL TO ORDER

6:00PM Executive session to discuss minutes, BEA class action grievance; MOA with the BEA; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS GOALS

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member's Report and BHS College Acceptances (Ms. Cheney)
- 3) 5 mins. Reorganize Committee Positions (School Committee) **VOTE**
- 4) 10 mins. Update on Nye Enrichment Programs (Nye Grant Coordinator)
- 5) 10 mins. Present Engineering Day 2013 Feedback (Assistant Superintendent)
- 6) 10 mins. Report on PARCC (Superintendent)
- 7) 10 mins. Action on 2013-2014 BHS request to admit a Foreign Exchange student (BHS Principal) **VOTE**
- 8) 10 mins. Action on 2013-2014 BHS trip to France (BHS Staff) **VOTE**
- 9) 10 mins. Action on 2013-2014 1st Grade out of state field trip Roger Williams Zoo (Superintendent) **VOTE**
- 10) 10 mins. Action on June 25, 2013 BHS out of state field trip University of Connecticut (BHS Principal) **VOTE**
- 11) 10 mins. Report from Wellness Advisory Council (Wellness Council)

SCHOOL COMMITTEE BUSINESS

- 12) 2 mins. Accept 05/01/13 Minutes (School Committee) **Consensus**
- 13) 10 mins. Update on SIBS Process (Director of Student Services)
- 14) 10 mins. Action on Substitute Nurse Pay Rate (Director of Student Services) **VOTE**
- 15) 15 mins. Action on Student Service & STEAM/Humanities Directors, and Learning Coach Functional Position Descriptions (Superintendent) **VOTE**
- 16) 5 mins. Review/Action on Policies GCIA, GBA, GCF, GCFA, GCCD (Policy SubComm) **VOTE**
- 17) 5 mins. Update on Superintendent, Asst. Superintendent & Director of Business Contracts (School Committee)
- 18) 10 mins. Update on Superintendent Evaluation Process (School Committee)
- 19) 10 mins. Discuss School Council Invitation (School Committee)
- 20) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 21) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, June 26th Bourne High School

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- School Committee Summer Vision, Mission & Goals Meeting (SchComm) – July
- Review Final Entry Plan Report – August
- Discuss BBTLT Progress and Support – August
- Action on School Improvement Plans – Nov

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 5, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: PEEBLES ELEMENTARY SCHOOL GYMNASIUM

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, BEA class action grievance; MOA with the BEA; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters

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2013 JUN 3 12:49
 TOWN CLERK'S OFFICE
 BOURNE MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 5, 2013
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7:00PM REGULAR MEETING
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REVISED AGENDA

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Bourne Public Schools

Bourne School Committee

Regular Meeting Minutes

Wednesday June 5, 2013

2014 JAN 29 PM 2 41

TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Board Members: Matthew Stück (Chairperson), Anne Marie Siroonian (Vice Chairperson), Laura Scena (Secretary), Chris Hyldburg, Heather DiPaolo, Catherine Walton, Emily Cheney (Student Representative),

Board Members absent: None

Other Attendees: Steven Lamarche, Superintendent of Schools, Susan Quick, Assistant Superintendent of Schools for Learning and Teaching

Guests: Amy Cetner, BHS Principal, Patti Parker, Nye Grant Coordinator, Ms. Julie Angell, BHS French Teacher, Ms. Jennifer McDonald, BHS English Teacher, Ms. Jane Norton, BMS Health Teacher, Ms. Christina Stewart, Director of Student Services

CALL TO ORDER

Chairperson Stück convened open session at 6:10 pm.

Motion: To move into Executive Session to discuss minutes, BEA class action grievance; MOA with the BEA; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters.

Moved by: A. Siroonian

Seconded by: L. Scena

Vote: Unanimously approved.

PUBLIC COMMENTS

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

- None

OPEN SESSION

Returned to Open Session at 7:07 pm

Pledge of Allegiance and Reading of 2012-2013 BPS Vision and Mission:

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

Heather DiPaolo read the Bourne Public School mission and vision statement:

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

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



Bourne Public Schools
PUBLIC PARTICIPATION

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BO Announcements NOT

2 a. Superintendent Lamarche updated the School Committee on the BHS Graduation ceremony held on Saturday, June 1st. The ceremony began after a delayed start due to an accident on Sandwich Road. Bourne 2013 graduates were offered admission to over 100 schools and colleges which are to be listed in the newspaper as well as on the local Comcast channel 14. Over \$700,000 in scholarships were awarded with about \$95,000 coming from local organizations.

- b. Nicole Waldron and Jacqueline Meier participated in the Massachusetts Science and Engineering Fair held in Worcester, MA on June 1. The grade 6 BMS students showcased their experiment which featured a method to determine the content of sugar in a soda without looking at the nutritional label.
- c. The School Committee-Teacher dialogue working group met on Tuesday, May 7th. Jay O'Hara reported that several teachers met with School Committee representatives to discuss ways to improve communication at BPS.
- d. Bourne High School Memorial Garden Ceremony was held on May 24 at the High School Library. This garden was built as a memorial to deceased Bourne students.

2. Student Member's Report:

- a. Hyannis Sound, an A Capella singing group who perform on the Cape throughout the summer, will perform for all chorus, band, guitar, and music theory students on Friday, June 7th.
- b. Girls Tennis raised over \$1,000.00 for a BHS student who has Myasthenia Gravis, which is a chronic autoimmune neuromuscular disorder. The Key Club has raised \$500.00 from "Threads of Hope" bracelet sales.
- c. June 4th was Spring Sports award night which concluded a successful spring season for Bourne:
 - i. Lacrosse
 - 1. Boys: made it to preliminary round for states
 - 2. Girls: made it past preliminary round, lost to Apponequet in first round
 - ii. Track
 - 1. Girls: Stacie Tonello placed 6th in state for 400 meter
- d. Sophomores will take MCAS on June 4-5
- e. Senior Memory Night was held May 30th
- f. Students were invited to participate in Boys and Girls State which are summer leadership and citizenship programs for high school juniors sponsored by the American Legion.
 - i. Boys: Dennis Rogers, Patrick McMichen, Brian O'Neil, and Nick Argentinis
 - ii. Girls: Amanda Pomeroy, Colleen Brady, Emily Cheney

3. Reorganize Committee Positions:

Motion: to elect Matthew Stuck as Chairperson.

Moved by: Jay O'Hara

Seconded by: Chris Hyldburg

Vote: Jay O'Hara-yes; Chris Hyldburg-yes; Anne-Marie Siroonian, -yes; Laura Scena,-yes Matthew Stuck-yes; Catherine Walton-yes; Heather DiPaolo-yes

Motion: Anne-Marie Siroonian nominated to vice-chair

Moved by: Laura Scena

Seconded by: Catherine Walton



Bourne Public Schools

Vote: Heather DiPaolo, yes; Catherine Walton-yes; Matthew Stuck,-yes; Laura Scena, Anne-Marie Siroonian. Chris Hyldburg-yes; Jay O'Hara-yes

Motion: Laura Scena nominated to secretary

Moved by: Anne Marie Siroonian

Seconded by Chris Hyldburg

Vote: Jay O'Hara-yes; Chris Hyldburg-yes; Anne-Marie Siroonian, -yes; Laura Scena,-yes Matthew Stuck-yes; Catherine Walton-yes; Heather DiPaolo-yes

4. Update on Nye Enrichment Programs:

Nye Grant coordinator, Patti Parker, presented the Nye Grant summary sheet and PowerPoint highlighting the enrichment programs and field trips funded by the Nye Grant. The PowerPoint was set to an original score called "Rhapsody for Piano", composed by Ian Good, a BHS alumnus. Ms. Parker explained the history of the Nye Grant which is an endowment set up by Grace (1910 BHS valedictorian) and Alfred Nye. The funds are allocated to support arts and enrichment programs at Bourne High School. Teachers submit proposals by June 3 for committee consensus approval. Monies are allotted later in June for the upcoming school year. A School Committee member asked about how many students benefit from the grant distributions. Ms. Parker estimated that just about every student benefits either directly or indirectly from community attended performances, music productions, art work, artist residencies, and field trips surrounding arts enrichment throughout Bourne High School.

5. Present Engineering Day 2013 Feedback:

All four schools participated in a district wide Engineering Day on May 24th. Feedback from all schools is in the process of being collated and communicated. Preliminary assessment of feedback indicates staff and students were pleased with the organization and outcome of the day. Assistant Superintendent Susan Quick thanked the Gateway Team for their efforts in organizing, planning, and preparing for Engineering Day.

6. Report on PARCC:

Superintendent Lamarche presented information about the Partnership for the Assessment of Readiness for College and Careers (PARCC). The information was originally presented by the Massachusetts Association of School Superintendents on May 23rd. This partnership currently includes nineteen states, including Massachusetts, for the purpose of creating and managing summative assessments focusing on grade level standards for college and career readiness as well as providing tools to support teaching and learning. The transition from MCAS to PARCC assessments will be over the next two years with the initial administration of PARCC assessment administered in spring 2015.

7. Action on 2013-2014 BHS request to admit a Foreign Exchange student:

Motion To admit a foreign exchange student, Joshua Eggert for the BHS school year 2013-2014.

Moved by: Anne Marie Siroonian

2nd by: Catherine Walton

Discussion: BHS principal, Ms. Cetner, presented a request for permission from the School Committee to enroll an international exchange student, Joshua Eggert (Germany), at Bourne High School for the academic year 2013-2014. The Liebers will host Mr. Eggert for the year.

Vote: Unanimously approved



Bourne Public Schools

8. Action on 2013-2014 BHS trip to France:

Motion: to approve the BHS out of state curriculum field trip to France on April 17th 2014 as printed.

Moved by: Jay O'Hara

2nd by: Heather DiPaolo

Discussion: BHS staff member, Ms. Julie Angell, requested permission for an extended, out of country field trip to Paris, France for BHS French students from April 17, 2014 to April 27, 2014. They will stay with French host families who have been screened by Vistas in Education, a Paris based travel company. Students may elect to attend one or two days of the host family's High School as well as participate in family activities, meals, and functions with the purpose of providing an authentic, immersed language experience. The committee insisted on two Bourne Adult (Ms. Angell included) chaperones for more comprehensive supervision.

Vote: Unanimously approved

9. Action on 2013-2014 first grade out of state field trip to Roger Williams Zoo:

Motion: to approve the grade 1 out of state curriculum field trip to Roger Williams Zoo for the 2013-2014 school year.

Moved by: Laura Scena

2nd by: Anne Marie Siroonian

Discussion: Superintendent Lamarche requested permission on behalf of Peebles Grade one teachers for an out of state field trip to Roger Williams Park Zoo in Providence, Rhode Island for May 15, 2014. The purpose of this trip will be to provide young students with opportunities to observe and discuss animal life cycle processes, habitats, and adaptations.

Vote: Unanimously approved

10. Action on June 25, 2013 BHS out of state field trip to University of Connecticut:

Motion To approve the BHS out of state overnight curriculum field trip for a Yearbook Summer Workshop to University of Connecticut on June 25-26, 2013.

Moved by: Laura Scena

2nd by: Jay O'Hara

Discussion: BHS staff member, Ms. Jennifer McDonald, requested permission for an out of state, extended, overnight field trip to the University of Connecticut Yearbook Summer Workshop from June 25, 2012 to June 26, 2012. The purpose of this trip will be to provide training in yearbook design trends, photography, In-Design and Photoshop software, and on-line Publishing and marketing for a group of high school yearbook staff students.

Vote: Unanimously approved

11. Report from wellness Advisory Council:

- a. Wellness Advisory member, Ms. Jane Norton, presented the School Wellness Advisory Committee's annual report for 2012-2013. Ms. Norton explained the organization and purpose of the USDA Local Wellness Policy whose mission is to promote the health of students and address childhood obesity. In fall of 2011, the Bourne Public School Wellness Advisory Committee (SWAC) was established to meet the requirements of the State level law relative to the 2010 Healthy, Hunger-Free Kids Federal Act. Ms. Norton described the initial tasks which included revising the existing district wellness policy, conducting review of current district health and nutrition programs, and collecting additional wellness data through surveys and fitness assessments. She presented



Bourne Public Schools

the 2013-2014 BPS SWAC goal of developing a district wide health and wellness action plan based on the assessment of data collected.

Motion: to approve the 2013-2014 SWAC goal as printed.

Moved by: Catherine Walton

2nd by: Anne Marie Siroonian

Vote: Unanimously approved

SCHOOL COMMITTEE BUSINESS

12. Accept 05/01/13 Minutes (School Committee) Consensus

Motion: To approve Minutes from May 1, 2013, School Committee meeting.

Vote: Approved by consensus

13. Update on SIBS Process:

Director of Student Services, Christina Stewart, updated the Committee on the Student Inventory for Behavior Support (SIBS) process which commenced on the February 2013 training day for staff. The training objectives were to familiarize participants with current and future special education challenges such as performing and scoring classroom observations through participating in a mock observation/data collection exercise of a student. Ms. Stewart informed the committee of the next steps in the SIBS process which include refilling vacant SIBS team member positions, finalizing the SIBS evaluation process, and processing the current four SIBS referrals during the first month of the 2013-2014 school year.

14. Action on Substitute Nurse Pay Rate:

Motion: Motion to approve the increase of substitute nurse from \$80/day to \$150/day effective immediately.

Moved by: Catherine Walton

2nd by: Laura Scena

Discussion: Director of Student Services, Christina Stewart presented data from a sample of Massachusetts schools of daily wages for substitute nurses. The average daily wage is \$115.00 per day with the minimum value of \$65.00 and maximum value of \$253.00. The current rate in Bourne is \$80.00. This figure hasn't been reviewed in the past nine years. After discussion, the requested rate of \$120.00 was raised to \$150.00 in order to attract qualified nursing professionals to provide consistently optimal health care for BPS students.

Vote: Unanimously approved

15. Action on Student Service and STEAM/Humanities Directors, and Learning Coach

Positions MOA:

Motion: Motion to approve the MOA of the BEA as read.

Moved by: Chris Hyldburg

2nd by: Anne Marie Siroonian

Discussion: Superintendent Lamarche read the memorandum of agreement which was ratified and signed on June 5, 2013.

Vote: Unanimously approved

16. Review/Action on Policies GCIA, GBA, GCF, GCFA, GCCD:



Bourne Public Schools

Motion: Motion to approve the policy GBA, Equal Employment Opportunity, as printed.

Moved by: Jay O'Hara

2nd by: Anne Marie Siroonian

Vote: Unanimously approved

17. Update on Superintendent, Assistant Superintendent, and Director of Business Contracts:

- a. Chairperson Stück informed members of the public that the School Committee offered and the candidates accepted the following:
 - i. Three year contract to Mr. Steven Lamarche for the position of Superintendent
 - ii. Three year contract to Ms. Susan Quick for the position of Assistant Superintendent
 - iii. Five year contract to Mr. Edward Donoghue for the position of Director of Business Services.

18. Update on Superintendent Evaluation Process:

Chairperson Stück updated the School Committee members and the public on the progress and next steps related to the Superintendent Evaluation Process. Chairperson Stück provided Committee members with Superintendent Lamarche's End-of-Cycle Summative Evaluation Report. Feedback for Superintendent Lamarche was provided within this report for Standard I indicators which involve elements of Instructional Leadership. Superintendent Lamarche will send the Committee his self-evaluation. Chairperson Stück handed out the Superintendent Standard and Indicators Rubric which contains detailed descriptors of each category. The Committee agreed the goal is to complete the evaluation process by the July meeting (held June 26 due to July 4 holiday).

19. Discuss School Council Invitation:

Chairperson Stück explained that School Councils were formed to help facilitate the School Improvement Plans required by the Federal Education Reform Act of 1993. He facilitated discussion amongst Committee members on whether to invite or visit School Council representatives with the purpose of learning about and acknowledging the work they have accomplished within their individual schools. Chairperson Stück requested that Committee Members read the district's policy on School Councils prior to the July meeting.

20. Review and Propose Future agenda Items:

- a. July:
 - i. Review Job Descriptions (Superintendent)
 - ii. Asbestos Abatement Review
 - iii. Full Day Kindergarten Update
 - iv. Review BHS Enrollment
 - v. Action on Proposed BHS Baseball Field Parking
- b. August
 - i. Update Indicators of Goals and School Improvement Plan
 - ii. Present Student Achievement Report
 - iii. Action on Student Handbooks
 - iv. Review Final Entry Plan Report
 - v. Discuss BBTLT Progress and Support



Bourne Public Schools

- c. Fall
 - i. Action on School Improvement Plans
 - ii. Kiwanis Clubs
- d. Annual Goal Meeting: July 26, 2013 at Massachusetts Maritime Academy (Building Leaders Included)

21. **Confirm Next Meeting Date & Time:** 7:00 PM, Wednesday, June 26th at Bourne High School
Motion to adjourn at by Laura Scena and seconded by Jay O'Hara
Vote: Unanimously approved
Meeting adjourned at 9:37 pm.

Respectfully Submitted,
Catherine Lyons
Recording Secretary

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 26, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER.

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, BEA impact bargaining request; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGLANCE & READING OF 2012-13 BPS GOALS

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member's Report (Ms. Cheney)
- 3) 10 mins. Action on 8th grade out of state curriculum field trip (BMS Principal) **VOTE**
- 4) 5 mins. Action on 8th grade participation in JV & Freshman fall sports (Superintendent) **VOTE**
- 5) 20 mins. Action on Asbestos Abatement Contract Award (Director of Business Services) **VOTE**
- 6) 5 mins. Update on Kindergarten Grant Status (Assistant Superintendent)
- 7) 10 mins. Update on Educator Evaluation Implementation Process (Assistant Superintendent)

SCHOOL COMMITTEE BUSINESS

- 8) 2 mins. Accept 06/05/13 Minutes (School Committee) **Consensus**
- 9) 10 mins FY13 Quarterly Budget Status Report (Director of Student Services)
- 10) 15 mins. Action on Reduction in Force Requirements (Superintendent) **VOTE**
- 11) 15 mins. Action on Athletic Trainer, Wastewater Treatment Coordinator & Board Certified Behavior Analyst Position Descriptions (Superintendent) **VOTE**
- 12) 10 mins. Discussion of Superintendent Evaluation (School Committee)
- 13) 10 mins Action on Supt., Asst. Supt. & Dir. of Business Services Contracts (School Committee) **VOTE**
- 14) 10 mins. Action on Proposed BHS Baseball Field Parking (Facilities SubComm)
- 15) 10 mins. Update from Policy Subcommittee (Policy SubComm)
- 16) 5 mins. Review Agenda for School Committee Summer Vision, Mission & Goals Meeting (SchComm)
- 17) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 18) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, Aug 14th Bourne Middle School
 Goal-Setting Meeting: 8:30AM – 5:00PM, Friday, July 26th, Mass. Maritime Academy

"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)

- School Committee Summer Vision, Mission & Goals Meeting (SchComm) – July 26th
- Review Job Descriptions (Superintendent) – August
- Update Indicators of Goals and School Improvement Plans (Superintendent) – August
- Present Student Achievement Report (Superintendent) – August
- Action on Athletic, NHS, Staff Resource, and Student Handbooks – August
- Review Final Entry Plan Report – August
- Discuss BBTLT Progress and Support – August
- Consider Technology Planning – September
- Action on FY13 Budget Closeout – October
- Update on next NEASC Visit – October
- Action on School Improvement Plans – November

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CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, JUNE 26, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE HIGH SCHOOL MEDIA CENTER.

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes, BEA impact bargaining request; BEA collective bargaining negotiations (ESPs and Secretaries); pending legal matters.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE & READING OF 2012-13 BPS GOALS

PUBLIC PARTICIPATION

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SCHOOL COMMITTEE BUSINESS

- 8) 2 mins. Accept 06/05/13 Minutes (School Committee) **Consensus**
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"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)

- ☐ School Committee Summer Vision, Mission & Goals Meeting (SchComm) – July 26th
- ☐ Review Job Descriptions (Superintendent) – August
- ☐ Update Indicators of Goals and School Improvement Plans (Superintendent) – August
- ☐ Present Student Achievement Report (Superintendent) – August
- ☐ Action on Athletic, NHS, Staff Resource, and Student Handbooks – August
- ☐ Review Final Entry Plan Report – August
- ☐ Discuss BBTLT Progress and Support – August
- ☐ Consider Technology Planning – September
- ☐ Action on FY13 Budget Closeout – October
- ☐ Update on next NEASC Visit – October
- ☐ Action on School Improvement Plans – November

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TOWN CLERK'S OFFICE
BOURNE MASS

May 6, 2013
Minutes of School Committee Meeting at Town Meeting
Bourne High School

School Committee convened in public session at 7:05 pm for the purposes of conducting town meeting business.

Present: Heather DiPaolo, Jay O'Hara, Chris Hyldborg, Laura Scená, Anne-Marie Siroonian, Matt Stuck, Catherine Walton, Steven Lamarche

Adjourned at 9:55 pm

BOURNE HIGH SCHOOL
TOWN MEETING
OFFICE

Bourne School Committee Meeting
May 7, 2013
Bourne High School Auditorium

Members Present: Matthew Stuck, Heather DiPaolo, Anne-Marie Siroonian, Jay O'Hara, Steven Lamarche

Committee met in open session at 7:10 pm for the purposes of conducting business related to town meeting.

Meeting adjourned at 9:07pm

BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: Friday, 26 JULY 2013

TIME: 8:30AM REGULAR MEETING

PLACE: MASSACHUSETTS MARITIME ACADEMY, Taylor's Point, Buzzards Bay, MA (Charleston Room)

FACILITATORS: Steven Lamarche & Susan Quick

OTHER PARTICIPANTS: Members of the Admin Team

FINAL AGENDA

CALL TO ORDER

8:30AM Goal Evaluation & Setting Discussion

1. 5 mins Action on request for a Foreign Exchange student for SY2013-14
 2. 15 mins What are our objectives today?
 3. 20 mins How should we operate (i.e. our meeting norms)? How can we improve our effectiveness both in and out of meetings?
 4. 30 mins How did we do on last year's Goals (begin Numeric/Qualitative Self-Assessment)?
 5. 45 mins What will be our Vision and Mission for 2013-14 based on our values and identity?
 6. 45 mins How can we best manage the educational mandates that are coming down the pipe to minimize negative impacts while enhancing student achievement (i.e. PARCC, WIDA, DDM's SEI endorsement, etc.)?
 7. 30 mins What additional support is required for the ongoing K-12 curriculum effort (ATLAS, etc.) as it becomes integrated into classroom instruction?
 8. 90 mins What are our 2013-14 Goals and what indicators will help us measure them?
 9. 30 mins What changes do we want to make concerning our subcommittees to best align with our focus or initiatives? What are our subcommittee assignments, and other roles we need to fill?
- 10.5 mins Evaluation of Day

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 TOWN CLERK'S OFFICE
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BOURNE SCHOOL COMMITTEE RETREAT AGENDA

DATE: Friday, 26 JULY 2013

TIME: 8:30AM REGULAR MEETING

PLACE: MASSACHUSETTS MARITIME ACADEMY, Taylor's Point, Buzzards Bay, MA (Charleston Room)

FACILITATORS: Steven Lamarche & Susan Quick

OTHER PARTICIPANTS: Members of the Admin Team

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TOWN CLERK'S OFFICE
BOURNE, MASS-14

FINAL AGENDA

CALL TO ORDER

- 8:30AM Goal Evaluation & Setting Discussion
1. 5 mins Action on request for a Foreign Exchange student for SY2013-14
 2. 15 mins What are our objectives today?
 3. 20 mins How should we operate (i.e. our meeting norms)? How can we improve our effectiveness both in and out of meetings?
 4. 30 mins How did we do on last year's Goals (begin Numeric/Qualitative Self-Assessment)?
 5. 45 mins What will be our Vision and Mission for 2013-14 based on our values and identity?
 6. 45 mins How can we best manage the educational mandates that are coming down the pipe to minimize negative impacts while enhancing student achievement (i.e. PARCC, WIDA, DDM's SEI endorsement, etc.)?
 7. 30 mins What additional support is required for the ongoing K-12 curriculum effort (ATLAS, etc.) as it becomes integrated into classroom instruction?
 8. 90 mins What are our 2013-14 Goals and what indicators will help us measure them?
 9. 30 mins What changes do we want to make concerning our subcommittees to best align with our focus or initiatives? What are our subcommittee assignments, and other roles we need to fill?
- 10.5 mins Evaluation of Day

Bourne School Committee Vision, Mission & Objectives Retreat Minutes

July 26, 2013

Present: Chris Hyldburg, Heather DiPaolo, Laura Scena, Jay O'Hara, Anne-Marie Siroonian, Matt Stuck. Also present: Christina Stuart, Amy Cetner, Jordan Geist, Dave Lundell, Liz Carpenito, Wayne Francis, Steve Lamarche, Susan Quick, Melissa Stafford, Ed Donoghue.

Opened at 8:35.

1. Discussed on student exchange request. From Tunisia, a junior named Nora Ben Muhammed. Moved by Jay and seconded by Heather. Unanimously approved.
2. Discussed the purpose of the School Committee's work, and objectives and agenda for 2013-14.
3. & 4. Moved Agenda items 3 and 4 to follow items 8 & 9 by consent so discussion could be held immediately on the vision, mission, and goals for 2013-14.
5. Began discussion with what BPS's identity is as a district: something for everyone; student-oriented; students first; progressive and innovative. Discussion then focused on reviewing and reflecting on the summarized results of the BEA-MTA survey to process feedback to help continue to grow the district and improve student achievement. Took away several themes to continue working on to enhance student achievement and staff support including: expectations of shared decision-making among staff, increased visibility from and conversations with all administrators, and desire for greater collegiality with all members of the district. Then reviewed, discussed and validated 2013-14 vision and mission for the district (remains the same 2012-13) Moved by Laura and seconded by Jay. Unanimously approved.
6. Additional Federal & State Mandates, and upcoming BPS obligations for 2013-14 include: PARCC (may be part of 10% field test); DDMs (identify and pilot with only a summative rating); RETELL (SEI endorsement plan); finger printing (license renewal requirement); new discipline law (ensure no students are being removed from instruction during suspensions, expulsions – revamp attendance officer's duties; appeals to superintendent); NEASC self-study; NAEYC and QRIS (every staff member needs equivalence of 3 college credits in early childhood); year two of the Educator Evaluation System implementation.
7. Discussed additional resources, subcommittee work, and other assignments which would be need to support the ongoing Pre-K through 12 curriculum implementation effort (ATLAS) as well as the items noted during the previous discussion.
8. In developing goals for 2013-14, consensus was to focus on students and support teachers and administrators as they work to enhance instruction and student achievement. The multiple levels of goals at the individual, building, and district levels was seen as quite significant. Rather than create 'goals' in the tradition of S.M.A.R.T. Goals, which might increase staff workload without productive return for students, the SchComm developed 2013-14 BPS Objectives from which the aforementioned goals and indicators of success will be developed. The draft 2013-14 District Objectives include:
 - 1.) *Create opportunities that foster community engagement experiences for all students at all levels.*
 - 2.) *Support all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.*
 - 3.) *Empower students to establish and practice reflective academic habits.*

These will be taken for action at the August 14th SchComm Meeting.

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BOURNE MASS

3. Discussed how committee should operate to become more effective. Some proffered norms and ways to improving effectiveness included:

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

4. Last year's goals assessment:

Matt will send out retreat minutes for reflection

Saturday morning mid-year objective review

Committee members were tasked with assessing our 2012-13 work on the Committee Assessment Form before the next meeting.

9. Identified changes to Sub-Committee roles and assignments.

Sub-Committees: Begin in September

Policy: Matt, Jay, Laura. 2nd Tuesday at 5:30PM

Facilities: Laura, Chris, Catherine. 9:30AM 3rd Thursday

Curriculum: Heather, Laura, Anne-Marie. 3rd Thursday 3:30PM.

Budget: Chris, Matt, Catherine. 8:00AM 3rd Thursday.

BBTLT Sub Committee (Community education and engagement, BBTLT feedback, climate and culture issues, district identity and vision, professional collegiality): Heather, Jay, Chris. TBD.

CCC Liaison: Heather

SWAC Liaison: Anne-Marie

Educator Evaluation Implementation Team: Anne-Marie

Other committee responsibilities identified were:

Catherine and Chris: Personal milestones

Laura: MASC updates

Matt: Media PR

Anne-Marie: Event attendance

Jay: Laws and regulations

Heather: Training coordinator

These subcommittee assignments will be taken for action at the August 14th SchComm Meeting.

10. Discussed value of the day's work, and recommendations for next year's retreat.

Meeting adjourned at 4:45.

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 14, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA — 8-12-2013

CALL TO ORDER

6:00PM Executive session to discuss minutes; BEA collective bargaining negotiations (ESPs and Secretaries); Central Office Contract Negotiations; and pending legal matters.

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Review of FY13 School Committee Goals (School Committee)
- 3) 5 mins. Action on 2013-14 Bourne Public Schools Objectives (School Committee) **VOTE**
- 4) 15 mins. Action on Asbestos Abatement Process - AHERA Report (Director of Business Services)
- 5) 5 mins. Action on request for a Foreign Exchange student for SY2013-14 **VOTE**

SCHOOL COMMITTEE BUSINESS

- 6) 2 mins. Accept 06/26/13 Minutes (School Committee) **Consensus**
- 7) 10 mins. Action on Superintendent Evaluation (School Committee) **VOTE**
- 8) 10 mins. Action on Dir. of Business Ser., Assistant Supt. and Supt. Contracts (School Committee) **VOTE**
- 9) 5 mins. Action on 7th and 8th grade drama program (BHS Administration) **VOTE**
- 10) 10 mins. Action on 2013-14 Curriculum/ATLAS Support Honoraria (School Committee) **VOTE**
- 11) 10 mins. Action on MOA with the BEA regarding retirement stipend. (School Committee) **VOTE**
- 12) 15 mins. Action on Athletic, NHS, Staff Resource, and Student Handbooks (Superintendent) **VOTE**
- 13) 10 mins. Review FY13 Encumbrances (Director of Business Services)
- 14) 10 mins. Action on Board Certified Behavior Analyst Position Descriptions (Superintendent) **VOTE**
- 15) 5 mins. Discuss Kiwanis Club Invitation (School Committee)
- 16) 10 mins. Action on Subcommittee Assignments (School Committee) **VOTE**
- 17) 10 mins. Action on Policies GCIA, GC, GCO-R and GDO (Policy SubComm) **VOTE**
- 18) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 19) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, September 4th

TOWN CLERK'S OFFICE
BOURNE, MASS.
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)

- Present Entry Plan review stage 3 - September
- Discuss BBTLT Progress and Support - September
- Present Student Achievement - September
- Action on FY13 Budget Closeout - October
- Update on next NEASC Visit - October
- Action on School Improvement Plans - November

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, AUGUST 14, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA — 8-12-2013

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TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

6:00PM Executive session to discuss minutes; BEA collective bargaining negotiations (ESPs and Secretaries) Center Office Contract Negotiations; and pending legal matters.

PUBLIC COMMENTS

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

RETURN TO OPEN SESSION, PLEDGE OF ALLEGLANCE & READING OF 2013-14 BPS VISON AND MISSION STATEMENT

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Review of FY13 School Committee Goals (School Committee)
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SCHOOL COMMITTEE BUSINESS

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- 19) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, September 4th Bourne Middle School

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

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**Bourne Public Schools
Bourne School Committee
Regular Meeting Minutes
Wednesday August 14, 2013**

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

Present: Matthew Stück (*Chairperson*), Anne Marie Siroonian (*Vice Chairperson*), Laura Scena (*Secretary*), Chris Hyldburg, Heather DiPaolo, Catherine Walton, Jonathan O'Hara (departed at 8:33)

Board Members absent:

Other Attendees: Steven Lamarche, *Superintendent of Schools*, Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*, Edward Donoghue, *Director of Business Services*

CALL TO ORDER

Chairperson Stück convened open session at 6:12 pm.

Motion: To move into Executive Session to discuss minutes, BEA collective bargaining negotiations (ESPs and Secretaries); Central Office contract negotiations, and pending legal matters.

Vote: Unanimously approved

Motion: Recess at 7:00 pm with intent to reconvene after Open Session.

Vote: Unanimously approved

PUBLIC COMMENTS

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

- Angela Sweeten from Pocasset expressed interest in hearing more discussion about BHS enrollment.

OPEN SESSION

Returned to Open Session at 7:18 pm

Pledge of Allegiance and Reading of 2013-2014 BPS Vision and Mission: Christopher Hyldburg read the Bourne Public School mission and vision statement:

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

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

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

Chairperson Stück led all present in a moment of silence in memory of Elinor D. Ripley. She was a long-time member of the Bourne finance committee.

STATE OF MASSACHUSETTS
TOWN CLERK'S OFFICE
BOURNE, MASS.



Bourne Public Schools

PUBLIC PARTICIPATION

1. Announcements:

- a. Superintendent Lamarche updated the Committee and public on the following:
 - i. Approximately 74 students have applied for and have been accepted into the Bourne Schools through school choice. Bourne Middle School has all 40 slots filled and Bourne High School has 20 slots filled. School choice allows accepted students to attend out of district schools. Transportation for out of district students is the responsibility of the students' families.
 - ii. Christina Stuart, *Director of Special Education and Student Services*, and Special Education Parent Advisory Council members are announcing the first ever Special Needs Resource Fair held October 19th. The time and location will be determined and announced at a later date. This event will be an opportunity for families to learn about the resources available to support special needs children as well as to network with other families.
- b. Assistant Superintendent Quick updated the Committee and public on the following:
 - i. Advanced Placement scores for 2013 concur with the steady increase over the past few years of 3s and above. A score of 3 or higher indicates a student may be qualified to receive college credit. Massachusetts has an average 74.1 percent of scores at or above a grade of 3. Bourne High School's average is 64 percent of scores at or above a grade of 3. This is up from 45 percent in 2009.
 - ii. Ms. Quick explained she is in the process of writing the grant for full day Kindergarten which will be sent on August 15th.
 - iii. Joint Base Cape Cod invited Bourne School administration, special needs, and PTA members to attend their Ice Cream Social from 6 - 8 pm on August 29th.

2. Review of FY13 School Committee Goals:

- a. Chairperson Stück informed the public of the process by which School Committee members collectively agreed upon their goals for the upcoming 2013-2014 school year. The first step was for committee members to fill out a self-evaluation where they rated themselves on various duties and responsibilities incumbent upon them. They also evaluated the progress of the 2012 - 2013 goals. The evaluation results were collated to form a summary for goal setting purposes.
 - i. Goal 1: Partially met through K-12 curriculum alignment, BBTLTs, educator evaluation system implementation. Continue strengthening collaboration, collegiality, and identifying more ways to support the growth of every student.
 - ii. Goal 2: Met with the completion of curriculum mapping. Emphasis is now on classroom implementation.
 - iii. Goal 3: Partially met through electronic and web based communications and increased outreach regarding district goals and vision. Continue engaging staff and community in fostering

3. Action on 2013-2014 Bourne Public Schools Objectives:

Motion: to adopt the 2013-2014 Bourne School District objectives as edited.

Moved by: Anne Marie Siroonian

Seconded by: Chris Hyldburg

Discussion: Chairperson Stück explained that the committee chose to create objectives rather than goals since objectives support and focus educators' SMART (Specific, Measurable, Attainable, Relevant, Time-bound) goals. The objectives which are proposed are student focused. The three objectives are as follows:



Bourne Public Schools

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

It was discussed and decided to strike ATLAS from the second objective.

Vote: Unanimously Approved

4. Update on Asbestos Abatement Project:

- a. Mr. Donoghue updated the committee and the public on the work completed by the contractor hired for asbestos removal. Work began on July 15th with the contractor removing and replacing tiles at the high school and Otis schools. Peebles required an additional contract to be awarded for an unforeseen issue in the cafeteria and connected art room. Portions of the ceiling tile fell and had to be removed and replaced along with floor tiles. The school department informed Cindy Coffin, health agent for the Town of Bourne as well as Marina Brock, Environmental Specialist from Barnstable County Department of Health and Environment. Mr. Donoghue said everything should be completed by Friday, August 16.

5. Action on Request for a Foreign Exchange Student for SY 2013-2014:

Motion: to suspend policy JFABB for the 2013-2014 school year for the purpose of accepting an additional student at Bourne High School.

Moved by: Laura Scena

Seconded by: Jay O'Hara

Discussion: BHS principal, Ms. Cetner, presented a request for permission from the School Committee to enroll an international exchange student, Javier Ordoqui (Spain), at Bourne High School for the academic year 2013-2014. The Collett family will host Mr. Ordoqui for the year. Since school committee policy JFABB allows for only two foreign exchange students (Mr. Ordoqui would be the third) it was suggested to for the policy sub-committee to review this policy.

Vote: Unanimously Approved

Motion: to admit Javier Ordoqui for his junior year for the 2013-2014 school year.

Moved by: Anne Marie Siroonian Chris Hyldburg

Seconded by: Catherine Walton

Vote: Unanimously approved

SCHOOL COMMITTEE BUSINESS

6. Accept Minutes:

Motion: To approve Minutes of June 26, 2013 and July 26, 2013

Vote: Approved by consensus

7. Action on Superintendent Evaluation:

Motion: To approve the 2012-2013 Superintendent Summative Evaluation Report.

Moved by: Jay O'Hara

Seconded by: Chris Hyldburg

Discussion: Chairperson Stück informed the committee and the public that the End-of-Cycle Summative Evaluation Report for the Superintendent would be posted online in a couple of weeks.

8. Action on Director of Business Services, Asst. Superintendent, and Superintendent Contracts:

- a. Mr. O'Hara moved to table this item until next school committee meeting due to further discussion needed.



Bourne Public Schools

9. Action on 7th and 8th Grade Drama Program:

Motion: To approve the 7th and 8th grade drama program for the 2013-2014 school year.

Moved by: Chris Hyldburg

Seconded by: Laura Scena

Discussion: Ms. Cetner along with Ms. Stafford proposed that grade 7 and 8 students be allowed to participate fully in the high school drama program. This would be subject to the \$150 drama program fee with reductions for free and reduced lunch students. Discussion centered on supervision of young students with older students. Ms. Cetner did not feel this would be an issue due to the diligence of the theater director and volunteer staff.

Vote: Unanimously approved

10. Action on 2013-2014 Curriculum/ATLAS Support Honorarium:

Motion: To authorize \$300 per person with two per building honorarium for the purpose of implementation of curriculum maps for the 2013-2014 school year

Moved by: Catherine Walton

Seconded by: Heather DiPaolo

Discussion: Ms. Quick described the need for acquiring staff who agree to support the classroom application of the curriculum in the maps as well as document changes proposed. The prerequisite for this position is the applicant must have served on a curriculum team.

11. Action on MOA with the BEA regarding retirement stipend:

Motion: To approve the MOA with the BEA as printed in the agreement dated July 31, 2013 between the Bourne School Committee and the Bourne Educators Association.

Moved by: Anne Marie Siroonian

Seconded by: Laura Scena

Discussion: Superintendent Lamarche presented and read aloud the agreement between the Bourne School Committee and the BEA which concerned eligibility for retirement stipend. The MOA states that BPS agrees to pay eligible employees of the BEA the stipend.

Vote: Passed 4-1-1

12. Action on Athletic, NHS, Staff Resource, and Student Handbooks:

- a. Superintendent Lamarche requested that the National Honor Society and the Athletic Handbooks vote be tabled until next School Committee meeting.

Motion: To approve 3 Student Handbooks for the 2013-2014 school year as printed.

Moved by: Heather DiPaolo

Seconded by: Chris Hyldburg

Discussion: Superintendent Lamarche explained that changes from the previous handbooks were mainly Civil Rights additions.

Vote: Unanimously approved

Motion: To approve the Staff Resource Handbook with the amendment of adding the policy IKAB regarding caregiver communication and removing the discipline register reference

Moved by: Catherine Walton

Seconded by: Laura Scena

Discussion: Superintendent Lamarche read the page numbers and changes for the Committee.

Vote: Unanimously Approved



Bourne Public Schools

13. Review FY13 Encumbrances:

Motion: To approve the FY2013 end of year encumbrances as printed dated August 14, 2013.

Moved by: Chris Hyldburg

Seconded by: Catherine Walton

Discussion: Mr. Donoghue explained that the encumbrance process is a regular municipal accounting process. The district encumbered \$152,000 and year-end encumbrances totaled \$140,319.23.

14. Action on Board Certified Behavior Analyst Position Descriptions:

Motion: To approve the functional job description of the Board Certified Behavior Analyst (BCBA)-District Wide PreK-12.

Moved by: Laura Scena

Seconded by: Heather DiPaolo

Discussion: Superintendent Lamarche presented and read the job description. He explained that while this job has existed prior to his entry, there hasn't been a functional job description.

Vote: Unanimously approved

15. Discuss Kiwanis Club Invitation:

- a. Heather DiPaolo volunteered to invite the local Kiwanis club officers to a School Committee meeting. The School Committee would like to acknowledge their efforts with the Bourne School's K-Kids, Builder's Club, and Key Club.

16. Action on Subcommittee Assignments:

Motion: To accept the 2013-2014 School Committee Subcommittee assignments as printed.

Moved by: Anne Marie Siroonian

Seconded by: Heather DiPaolo

Discussion: Chairperson Stück read the Sub-Committee roles and assignments which will begin in September:

Policy:	M. Stück, J. O'Hara, L. Scena, 2nd Tuesday - 5:30pm
Facilities:	L. Scena, C. Hyldburg, C. Walton, 3rd Thursday - 9:30am
Curriculum:	H. DiPaolo, L. Scena, A. Siroonian, 3rd Thursday - 3:30
Budget:	C. Hyldburg, M. Stück, C. Walton, 3rd Thursday - 8:00 am
BBTLT:	H. DiPaolo, J. O'Hara, C. Hyldburg, TBD

17. Action on Policies GCIA, GC, GCO-R, and GDO:

- a. Personnel policies tabled for future meeting.

18. Review and Propose Future agenda Items:

- a. September
 - i. Present Entry Plan Review
 - ii. Discuss BBTLT Progress and Support
 - iii. ATLAS - Parent Portal
 - iv. Contracts
 - v. Athletic and NHS Handbook
 - vi. Policies
 - vii. Superintendent Goals
- b. October



Bourne Public Schools

- i. Action on FY13 Budget Closeout
 - ii. Update on next NEASC Visit
 - iii. SIS
 - iv. Final Asbestos Update
- c. November
- i. Action on School Improvement Plans
 - ii. Present student achievement
 - iii. Kiwanis Clubs
 - iv. PARCC Update
 - v. School Council
- d. December
- i. DDMs - Educator Evaluation

19. **Confirm Next Meeting Date & Time:** 7:00 PM, Wednesday, September 4th at Bourne Middle School.

Motion: To recess Public session at 10:00 pm for the purposes of moving into Executive session and continue with agenda items in regards to BEA collective bargaining negotiations (ESPs and Secretaries); Central Office contract negotiations, and pending legal matters with the intent to adjourn Executive session and return to Public session for final adjournment.

Moved by: Anne Marie Siroonian

Seconded by: Catherine Walton

Vote: Matthew Stück (Chairperson) - Yes, Anne Marie Siroonian (Vice Chairperson) - Yes, Chris Hyldburg - Yes, Heather DiPaolo - Yes, Catherine Walton - Yes, Laura Scena - Yes

Motion to adjourn at 10:47 by Catherine Walton and seconded by Heather DiPaolo

Vote: Unanimously approved

Meeting adjourned at 10:48 pm

Respectfully Submitted,
Catherine A. Lyons

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, SEPTEMBER 4, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
 7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes; BEA collective bargaining negotiations (ESPs and Secretaries); Central Office Contracts; and pending legal matters.

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Present Student Member Report (Ms. Cheney)
- 3) 5 mins. Introduction of New Staff Members (Superintendent)
- 4) 10 mins. Update on 2013-14 Curriculum Map/ATLAS Support Roll-out (Ass't Superintendent)
- 5) 10 mins. Review Current 2013-14 Student Enrollment (Superintendent/SchComm)

SCHOOL COMMITTEE BUSINESS

- 6) 2 mins. Accept 08/14/13 Minutes (School Committee) **Consensus**
- 7) 10 mins. Action on Increase in Incoming School Choice Numbers (Superintendent) **VOTE**
- 8) 10 mins. Action on Director of Business Services, Assistant Superintendent and Superintendent Contracts (School Committee) **VOTE**
- 9) 10 mins. Action on Pay for BPS Bus Drivers and Monitors (Director of Business Services) **VOTE**
- 10) 10 mins. Review 2013-14 Superintendent Indicators of Success (Superintendent/SchComm)
- 11) 15 mins. Action on 2013-2014 Athletic Handbook (Superintendent) **VOTE**
- 12) 5 mins. Update on Kiwanis Club Invitation (School Committee)
- 13) 10 mins. Update on Proposed BHS Baseball Field Parking (Facilities SubComm)
- 14) 10 mins. Action on Policies GCIA, GC, GCO-R and GDO (Policy SubComm) **VOTE**
- 15) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 16) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, October 2nd Bourne Middle School

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

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

- Review Student Information System (Superintendent) - October
- Action on Asbestos Abatement Process AHERA Report (Facilities Sub) - October
- Discuss BBTLT Progress and Support - October
- Action on FY13 Final Encumbrances and Budget Closeout - October
- Review Technology Planning - October
- Update on PARCC Pilot Testing & Impacts - November
- Update on Educator Evaluation System District Determined Measures - November
- Update on next NEASC Visit - November
- Meet with new School Council Representatives - November
- Action on School Improvement Plans - November

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OWN CLERK'S OFFICE
BOURNE, MA

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, SEPTEMBER 4, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

AGENDA

CALL TO ORDER

6:00PM Executive session to discuss minutes; BEA collective bargaining negotiations (ESPs and Secretaries); Central Office Contracts; and pending legal matters.

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
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TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL COMMITTEE BUSINESS

- 6) 2 mins. Accept 08/14/13 Minutes (School Committee) **Consensus**
- 7) 10 mins. Action on Increase in Incoming School Choice Numbers (Superintendent) **VOTE**
- 8) 10 mins. Action on Director of Business Services, Assistant Superintendent and Superintendent Contracts (School Committee) **VOTE**
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- 11) 15 mins. Action on 2013-2014 Athletic Handbook (Superintendent) **VOTE**
- 12) 5 mins. Update on Kiwanis Club Invitation (School Committee)
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- 14) 10 mins. Action on Policies GCIA, GC, GCO-R and GDO (Policy SubComm) **VOTE**
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"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 Student Information System (Superintendent) – October
- ☐ Action on Asbestos Abatement Process AHERA Report (Facilities Sub) – October
- ☐ Discuss BBTLT Progress and Support – October
- ☐ Action on FY13 Final Encumbrances and Budget Closeout – October
- ☐ Review Technology Planning – October
- ☐ Update on PARCC Pilot Testing & Impacts – November
- ☐ Update on Educator Evaluation System District Determined Measures – November
- ☐ Update on next NEASC Visit – November
- ☐ Meet with new School Council Representatives – November
- ☐ Action on School Improvement Plans – November



Bourne Public Schools

Bourne School Committee Regular Meeting Minutes

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TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Wednesday September 4, 2013
Time: 6:00PM Executive Session, 7:00PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

Present: Matthew Stück (*Chairperson*), Anne Marie Siroonian (*Vice Chairperson*), Laura Scena (*Secretary*), Chris Hyldborg, Heather DiPaolo, Catherine Walton, Jonathan O'Hara

Board Members absent:

Other Attendees Present: Steven Lamarche, *Superintendent of Schools*, Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*, Edward Donoghue, *Director of Business Services*, Melissa Stafford, *BMS Principal*

Chairperson Stück convened open session at 6:10 pm.

Motion: To move into Executive Session to discuss minutes, BEA collective bargaining negotiations (ESPs and Secretaries); Central Office Contracts; and pending legal matters.

Vote: Unanimously approved.

Board Commences Executive Session.

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

The board heard comments from James Kinsella, from the Bourne Enterprise related to minutes discussed during Executive Session.

Returned to Open Session at 7:11 pm

Anne Marie Siroonian read the Bourne Public School mission and vision statement:

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

Vision: We are proud to be a community where one hundred percent of Bourne Public School students graduate with the knowledge, habits and skills to compete and collaborate effectively as society evolves.

COMPTROLLER GENERAL

TOWN CLERK'S OFFICE

BOURNE, MASS.



Bourne Public Schools

The Town of Bourne is enthusiastically committed to empower students and staff to achieve personal goals and demonstrate life-long learning.

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

1. Announcements:

Superintendent Lamarche shared details from a letter dated 8/20/2013 from Massachusetts Down Syndrome Congress thanking Bourne Girls Field Hockey Team and Bourne Girls Volleyball Team with their volunteer efforts at the MDSC's Third Buddy Walk by the Sea held on July 27, 2013.

Superintendent Lamarche announced that a Massachusetts Association of School Committees Regional meeting will be held at D-Y Regional High School on Tuesday, 10/1/2013 at 6:00PM. The Agenda includes updates on local charter school issues and superintendent evaluation procedures as well as the election of Officers.

Superintendent Lamarche shared details from the 9/3/2013 email sent from Pearson PARCC Program Team which announced the selection of BMS to participate in the 2014 PARCC Field Tests. Selected classes from all four grades will be piloting either a performance based assessment, PBA or an end of year assessment, EOY at either mid-year or year end, respectively.

2. Student Member Report:

Ms. Emily Cheney was absent.

3. Introduction of New Staff Members:

Superintendent Lamarche read the list of the 24 newly hired staff, where they will be working, and their positions.

4. 2013-14 Curriculum Map/ATLAS Support Roll-out:

Assistant Superintendent Quick demonstrated how parents can access the Atlas Parent Portal online. The Portal allows families access to what skills and concepts are being taught at all grade levels for all subjects. Enduring Understandings, Essential Questions, and the applicable MA curriculum standards are listed for each unit.

5. Current 2013-14 Student Enrollment:

Superintendent Lamarche presented enrollment summaries from all 4 schools which as of 9/4/2013 totaled 2,111 students enrolled in the Bourne District. School choice students totaled 69. The board was questioned about the difference in BMS and BHS enrolled numbers. Discussion



Bourne Public Schools

surrounded choices of schools students have available. The board agreed to add BHS student enrollment as a future agenda item.

Motion: (Scena/O'Hara) To add agenda item regarding 8th grade BMS field trip request. 7 in favor/0 opposed/0 abstained. Motion carried.

6a. Middle School 8th grade trip to Washington D.C.:

Melissa Stafford presented a request for a grade 8 request for an out of state, extended overnight curricular field trip which is scheduled for June 9-12, 2014.

Motion: (Scena/Siroonian) To approve the 8th grade out of state, overnight field trip June 9, 2014- June 12, 2014, as presented. 7 in favor/0 opposed/0 abstained. Motion carried.

6. *Accept 08/14/13 Minutes*

Minutes of 8/14/2013 approved by consensus

7. *Increase in Incoming School Choice Numbers*

Mr. Lamarche presented a request to increase the initial number of school choice acceptances at BMS from 40 to 50. Ms. Stafford explained that the increased number of slots would accommodate families who may move to another town mid-year, but would like their child to continue their education in Bourne. Discussion ensued about admission qualifications and process.

Motion: (Scena/Walton) To increase BMS school choice number from 40 to 50 students for the 2013-2014 school year. 7 in favor/0 opposed/0 abstained. Motion carried.

8. *Director of Business Services, Assistant Superintendent and Superintendent Contracts:*

Chairperson Stück described the contract negotiation process with respect to the Director of Business Services, Assistant Superintendent, and Superintendent positions. Contract changes brought administrative contracts more into alignment with each other.

Motion: (Siroonian/O'Hara) To approve the, employment contract, Director of Business Services, Ed Donoghue, 2013-2016. 7 in favor/0 opposed/0 abstained. Motion carried.

Motion: (Siroonian/O'Hara) To approve the employment contract with the Assistant Superintendent, Susan Quick, 2013-2018. 7 in favor/0 opposed/0 abstained. Motion carried.

Motion: (Siroonian/O'Hara) To approve the employment contract of the Superintendent, Steven Lamarche, 2013-2016. 7 in favor/0 opposed/0 abstained. Motion carried.

9. *Pay for BPS Bus Drivers and Monitors*



Bourne Public Schools

Ed Donoghue recommended to increase the pay scale for district employed bus drivers and monitors by 2% for the 2013-2014 school year.

Motion: (Scena/DiPaolo) That the current hourly pay rate for the districts monitors and bus drivers be increased by two percent (2%) effective for the FY2014 school year. The new bus monitor rate will be \$15.97 per hour and the bus driver rate will be \$16.46 per hour. 7 in favor/0 opposed/0 abstained. Motion carried.

10. 2013-14 Superintendent Indicators of Success

Chairperson Stück explained that Superintendent Lamarche is currently working on the goal setting component of the yearly continuous 5-step superintendent evaluation process. Superintendent Lamarche will identify a minimum of 2 goals to propose to the School Committee. Superintendent Lamarche offered input for the areas of emphasis with regard to the Superintendent's rubric. He explained that like teachers, he is required to collect evidence for all, but the evaluation process will focus around an indicator for each standard. Board members contributed their indicator preference for a consensual decision. The Chairman will consolidate input and email the working list to members before the October meeting.

11. Action on 2013-2014 Athletic Handbook:

Superintendent Lamarche presented the BPS High School Student Athlete/Parent Handbook with amendments.

Motion: (Hyldburg/O'Hara) To approve the 2013-2014 student athlete/parent handbook as amended. 7 in favor/0 opposed/0 abstained. Motion carried.

12. Kiwanis Club Invitation

Chairperson Stück reviewed the impact that Kiwanis Club has had on the Bourne Schools and intention to invite a member from the local Kiwanis club to a future meeting. Heather DiPaolo will report back at the next meeting.

13. Proposed BHS Baseball Field Parking

Chris Hyldburg, explained that the Facilities Sub-committee will present updates at a late fall meeting.

14. Action on Policies GCLA, GC, GCO-R and GDO

Policy Sub-Committee member, Jay O'Hara, recommended the retirement of Policy GC.



Bourne Public Schools

Motion: (O'Hara/Siroonian) To retire policy GC- Professional Staff (Philosophy Concerning Staffing). 7 in favor/0 opposed/0 abstained. Motion carried.

Superintendent Lamarche proposed to approve policy GCIA changes which were distributed during the May School Committee Meeting. He reviewed the changes and read the policy aloud.

Motion: (Siroonian/O'Hara) To approve policy GCIA, Professional Development, as read. 7 in favor/0 opposed/0 abstained. Motion carried.

Mr. O'Hara suggested waiting on policies GC, GCO-R, and GDO until spring when staff has had more experience regarding the evaluation system and district determined measures. A recommendation was made to begin focusing on series I policies. A request was made to move Policy Sub-Committee meetings to Tuesdays at 5:30.

15. ***Future Agenda Items***

October

- Action on FY13 Final Encumbrances and Budget Close-out
- Review SIS
- Update on Asbestos Abatement Process
- Discuss BBTLT
- Superintendent Goals
- Kiwanis Clubs

November

- Action on School Improvement Plans
- Present student achievement
- Update on PARCC Pilot Testing and Impacts
- Meet new School Council Representatives
- Update on Educator Evaluation - DDMs
- Update on next NEASC Visit
- Update on enrollment

December

- Review Technology Planning
- MSBA

16. ***Confirm Next Meeting Date & Time:***

7:00 PM, Wednesday, October 2nd at Bourne Middle School Media Center.

Motion: (Scena/Walton) to adjourn at 9:14. 7 in favor/0 opposed/0 abstained. Motion carried.



Bourne Public Schools

List of documents and exhibits used

(GL c.30A,sect 22(a))

Agenda Item	Document
<i>1</i>	<i>Meeting Announcement: MA Association of School Committees</i>
<i>1</i>	<i>MA Down Syndrome Congress letter dated: 8/20/2013</i>
<i>1</i>	<i>Pearson PARCC Program Team email dated: 9/3/2013</i>
<i>3</i>	<i>New Teacher list</i>
<i>5</i>	<i>BHS, BMS, PES, BES Enrollment summaries</i>
<i>6a</i>	<i>BPS Out of State/Extended Overnight Field Trip Approval Request</i>
<i>6</i>	<i>8/14/2013 regular meeting minutes</i>
<i>8</i>	<i>Employment contracts: Director of Business Services, Assistant Superintendent, Superintendent</i>
<i>9</i>	<i>Correspondence dated 9/4/2013 from Mr. Donoghue to Bourne School Committee</i>
<i>10</i>	<i>Superintendent Rubric</i>
<i>11</i>	<i>BPS High School Student Athlete/Parent Handbook</i>
	<i>Corrected Staff Resource Handbook 2013-2014</i>

Respectfully Submitted,

Catherine A. Lyons



Bourne Public Schools

Bourne School Committee

Regular Meeting Minutes

2014 JAN 29 PM 2 41

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Wednesday October 2, 2013
Time: 6:00PM Executive Session, 7:00PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

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

Board Members absent: Catherine Walton

Other Attendees Present: Emily Cheney, *Student Representative*; Steven Lamarche, *Superintendent of Schools*; Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*; Edward Donoghue, *Director of Business Services*; Christina Stuart, *Director of Student Services*; Scott Ashworth, *BHS Athletic Director*; Bill Jenkins, *President - Kiwanis Club*

Chairperson Stück convened open session at 6:06 pm.

Motion: To move into Executive Session to review minutes, BEA collective bargaining negotiations (ESPs and Secretaries); Central Office Grievance; and pending legal matters.

Vote: Unanimously approved.

Board Commences Executive Session.

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

1. *No Comments*

Returned to Open Session at 7:10 pm

Chairperson Stück read the Bourne Public School mission and vision statement:

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

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

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



Bourne Public Schools

SPRINGFIELD PUBLIC SCHOOLS
TOWN CLERK'S OFFICE
BOURNE, MASS.

PUBLIC PARTICIPATION

1. *Announcements:*

Laura Scena read a letter from Wal-Mart, thanking Bourne Schools for partnering with the local food bank in order to send home backpacks of food with participating students. Bourne teachers and Chartwell's employees participate to organize and disburse backpacks every week on Friday.

Superintendent Lamarche introduced Mr. Christopher Garth who is working with Central Office in order to complete his Superintendent internship.

Superintendent Lamarche reported the following on staff development:

On September 20th the entire staff participated in a presentation on family engagement delivered by Nancy Soto-Rodriguez from the Springfield Public School's Parent and Community Engagement Office. Ms. Soto-Rodriguez especially focused on having the staff understand the difference between parent involvement and parent engagement.

On October 11th, David Giannotti from the MA State Ethics Commission will present on state ethics laws which specifically pertain to teachers and schools

Superintendent Lamarche briefed the Board and members of the public on a meeting held on Saturday, September 28, and included Ernest Prete, Bob Celeste, Fay Butler, and Veronica Kenney. The topic of discussion surrounded the possibility of creating a Technology Arts Program for Bourne High School students.

Superintendent Lamarche announced that he is aware that the government shutdown affects many families of Bourne students. He communicated that Bourne schools are interested in the partnership with families within the community and that families should feel free to contact the schools or Central Office for needed assistance.

October is National Principals month.

Superintendent Lamarche described the BMS vegetable garden which is located in the central courtyard at BMS. He explained that although garden output is limited, the cafeteria is utilizing some produce for meals.

2. *Student Member Report:*

Ms. Emily Cheney presented the student report

Over 70 members signed up for Key Club. They are planning six service projects which include the following: Fright Night (partnered with two other area Key Clubs), UNICEF, Swim for Multiple Sclerosis, Suicide Prevention Walk, Celtics, and Food Truck Festival to benefit the American Red Cross.



Bourne Public Schools

BHS Girl's volleyball is currently undefeated.

Homecoming theme is "Around the World". In place of floats, students will decorate hallways with representations of continents around the world. A continent has been assigned to each class.

Mixed Media and Art 4 created an Alice in Wonderland display next to the front office.

On Sunday, October 20th the class of 2015 will sponsor the "Bourne to Run" race on the Bourne Canal.

3. *10/19 Student Needs Resource Fair:*

Christina Stuart reminded the Board and Community members of SEPAC's Special Needs Resource Fair which will take place on October 19th from 9:00 am-12:00pm at the Bourne Middle School Cafeteria. This event is a fundraiser as well as a resource fair. Proceeds will go to support the "Outside the Classroom" program which pairs students with disabilities with a peer while participating in events outside of class. Ms. Stuart is requesting about 15 to 20 volunteers to assist with various elements of the fair.

4. *2013-14 Fall Athletic Participation:*

Mr. Scott Ashworth, BHS Athletic Director, presented the Board with athletic rosters for fall sports. As of September 30th, 181 high school students and 53 grade 8 students are participating in football, soccer, field hockey, volleyball, golf, or cross country. Approximately 26% of the total high school student population is participating in fall sports. Mr. Ashworth stressed the significance that the participation of grade 8 students had on preserving current sub varsity teams in fall sports.

5. *Kiwanis Club Presentation:*

Bill Jenkins, president of the Kiwanis club, informed the Committee and members of the public about the organization's history and student Service Leadership Programs. These student led community service K-12 clubs are K-Kids (elementary), Builders Club (middle school), and Key Club (high school). Mr. Jenkins also requested the Board's support for Bourne students to attend the Kiwanis' Key Leader program which is a leadership weekend experience for youth leaders in the high school.

6. *2013 Josephine Lewis Scholarship Nominee:*

Chairperson Stuck presented Josephine Lewis Scholarship Committee's recommendation to present Danielle Kent (2011) with their 2013 scholarship. The Josephine Lewis scholarship is awarded to a BHS graduate who is pursuing a career in healthcare services. Ms. Kent is currently enrolled in the nursing program at Curry College.

Motion: (O'Hara/Siroonian) to award the 2013 Josephine Lewis Scholarship to Danielle Kent.
6 in favor/0 opposed/0 abstained. Motion carried.

7. *Student Information System:*

Superintendent Lamarche reviewed the roll out of the district's new Student Information System (SIS), Power School. He stated there were some compatibility and conversion issues with the system transition.



Bourne Public Schools

Also, there have been some glitches rolling out Power Announcer which is computer based software which combines Power School's student information with Bourne's community notification system. Superintendent Lamarche added that the BEA is working with central office to come to agreements surrounding the parent portal.

8. *Asbestos Abatement Process Update:*

Facilities Sub-Committee member, Mr. Chris Hyldburg explained that the Six-Month AHERA Asbestos Periodic Surveillance report has been received and posted in buildings as well as the Bourne Schools website.

9. *Proposal to align 2014-2015 School Calendars Cape-Wide:*

Superintendent Lamarche shared a request for feedback generated at the September 13th Cape Cod & Islands Superintendents meeting on changing February and April vacation weeks to be a week before or after each holiday week. He explained in order to accommodate President's Day and Patriot's Day which would no longer be encompassed by the vacation weeks; two school days would be added to the school calendar. Members of public responded with questions about the rationale for the change and expressed concerns about misalignment with off Cape districts and effect on academic schedules.

Motion: (O'Hara/Hyldburg) to advise the superintendent that the Bourne School Committee is not prepared to change the April and February School Vacation weeks at this time.

4 in favor/0 opposed/2 abstained. Motion carried.

SCHOOL COMMITTEE BUSINESS

10. *Accept 09/04/13 Minutes*

Minutes of 9/4/2013 were approved by consensus.

11. *FY13 Final Encumbrances, Line Item Transfers & Closeout*

Mr. Ed Donoghue presented three documents: FY2013 encumbrances, recommended line item transfers, and the FY2013 Financial Statement Report. Mr. Donoghue's recommendation is to carry over encumbrances in the amount of \$140,319.23 into FY2014. Also, in accordance with MA General Law, he recommends the final balance of \$11,840.72 is returned to the Town's general fund.

Motion: (Hyldburg/DiPaolo) to return the amount of \$11,840.72 to the Town of Bourne general fund.

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

Motion: (Hyldburg/DiPaolo) to pay the FY 2013 encumbrances in the amount of \$140,319.23

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

Motion: (O'Hara/Hyldburg) to approve the FY13 line item transfers dated 10/2/2013.

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

12. *2013-2014 Superintendent Goals and Annual Plan*

Chairperson Stück provided Superintendent Lamarche with a list of areas of emphasis which were consensually agreed upon by the Committee. After discussion and clarification, Superintendent Lamarche requested the indicators assigned, be appropriately aligned to the areas of emphasis selected for teachers and administrators.

Motion: (O'Hara/Siroonian) to adopt standards IA and IB; standard IIIC; and standard IVD for the 2013-2014 BPS Superintendent Areas of Emphasis.



Bourne Public Schools

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

13. *BBTLT Progress and Support*

Assistant Superintendent Quick announced that 3 of 4 Building Based Leadership Teams have begun meeting. Two teams have decided to increase their meetings from once monthly to twice monthly. Topics for discussion vary depending on the school's need, but some current examples include common planning time, curriculum adjustment, and report card revision. Some teams use data to determine instructional programs and building needs. She further explained that the Culture Subcommittee has been reconstituted as an Ad-Hoc Sub-committee focused on BBTLTs. This will present the opportunity for School Committee members to interact directly with BBTLT members.

14. *MASC/MASS Annual Meeting Participation:*

Chairperson Stück solicited nominations for primary and alternate official voting delegates who will attend the annual business meeting of the Massachusetts Association of School Committees. The business meeting is held during the MASC Joint Conference on November 6-9, 2013 at the Resort and Conference Center in Hyannis, MA. The Committee discussed schedule conflicts with the November 6th School Committee Meeting and proposed new meeting dates

Motion: (O'Hara/DiPaolo) to nominate Chris Hyldborg as primary delegate to the MASC annual business meeting.

5 in favor/0 opposed/1 abstained. Motion carried.

Motion: (O'Hara/DiPaolo) to nominate Anne-Marie Siroonian as secondary delegate to the MASC annual business meeting.

5 in favor/0 opposed/1 abstained. Motion carried.

Motion: (DiPaolo/Scena) to move the November meeting to Wednesday October 30, 2013.

Motion withdrawn

Motion: (DiPaolo/O'Hara) to postpone the November meeting to Wednesday, November 13, 2013.

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

15. *Policies IA and IC/ICA*

Policy Sub-Committee member, Jay O'Hara, advised on the following policies;

Policy IC/ICA: Mr. O'Hara reviewed changes to policy IC/ICA, which has been re-named ICA. Policy ICA is ready for distribution and no action is needed at this time.

Policy IA: Mr. O'Hara recommended that Policy IA (Instructional Goals) be retired.

Motion: (O'Hara/Scena) to retire policy IA, Instructional Goals.

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

16. *Proposed BHS Baseball Field Parking:*

Facilities Sub-Committee member, Laura Scena, reported there are no updates at this point.

17. *Future Agenda Items*

November



Bourne Public Schools

- Action on School Improvement Plans
- Present student work
- Update on PARCC Pilot Testing and Impacts
- Meet new School Council Representatives
- Update on district enrollment
- Superintendent Goals
- Full Day Kindergarten

December

- Review Technology Planning
- MSBA
- Quarterly financial update
- SIS

January

- Update on next NEASC Visit
- FY 14 Budgets
- School Committee Objectives

18. Confirm Next Meeting Date & Time:

7:00 PM, Wednesday, November 13th at Bourne Middle School Media Center.

Motion: (Scena/Siroonian) to adjourn at 9:25pm. 6 in favor/0 opposed/0 abstained. Motion carried.

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

Agenda Item	Document
1	September 20, 2013 Exit Ticket Feedback
1	Conflict of Interest PowerPoint Slides
2	Student Report Notes
4	Fall Athletic Rosters
5	Kiwanis Club Descriptions/Statement of Cash Flows
6	9/12/2013 Memo from BHS Guidance to BSC RE: Josephine Lewis Scholarship
10	9/4/2013 regular meeting minutes
11	Documents: FY2013 encumbrances, FY2013 recommended line item transfers, FY2013 Budget
12	2013-2014 Superintendent Areas of Emphasis
14	9/2013 Notice from MASC to MASC member school committees RE: Voting Delegate to annual business meeting
15	Policy IA
15	Policy ICA

Respectfully Submitted,
Catherine A. Lyons

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, NOVEMBER 13, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL MEDIA CENTER

2014 JAN 29 PM 2 40

AGENDA

TOWN CLERK'S OFFICE

BOURNE, MASS

CALL TO ORDER

6:00PM Executive session to review minutes; BEA collective bargaining negotiations (ESPs and Secretaries) and MOA; pending legal matters.

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 5 mins. Student Work Presentation (Bournedale Students)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 10 mins. Update on SEPAC work & Student Needs Resource Fair (Dir. of Student Services)
- 5) 10 mins. Present Bourne Alternative Action Resolution Committee (Chair SC)
- 6) 5 mins. Update on the DPW Building Project (Superintendent)

SCHOOL COMMITTEE BUSINESS

- 7) 2 mins. Accept 10/02/13 Minutes (School Committee) Consensus
- 8) 20 mins. Review 2013-14 School Improvement Plans (Assistant Superintendent) VOTE
- 9) 10 mins. Action on MOUs with CC Community College (Superintendent) VOTE
- 10) 10 mins. Action on Collective Bargaining Agreements for ESPs and Secretaries (SchComm) VOTE
- 11) 10 mins. Action on BEA MOA for Power School (SchComm) VOTE
- 12) 10 mins. Discuss BBTLT Progress and Support (Assistant Supt./Ad Hoc Sub)
- 13) 10 mins. Discuss MASC/MASS Annual Meeting Reflections (School Committee)
- 14) 10 mins. Review and/or Action on Policies BDE and BDE-R on Subcommittees, ID on "School Day", IB "Academic Freedom", IC/ICA "School Calendar" come back after SC distribution, IE "organization of instruction" and IGBH "Alternative Programs (Policy SubComm)
- 15) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 16) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, December 4th Bourne Middle School

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

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

- Superintendent indicators – December
- Update on Student Information System – December
- Review FY14 Budget SWOT Analysis – December
- Review Superintendent Goal Indicators – December
- Meet with new School Council Representatives – December
- Update on next NEASC Visit – January
- Review FY15 Budget Process – January
- Review 2013-14 SchComm Objectives (separate retreat) – January
- Update on MSBA Request to Replace Peebles
- Discussion of student work and achievement



Bourne Public Schools

Bourne School Committee Regular Meeting Minutes

2014 JAN 29 PM 2 41

TOWN CLERK'S OFFICE
BOURNE, MASS

Date: Wednesday November 13, 2013
Time: 6:00PM Executive Session, 7:00PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

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

Board Members Absent: None absent

Other Attendees Present: Emily Cheney, *Student Representative*; Steven Lamarche, *Superintendent of Schools*; Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*; John Nelson, *DPW facilities manager*

Chairperson Stück convened open session at 6:09 pm.

Motion: To move into Executive Session to review minutes, BEA collective bargaining negotiations (ESPs and Secretaries) and BEA MOA; CCCC MOU(s), and pending legal matters.

Vote: Unanimously approved.

Board Commences Executive Session.

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

1. *No Comments*

Returned to Open Session at 7:04 pm

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

Heather DiPaolo read the Bourne Public School mission and vision statement:

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

Objectives:

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

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Bourne Public Schools

PUBLIC PARTICIPATION

1. Announcements:

Asst. Superintendent, Susan Quick, announced that Bourne is working on submitting applications for two state-funded Academic Support Grants which provide funds to support school and community partnership learning programs. Ms. Quick also announced that she and Superintendent Lamarche will be traveling to the Department of Education in Malden, MA next Thursday for an informational session on Innovation School Planning Grants. Bourne Educator Association officers were invited to participate in the session as well.

Superintendent Lamarche updated the School Committee on a PARCC presentation he attended at the MASC MASS Joint Conference held November 6-8 at the Hyannis Conference Center. This presentation focused on informing participants about Massachusetts' intention to adopt PARCC ELA and mathematics assessments by 2016, provided they are "at least as comprehensive and rigorous as our current MCAS assessments, if not more so."

Superintendent Lamarche announced the hiring of Laishona Vitelli for the Bourne Community Internship Liaison position which is funded by a grant received from the Grace Swift Nye Fund. Ms. Vitelli will seek out local business' that would be willing to provide internships for BHS students.

Superintendent Lamarche informed the School Committee and the public of initial discussions with Hadley Luddy, Executive Director of Big Brothers and Big Sisters of Cape Cod, about offering BPS students the opportunity to participate in the Big Brothers, Big Sisters program with interested Massachusetts Maritime Academy cadets.

Superintendent Lamarche and Asst. Superintendent Quick attended the Massachusetts STEM Summit 2013 held Wednesday, November 13, 2013 at Gillette Stadium in Foxboro, MA Foxboro stadium. This Summit is the put on by the Governor's STEM Advisory Council, Mass Business Roundtable and the UMass Donahue Institute. Approximately 1,200 educators, businesses, and government agencies attended.

Superintendent Lamarche will be meeting with Dr. Seth Fraden, Professor of Physics at Brandeis University, next Wednesday in order to discuss the inclusion of STEAM programming in Bourne.

Jay O'Hara announced that "No Impact Man" by Colin Beavan will be featured during a book club talk facilitated by BHS English teacher, Bill Dow, on November 21 from 2:00-3:00.

Superintendent Lamarche updated the School Committee and public that the district provided the funds to enable the PSAT to be administered for all BHS sophomores during the school day.

Chris Hyldburg announced that on Monday Nov. 11th, the Bourne High Band performed at the Veteran's Day Ceremony in Wareham.

2. Student Work Presentation:

A Bourmedale Elementary 2nd grade class read the Peace Builders Pledge and shared their writing of what peace means to them. The students finished with the "Peacebuilders Pledge Song".

A Bourmedale Elementary 4th grade class presented their reasons on why it's important to divide things into groups as well as their own division problems they created and solved. They finished with a song which aids in memorizing the steps of the division algorithm.



Bourne Public Schools

3. *Student Member Report:*

Ms Emily Cheney presented the following:

Student Showcase for Middle School Students will be held on November 20, 2013.

BHS is partnering with Aventa Learning which delivers online courses to middle and high school students. This provides opportunities for students to work for extra course credits or make up missed courses.

Eighteen BHS students will be auditioning for the All Cape Music Festival at Mashpee. Five students will be auditioning for the South East Music Festival on November 23 in Wrentham, MA.

Ms. Mary L. Murphy is seeking enough boys to present "Peter Pan" for the Spring Show. The cast of "The Sound of Music" performed a pre-tour at BMS, BES, and PES. "The Sound of Music" performances will be held in the BHS auditorium from Friday to Sunday.

Ms. Mason's Art IV students collaborated with Ms. Kelley's first grade students (Peebles Elementary) to create portraits in the style of artist Mica Angela Hendricks.

4. *Update on SEPAC and Student Needs Resource Fair:*

Superintendent Lamarche suggested postponing this agenda item until Christina Stuart, Director of Special Education and Student Services can present. Update will be postponed until December 4 meeting.

5. *Present Bourne Alternative Action Resolution Committee:*

Chairperson Stück explained the purpose in establishing this committee was to provide a forum for a larger consortium of community members in order to gain perspective and understanding of student enrollment in Bourne while engaging in objective and collaborative discussion. He further explained the working group will meet frequently collectively determine how we envision our community school as well as develop as set of actionable steps to achieve this vision.

6. *Update on DPW Building Project*

Motion: (Hyldburg/Scena) to postpone item #6 until later this evening keeping it under public participation until other people are available.

Motion carried by consensus.

Returned at 8:20 PM.

Facilities Sub-Committee member, Chris Hyldburg, presented documents to update the School Committee and public on the DPW work site neighboring Bournedale Elementary School. John Nelson, DPW facilities manager, answered questions about the impact the construction site is having on student safety and learning. Mr. Nelson is prohibiting contractors as well as ISWM employees from entering school grounds. Superintendent Lamarche and Mr. Hyldburg recently toured BES and found the auditory distractions to be minimal inside the school. The windows and walls provide adequate suppression of noise and the building is climate controlled, eliminating the need for open windows. The DPW and the School department are collaborating to implement solutions to prevent visual distractions for students. One solution is to install opaque window film on lower windows for top floor classrooms that face the construction site. First floor classrooms are not affected. Both the DPW and the Bourne School Department agreed to continue communicating on these issues.



Bourne Public Schools

SCHOOL COMMITTEE BUSINESS

7. *Accept 10/02/13 Minutes*

Minutes were approved by consensus.

8. *Review 2013-14 School Improvement Plans*

Assistant Superintendent Quick presented the School Improvement Plans from all schools. Each plan included a "Conditions for School Effectiveness" self-assessment, summarizing strengths and weaknesses. This self-assessment was completed within BBTLT meetings as well as with School Council. All school improvement plans include clear objectives for improvement. The School Committee requested more time review documents prior to vote.

Superintendent Lamarche informed that SC Policy BDFA-EE states that if "the school improvement plan is not reviewed by the School Committee within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved." School committee members agreed to review and prepare to vote for December 4th meeting. Heather DiPaolo agreed to send invitations to school council members to present during the Public Participation session.

9. *Action on MOUs with Cape Cod Community College*

Superintendent Lamarche summarized the Memorandum of Agreement between CCCC and BPS to offer dual enrollment college courses at BHS. A few BHS students are currently taking advantage of dual enrollment courses. This agreement allows for dual enrollment in selected college courses on the BHS campus during the day. The course COL101, the College Experience, will be offered during the 2014 spring semester on Saturdays at BHS.

Superintendent Lamarche explained that the district is prepared to assist families with costs.

Motion: (Scena/Siroonian) to approve the MOU between the Cape Cod Community College and Bourne Public Schools Dual Enrollment College Courses at Bourne High School as printed.

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

10. *Action on Collective Bargaining Agreements for ESPs and Secretaries:*

Superintendent Lamarche summarized the Memorandum of Agreement between the Bourne School Committee and the BEA ESPs. Two sub-committees will be established for the purpose of recommending an ESP evaluation instrument as well as reviewing the order of layoff and recall of employees Article XV of the Contract.

Motion: (Siroonian/DiPaolo) to approve collective bargaining agreement between the Bourne School Committee and the Bourne Educator Association Educator Support Personnel dated 7/1/2013-6/30/2016 as printed.

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

8:15 pm 5 minute break Returned to Item #6 (See Above)

11. *Action on BEA MOA for Power School*

Superintendent Lamarche presented and read the Memorandum of Agreement between the BEA and BPS regarding the roll out of PowerSchool.

Motion: (Siroonian/Walton) to approve the MOA between BEA and Bourne School Committee regarding Power School as printed with the inclusion "for secretaries" at the end of item number 10.

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

12. *Discuss BBTLT Progress and Support*

Assistant Superintendent Quick announced that all BBTLTs are meeting regularly with discussion centered on teaching and learning.



Bourne Public Schools

13. Discuss MASC/MASS Annual Meeting Reflections

School Committee members summarized their workshop experiences:

- PARCC: PARCC didn't originate from the Federal Government; it's a partnership between High Schools and colleges. Colleges will be reviewing results in order to plan for college remedial courses.
- Public Relations – Districts are recommended to develop processes, procedures, and protocols for public relations communication. The School Committee Chair is authorized to speak to the media on particulars related to School Committee business, but all other media inquiries should be in the hands of the superintendent.
- Chapter 70 foundation program panel discussion: This discussion centered on how Chapter 70 funds are allocated. Panel members explained that it's imperative that districts are spending the chapter 70 funds on the students it's intended for.

14. Review and/or Action on Policies:

a. BDE and BDE-R on "Subcommittees":

Motion: (O'Hara/Siroonian) to retire the policy BDE-R moved by Jay O'Hara and seconded by Anne-Marie Siroonian

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

b. ID on "School Day": Draft will be distributed.

c. IB on "Academic Freedom":

Motion: (O'Hara/DiPaolo) to retire the policy IB moved by Jay O'Hara and seconded by Heather DiPaolo

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

d. IC/ICA on "School Calendar": Placed on December Agenda.

15. Future Agenda Items:

December

David Viera Visit
SEPAC
Superintendent indicators
Update on SIS
FY 14 Budget SWOT analysis
School Council Representatives
2013-14 SchComm Objectives
Update on MSBA Request to replace Peebles
Student work and achievement
School Calendar
Curriculum
Capital Outlay

January

Update on next NEASC Visit
FY 15 Budgets
School Committee Objectives

16. Confirm Next Meeting Date and Time: 7:00 PM, Wednesday, December 4th BMS Media Center

Motion: (Scena/DiPaolo) to adjourn at 10:02 pm. 7 in favor/0 opposed/0 abstained. Motion carried.



Bourne Public Schools

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

Agenda Item	Document
	Agenda 11-13-2014
1	Letter of interest and resume - Laishona Vitelli
1	PARCC MASS Drive-In Conference
3	Notes from BHS Events
5	Agenda and materials from District Enrollment Working Group Meeting
6	DPW Building Project Issue Summary and photos
6	DPW Landscaping Plan
7	10-2-2013 Minutes
8	School Improvement Plans: BES, PEEBLES, BMS, BHS
9	MOA between CCCC and BPS – Dual Enrollment College Courses
10	MOA Collective Bargaining Agreement between BSC and BEA (ESP)
11	MOA between BEA and BSC
12	BSC Policies: ID, IC/ICA, IB, BDE-R

Respectfully Submitted,
Catherine A. Lyons

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TOWN CLERK'S OFFICE
BOURNE, MASS

SC
2013
Jan-Dec

BOURNE SCHOOL COMMITTEE MEETING

DATE: WEDNESDAY, DECEMBER 04, 2013
TIME: 6:00PM EXECUTIVE SESSION MEETING
7:00PM REGULAR MEETING
PLACE: BOURNE MIDDLE SCHOOL

DECEMBER 2 40

AGENDA — Updated

TOWN CLERK'S OFFICE
BOURNE, MASS

CALL TO ORDER

6:00PM Executive session to review minutes; BEA collective bargaining negotiations (Secretaries) and; CCCC MOU, and pending legal matters.

PUBLIC COMMENTS

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

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

PUBLIC PARTICIPATION

- 1) 5 mins. Announcements (Superintendent & Subcommittees)
- 2) 10 mins. Student Work Presentation (Students from Peebles Elementary School)
- 3) 5 mins. Present Student Member Report (Ms. Cheney)
- 4) 5 mins. Present 2013-2014 Superintendent's Award (Superintendent)
- 5) 20 mins. Meet with Representative Vieira of the MA Joint Committee on Education (SchComm)
- 6) 15 mins. Meet new School Council Representatives and Principals (SchComm)
- 7) 5 mins. Action on 2013-14 School Improvement Plans (SchComm) **VOTE**
- 8) 10 mins. Update on SEPAC work & Student Needs Resource Fair (Dir. of Student Services)

SCHOOL COMMITTEE BUSINESS

- 9) 2 mins. Accept 11/13/13 Minutes (School Committee) **Consensus**
- 10) 5 mins. Action on Collective Bargaining Agreements for Secretaries (SchComm) **VOTE**
- 11) 5 mins. Action on MOU with CCCC (Superintendent) **VOTE**
- 12) 15 mins. Action on National Honor Society Handbook (BHS Principal) **VOTE**
- 13) 10 mins. Review Superintendent Goal Indicators (Superintendent) **VOTE?**
- 14) 5 mins. Review FY14 Budget SWOT Analysis (Dir. of Business Services)
- 15) 5 mins. Review FY15 Budget Planning Schedule (Dir. of Business Services)
- 16) 10 mins. Review FY15-19 Capital Outlay Plan (Fac. Sub)
- 17) 10 mins. Review and/or Action on Policies: ICA School Calendar (Policy SubComm)
- 18) 5 mins. Review & Propose Future Agenda Items (School Committee & Superintendent)
- 19) Confirm Next Meeting Date & Time: 7:00PM, Wednesday, January 8th Bourne Middle School

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

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

- Update on Full-Day Kindergarten Program – January
- Action on Programs of Studies – January
- Update on next NEASC and NAEYC Visits – January
- Review 2013-14 SchComm Objectives (separate meeting) – January
- Update on Student Information System

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BOURNE, MASS



Bourne Public Schools

Bourne School Committee Regular Meeting Minutes

Date: Wednesday, December 4, 2013
Time: 6:00PM Executive Session, 7:00PM Regular Meeting
Location: Bourne Middle School Media Center

CALL TO ORDER

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

Board Members Absent: Chris Hyldburg

Other Attendees Present: Emily Cheney, *Student Representative*; Steven Lamarche, *Superintendent of Schools*; Susan Quick, *Assistant Superintendent of Schools for Learning and Teaching*; Edward Donoghue, *Director of Business Services*; Christina Stuart, *Director of Special Education and Student Services*; Amy Cetner, *BHS Principal*; Susan Schmidt, *SEPAC Co-Chair*; John Cox, *President Cape Cod Community College*; School Council Representatives

Chairperson Stück convened open session at 6:00 pm.

Motion: To move into Executive Session to review minutes; BEA collective bargaining negotiations (Secretaries) and; CCCC MOU, and pending legal matters.

Vote: Unanimously approved.

Board Commences Executive Session.

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

1. *No Comments*

Returned to Open Session at 7: 04 pm

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

PUBLIC PARTICIPATION

1. *Announcements:*

Assistant Superintendent, Susan Quick, reported that a group of teachers and administrators attended a MA DESE Innovation Grant information session held on Thursday, November 21, 2013 in Malden, MA. This session covered topics such as the innovation school model, the authorization process, and the grant funding opportunities that both support the development and implementation of Innovation schools. Ms Quick said the team learned a great deal about innovation schools and the opportunities that are possible for our district.

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Bourne Public Schools

School Committee members encouraged the public to check out the Bourne Public schools website at www.bourneps.org which is a resource for families and community members to inform themselves of what's going on in the schools.

Chairperson Stück reported that the District Transition Working Group continues to meet for dialogue and discussion. This committee which is made up of parents, teachers, and administration members will continue with efforts to connect what's currently going on in our schools to what improvements can be made in the future.

Superintendent Lamarche informed the public that Bourne High School put on the production *The Sound of Music* which was very well attended. Mr. Lamarche would like to acknowledge and thank Mary Murphy and the theater students for a job well done.

Superintendent Lamarche reviewed a press release dated Tuesday, December 3, 2013, regarding Massachusetts Program for International Student Assessment (PISA) score results. According to the 2012 PISA results, Massachusetts students exceeded the national average and scored among the top performing education systems worldwide in reading, mathematics, and science literacy. Massachusetts students performed best in reading literacy trailing only the top performing countries of Shanghai-China, Hong Kong-China and Singapore. Massachusetts scores were based on 1,700 students from 49 Massachusetts public schools.

2. Student Work Presentation: Pebbles Elementary

Grade 3 students informed the School Committee members and the public on the learning process involved with their Shelter Project. This example of project based learning had students imagine their family was taking a hike in the forest and got lost. They needed to protect themselves by building a shelter using only available natural materials. An added component to this project was they used the Technology Design Process to design, build, and redesign their model before communicating their final design.

Mr. Francis, Pebbles Principal, introduced a group of students who explained the reading and writing process they are involved in their writing class. Grade 3 students read informational text from their social studies textbook and wrote a paragraph with details from the text. Grade 4 students went through a similar process, reading informational books and writing about what they learned using details from the text.

3. Student Member Report:

Ms. Emily Cheney presented the following:

- Seventeen student musicians were accepted to the All Cape and Island Music Festival. Jill Carrelli and Nik Argentines were accepted to the South East Music Festival. Both scored so high that they were invited to audition for the All State Music Festival.
- BHS Winter Chorus and Band Concert will be held Thursday, December 12th at BHS auditorium. Admission is free.
- Progress Reports are distributed on Wednesday, December 11.
- Administration will meet with sophomores at breakfast on December 10 in order to solicit student feedback on their thoughts about the school.
- The National Honor Society will host a Polar Express Night on December 13th.
- Key Club, the Student Council, and SADD are collaborating to implement a toy and winter clothing collection this winter. In addition The Key Club has been planning the following: making blankets for Tufts Floating Hospital in Boston, MA, 12/8 Elf on a shelf event, \$500 donation to UNICEF, Jolly Jaunt race on 12/8 to support Hyannis Special Olympics.
- Theater News: There are enough boys to present Peter Pan as the Spring Play. Three teachers will also be performing in the play.



Bourne Public Schools

- Ms. Aimee Jarominski was named the Boston Globe Division III coach of the year. Ms. Jarominski is the Head Volleyball Coach.
- One hundred three student athletes received the Scholar Athlete Award at the Athletic Awards night.
- Ms. Mason is setting up an Artist of the Month spotlight at BHS. The artist's work will be featured under News on the main website as well as some of their work.
- BHS Dispatch will be updated on Friday, December 6.

4. Present 2013-2014 Superintendent's Award:

Superintendent Lamarche presented Colleen Brady, a BHS senior, with the 2013-2014 Massachusetts Association of School Superintendents, Inc (MASS) Superintendent's Award. Superintendent Lamarche read letter of recommendation from BHS Guidance which highlighted Ms. Brady's academic, athletic, and civic accomplishments.

5. Representative Vieira of the MA Joint Committee on Education:

Representative David T. Vieira discussed various issues concerning public education. He was interested in Bourne's inquiry in creating an Innovation School and offered to answer any questions as Bourne goes through the application process.

Rep. Vieira discussed two bills within the House Committee on Ways and Means which would establish an Educational Mandate Task Force. Rep. Vieira explained the purpose of the task force is to identify and review all existing state mandates imposed on public schools and districts in the Commonwealth in order to determine the costs of such mandates and reporting requirements to school districts. These bills would also identify opportunities to streamline, consolidate, or eliminate such mandates or reporting requirements that are duplicative or inconsistent with current laws, regulations or practices.

Rep Vieira requested feedback from committee members as well as the public on the new national educator background checks as well as the educator evaluation.

Committee members inquired about process for fingerprinting. Rep. Vieira informed the committee that fingerprints are taken at a state authorized independent vendor site. Superintendent Lamarche added that current new employees are required to submit their fingerprints for state and national criminal history checks sometime during the 2013-2014 school year. Current or existing school employees will submit their fingerprints at the time when they renew their license.

Assistant Superintendent gave feedback on the educator evaluation process, stating that the Educator Evaluation e-Newsletters are extremely helpful with keeping districts up to date on the evaluation process as well as clarifying confusing topics. She mentioned that the evaluation process is supporting conversations about student growth. Ms. Quick expressed concern with the department's decision to release evaluation results to the public. The public, who may not be aware that DESE advised districts to not give "exemplary" during the initial year, are comparing the percentage of exemplary educators among those districts who chose to follow the recommendations and those who didn't. She continued to express concern that the integrity of the system is being compromised. In response, Rep. Vieira suggested that the committee collectively draft a letter of position and send to him.

Chairperson Stück expressed appreciation for Rep. Vieira's assistance with procuring Impact Aid Funds for districts educating children of military parents.



Bourne Public Schools

Rep. Vieira gave his contact information (617-722-2810, David.Vieira@mahouse.gov) and encouraged the public to call with any questions or concerns.

6. *New School Council Representatives and Principals:*

Annemarie Siroonian read the Bourne Public School mission, vision statement as well as the 2014 School Committee Objectives:

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

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

Objectives:

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

School Council members introduced themselves. Chairperson Stück thanked the representatives for serving and explained how the vision, mission and objectives are connected to everything they do as a School Committee. Additionally, he wanted the representatives to have an opportunity to give feedback and ask questions of the School Committee members. One School Council representative inquired about the possibility of the School Committee creating more open ended goals so councils have more freedom to work on priorities which may be building specific. Another council representative noticed a need for data analysis assistance due to the amount of time and complexity of the task. Chairperson Stück then posed the question, "What at the end of the year gives you the most pleasure being on the council?" Responses reflected the importance of bringing the parent piece to the schools in order to increase perspective and communication.

7. *2013-14 School Improvement Plans:*

Motion: (O'Hara/Siroonian) to approve, with gratitude, the school improvement plans for Peebles Elementary, Bournedale Elementary, Bourne Middle School and Bourne High school for the school year 2013-2104.
6 in favor/0 opposed/0 abstained. Motion carried.

8. *Update on SEPAC and Student Needs Resource Fair:*

Christina Stuart, Director of Special Education and Student Services, and Susan Schmidt, SEPAC Co-Chair, informed the committee on the responsibility of Special Education Parent Advisory Council's (SEPAC) responsibility to advise the School Committee on matters involved with the safety and wellbeing of Bourne's special needs students. Ms. Schmidt informed on some of the responsibilities within SEPAC such as the annual presentation of Basic Rights to Parents as well as organizing parent workshops on supporting social skills, bullying prevention, and adolescent transitions. Attendance has been a concern. On February 3rd, SEPAC is planning to hold a Panel Discussion with Advocates, Parents and School Administrators on the topic of making the IEP process more manageable and understandable. On March 31, there will be a presentation by Hillary Dunn, Attorney.



Bourne Public Schools

Ms. Stuart read a list of organizations who participated in the Student Needs Resource Fair which she reported to be well attended and successful. She said that judging from the positive feedback and the attendance, there will be a fair next year as well. The fair raised money for the PALS program.

SCHOOL COMMITTEE BUSINESS

9. *Accept 11/13/13 Minutes*

Minutes were approved by consensus with amendments (Ed Donoghue was not present).

10. *Collective Bargaining Agreements for Secretaries:*

Mr. O'Hara recommends approving salary increases alone while the document is edited for slight last minute terminology changes.

Motion: (Scena/O'Hara) to approve the contractual salary increase for the BEA secretaries unit of 2% per year for 3 years effective 7/1/2013.

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

11. *MOUs with Cape Cod Community College*

Mr. John Cox, President - Cape Cod Community College, joined Superintendent Lamarche to explain the Early College Experience Program. Superintendent Lamarche read a letter written explaining the goals of this program and some of the details surrounding its implementation. The result for participating students will be they will graduate with a BHS diploma as well as an Associate's Liberal Arts degree which can be applied to four year degree.

Motion: (O'Hara/Siroonian) to approve the MOU between Cape Cod Community College and Bourne Public Schools Early College Experience dated 11/20/13 revised.

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

12. *National Honor Society Handbook:*

BHS Principal, Amy Cetner explained the process by which BHS National Honor Society advisors and voting members went through to edit and update the James F. Peebles National Honor Society Chapter Constitution. Ms. Cetner read some of the more significant changes to the document including sections of Discipline and Dismissal as well as Requests for Reconsideration.

Motion: (Scena/Walton) to approve the National Honor Society Chapter Constitution as updated 2013.

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

13. *Review Superintendent Goal Indicators:*

Superintendent Lamarche outlined a DRAFT of Superintendent's Goals. Committee members will review.

14. *FY14 Budget SWOT Analysis*

Ed Donoghue, Director of Business Services, presented a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the BPS FY2014 Budget. Mr. Donoghue reviewed specifics related to these areas that have accumulated since July. An added strength involves implementing a more cost efficient operation for the Waste Water Treatment Plant. Added Weakness was unforeseen SPED costs. Some opportunities are an increase in school choice enrollment, and the possible continuation of transportation reimbursements. Additional threats include unforeseen asbestos abatement costs and declining high school enrollment.

15. *FY15 Budget Planning Schedule*

Mr. Ed Donoghue presented the Bourne Public School FY15 Budget Schedule which begins on 1/17 and ends with the Town meeting budget presentation on May 5. March 5th is the proposed date to present the budget at a public hearing.



Bourne Public Schools

16. FY15-19 Capital Outlay Plan

Mr. Ed Donoghue presented the FY2015 Capital Outlay Program Requests which include several BHS facilities repairs, district technology purchases, and vehicle purchases.

17. Review and/or Action on Policies:

a. IC/ICA on "School Calendar": Mr. O'Hara reviewed the changes made to the policy.

Motion: (O'Hara/DiPaolo) to approve Policy ICA, School Calendar, as printed.

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

18. Future Agenda Items:

January

- Mid-year review
- Full Day K/NAEYC
- BMS Student Presentations
- 2013-14 School Committee Objectives
- Update on MSBA Request to replace Peebles
- Student work and achievement
- Update on SIS
- Secretaries Contract
- Career Day/Parent Nights
- Learning Coaches
- Walker Partnership Evaluations

February

- Programs of Studies
- January 17th In-service
- School Committee Objectives

March

- SWOT

19. Confirm Next Meeting Date and Time: 7:00 PM, Wednesday, January 8th BMS Media Center

Motion: (Scena/O'Hara) to adjourn meeting at 9:53.

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



Bourne Public Schools

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

Agenda Item	Document
	Agenda 12-4-2014
<i>1</i>	12/3/2013 Press Release: <i>MA Students Score among World Leaders in Assessment of Reading, Mathematics, and Science Literacy</i>
<i>3</i>	BHS Event Notes
<i>4</i>	BHS Guidance Letter of recommendation for Superintendent's Award
<i>5</i>	List of BPS School Council Members for 2013-2014
<i>7</i>	BES, PES, BMS, BHS School Improvement Plans
<i>9</i>	BSC Regular Meeting Minutes: Wednesday, 11/13/2013
<i>11</i>	CCCC Educational Partnership Early College Experience Program 9/2014
<i>12</i>	James F. Peebles NHS Chapter Constitution
<i>13</i>	DRAFT – Superintendent Goals
<i>14</i>	SWOT Analysis of the Bourne Public Schools FY2014 Budget
<i>15</i>	BPS FY15 Budget Schedule
<i>16</i>	Fiscal Year 2015 Capital Outlay Program Requests
<i>Unfiled</i>	Report to the Legislature: Study of the Cost of Implementing the Student Discipline Law
<i>Unfiled</i>	Kopelman and Paige, P.C.: Procedures for Convening Executive Session

Respectfully Submitted,

Catherine A. Lyons

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING

DATE: JANUARY 17, 2013

AM 8:51
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Report on funding and revenue sources
3. Update n Virtual Gateway
4. Conduct FY 14 budget planning process
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 SCHOOL COMMITTEE BUDGET SUBCOMMITTEE MEETING

DATE: JANUARY 17, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Accept Minutes
2. ARRA Audit
3. Report on funding and revenue sources
4. Update on Virtual Gateway
5. Conduct FY 14 budget priority planning 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 Hyldborg, Chairman
 Mathew Stuck
 Catherine Walton

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 TOWN CLERK'S OFFICE
 BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: JANUARY 17, 2013

TIME: 8:00AM

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Members:

Christopher Hyldborg, Chairman
Mathew Stuck
Catherine Walton

BOURNE, MASS
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BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for January 17, 2013

Location: Bourne School Administration Building

Opened at: 8:08AM

Attendees: Chris Hyldborg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Service),

Minutes

1. Reviewed and accepted December 20, 2012 minutes.
2. ARRA Audit Review: State audit report was satisfactory. Only recommendation made was to improve internal risk controls over funds management. This was already an ongoing topic between the School Department and Town Hall, and will continue to be.
3. Report of Revenue and Funding sources: FY13 Foundation Reserve funds and Circuit Breaker funds are still on track to 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. The Town Administrator will be at the February School Committee Meeting to discuss FY14 finances.
4. Virtual Gateway Update: BPS access to the statewide system to help track free and reduced lunch qualification has been granted and is up and running. The system enables districts to look up, by name, families who may qualify for free or reduced lunch and increase the district's federal funding reimbursement. The system queries will be managed by the Director of Business Service in conjunction with the district's food service contractor.
5. Review FY14 Budget Planning Process: Budget Sub Chair presented a draft list of topics which should be included in a budget summary brochure. Reviewed the FY14 Budget development schedule. Discussion took place to emphasize the importance of budget-neutral improvements for the district. More to follow at the next Budget Sub.

Future Agenda Items (for February 2013)

Assess upcoming capital improvement projects

Develop BPS budget summary brochure

Review status of solar panel projects

Update on Virtual Gateway

Continue FY14 budget planning process

Next Meeting: 8:00AM, 2/14 (second vs. third Thursday of each month due to winter break week)

Adjourned: Meeting was adjourned at 9:05AM.

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BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING

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CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 17, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Accept Minutes
2. ARRA Audit
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4. Update on Virtual Gateway
5. Conduct FY 14 budget priority planning process
6. Discuss future agenda items

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Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for January 17, 2013

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2014 JAN 29 PM 2 37

Location: Bourne School Administration Building

TOWN CLERK'S OFFICE

Opened at: 8:08AM J08

BOURNE, MASS

Attendees: Chris Hyldborg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Service).

Minutes

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Future Agenda Items (for February 2013)

- Assess upcoming capital improvement projects
- Develop BPS budget summary brochure
- Review status of solar panel projects
- Update on Virtual Gateway
- Continue FY14 budget planning process

Next Meeting: 8:00AM, 2/14 (second vs. third Thursday of each month due to winter break week)

Adjourned: Meeting was adjourned at 9:05AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 14, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Assess upcoming capital improvement projects
3. Review SOI: Peebles School
4. Develop BPS budget summary brochure
5. Review status of solar panel project
6. Update on Virtual Gateway
7. Continue FY14 budget planning process

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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:

- Catherine Walton
- Mathew Stuck, Secretary
- Christopher Hyldburg, Chairman

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 14, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Assess upcoming capital improvement projects
3. Review SOI: Peebles School
4. Develop BPS budget summary brochure
5. Review status of solar panel projects
6. Update on Virtual Gateway
7. Continue FY14 budget planning 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:

Catherine Walton

Mathew Stuck, Secretary

Christopher Hyldburg, Chairman

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

DATE: FEBRUARY 14, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

2013 FEB 8 PM 12 41
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Minutes
2. Assess upcoming capital improvement projects
3. Review SOI: Peebles School
4. Develop BPS budget summary brochure
5. Review status of solar panel projects
6. Update on Virtual Gateway
7. Continue FY14 budget planning process

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Members:

Catherine Walton

Mathew Stuck, Secretary

Christopher Hyldburg, Chairman

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 20, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

- 1. Minutes
- 2. Assess upcoming capital improvement projects
- 3. Review SOI: Peebles School
- 4. Develop BPS budget summary brochure
- 5. Review status of solar panel projects
- 6. Update on Virtual Gateway
- 7. Continue FY14 budget planning process

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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:

- Catherine Walton
- Mathew Stuck, Secretary
- Christopher Hyldburg, Chairman

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BOURNE SCHOOL COMMITTEE

BUDGET SUBCOMMITTEE MEETING

DATE: FEBRUARY 20, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Assess upcoming capital improvement projects
3. Review SOI: Peebles School
4. Develop BPS budget summary brochure
5. Review status of solar panel projects
6. Update on Virtual Gateway
7. Continue FY14 budget planning 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:

Catherine Walton

Mathew Stuck, Secretary

Christopher Hyldburg, Chairman

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TOWN CLERK'S OFFICE
22AM BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for February 20, 2013

2013 JAN 29 PM 2 37
TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne School Administration Building

Opened at: 8:07AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Service), Steve Lardner (Supt.), Ann Marie Strode, Erin Halperin, Kristyn Alexander

Minutes

1. Reviewed and accepted January 17, 2013 minutes.
2. Capital Improvement Projects: Ed presented the FY14 Capital Outlay Project list to be presented today at the town C.O. Committee meeting. FY14 projects include: installing a wireless network at BHS, asbestos abatement, SPED minibus. FY15: BHS roofs, asbestos abatement. Historical range of approved amounts has been about ~\$370K/year. Motion: To approve the \$366K for the three requests for FY14 Capital Outlay; Approved 3-0.
3. Peebles SOI: The next step is for the Selectmen to vote. Ed will request item to be placed on the 3/11 joint meeting with the Selectmen.
4. Develop Budget Summary brochure: Chris has a draft version of the brochure which he will email to the subcommittee attendees. Goal is to complete and finalize in time to hand out at May Town Meeting.
5. Review Status of Solar Panel Project: Facilities Sub on 2/28 will discuss proposed 'final plan' of what solar panels are recommended based on resources and cost. Cost benefit analysis and other factors will be evaluated before we sign a contract. The BMS roof project will be added for FY16 on the Capital Outlay project forecast.
6. Update on Virtual Gateway: Bourne is now on the Massachusetts Virtual Gateway system. Cindy from Food Services will be at the next meeting. Catherine asked for a report on the change in % of F&R students that this result in for the school budget.
7. FY14 budget planning process: Steve reported that we are on target to meet our timeline. Enrollment numbers have declined at BHS due to increased enrollment at UCT and Wareham night school. Last year's BPS budget was: \$20,460,000, Town has asked for 1.5%, vice the originally anticipated 2% increase (+\$309K, vice \$409K), resulting in \$20,769,000 (FY2011 #s), only 3% plus from 2009. Will be discussed further at next Thursday's Budget Sub.

Future Agenda Items

- Continue FY14 budget planning process (2/28)
- Develop BPS budget summary brochure (2/28)
- Review status of solar panel projects (3/21)
- Update on Virtual Gateway (3/21)

Next Meetings: 10:00AM, 2/28; 8:00AM, 3/21

Adjourned: Meeting was adjourned at 9:25AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 20, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Assess upcoming capital improvement projects
3. Review SOI: Peebles School
4. Develop BPS budget summary brochure
5. Review status of solar panel projects
6. Update on Virtual Gateway
7. Continue FY14 budget planning 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:

Catherine Walton

Mathew Stuck, Secretary

Christopher Hyldburg, Chairman

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

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for February 20, 2013

Location: Bourne School Administration Building

Opened at: 8:07AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Service), Steve Lamarche (Supt.), Ann Marie Strode, Erin Halperin, Kristyn Alexander

Minutes

1. Reviewed and accepted January 17, 2013 minutes.
2. Capital Improvement Projects: Ed presented the FY14 Capital Outlay Project list to be presented today at the town C.O. Committee meeting. FY14 projects include: installing a wireless network at BHS, asbestos abatement, SPED minibus. FY15: BHS roofs, asbestos abatement. Historical range of approved amounts has been about ~\$370K/year. Motion: To approve the \$366K for the three requests for FY14 Capital Outlay; Approved 3-0.
3. Peebles SOI: The next step is for the Selectmen to vote. Ed will request item to be placed on the 3/11 joint meeting with the Selectmen.
4. Develop Budget Summary brochure: Chris has a draft version of the brochure which he will email to the subcommittee attendees. Goal is to complete and finalize in time to hand out at May Town Meeting.
5. Review Status of Solar Panel Project: Facilities Sub on 2/28 will discuss proposed 'final plan' of what solar panels are recommended based on resources and cost. Cost benefit analysis and other factors will be evaluated before we sign a contract. The BMS roof project will be added for FY16 on the Capital Outlay project forecast.
6. Update on Virtual Gateway: Bourne is now on the Massachusetts Virtual Gateway system. Cindy from Food Services will be at the next meeting. Catherine asked for a report on the change in % of F&R students that this result in for the school budget.
7. FY14 budget planning process: Steve reported that we are on target to meet our timeline. Enrollment numbers have declined at BHS due to increased enrollment at UCT and Wareham night school. Last year's BPS budget was: \$20,460,000, Town has asked for 1.5%, vice the originally anticipated 2% increase (+\$309K, vice \$409K), resulting in \$20,769,000 (FY2011 #s), only 3% plus from 2009. Will be discussed further at next Thursday's Budget Sub.

Future Agenda Items

Continue FY14 budget planning process (2/28)
Develop BPS budget summary brochure (2/28)
Review status of solar panel projects (3/21)
Update on Virtual Gateway (3/21)

Next Meetings: 10:00AM, 2/28; 8:00AM, 3/21

Adjourned: Meeting was adjourned at 9:25AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 28, 2013

TIME: 10:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

- 1. Minutes
- 2. FY14 Budget
- 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:

Catherine Walton

Mathew Stuck, Secretary

Christopher Hyldburg, Chairman

BOURNE, MASS.
TOWN CLERK'S OFFICE
2013 FEB 20 PM 12 35

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: FEBRUARY 28, 2013

TIME: 10:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. FY14 Budget
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:

Catherine Walton

Matthew Stuck, Secretary

Christopher Hyldburg, Chairman

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for February 28, 2013

Location: Bourne School Administration Building

Opened at: 10:10AM

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

Minutes

1. Reviewed and accepted February 20, 2013 minutes.
2. FY14 budget planning process:
 - Chris will refine a draft version of the FY14 BPS budget brochure which he will email to the budget subcommittee participants. Consensus was that a simpler budget summary and assumptions, and comparisons in a tri-fold format will most effectively convey our budget message. Goal is to complete and finalize NLT May Town Meeting, preferably sooner.
 - Steve reviewed the per student budgets for all four schools, and the various aspects of the FY14 budget story which will make up the budget brief for the public hearing on 3/6/13. These included: School Committee goals, contractual obligations, enrollment numbers, educator evaluation and curriculum development requirements, program shifts/upgrades steps, full-day kindergarten, and cost savings initiatives.

Future Agenda Items

Continue FY14 budget planning process (3/28)

Develop BPS budget summary brochure (3/28)

Review status of solar panel projects (3/28)

Update on Virtual Gateway (3/28)

Next Meetings: 8:00AM, 3/28 (fourth vice third Thursday of each month due to a scheduling conflict)

Adjourned: Meeting was adjourned at 9:09AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

2013 FEB 28 AM 8 20
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MARCH 4, 2013

TIME: 5:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL

AGENDA

1. Approval of Minutes
2. Discuss school security policies
3. GCCD: Employee Attendance
4. GCIA: Philosophy of Staff Development
5. GCG: Part-Time and Substitute Professional Staff Employment
6. IHCB: Private School Approval
7. GCF: Professional Staff Hiring
8. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
9. GCF-GA: Guidelines for Hiring a Principal
10. JLC: Student Health Services and Requirements
11. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: MARCH 28, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes: Feb 28th meeting.
2. Discuss daytime meeting schedule comments
3. Discuss Finance Committee meeting
4. Continue FY14 budget planning process
5. Update BPS budget summary brochure
6. Review status of solar panel projects
7. Update on Virtual Gateway
8. Future Agenda Items

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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:

Matthew Stuck

Christopher Hyldburg, Chair

Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: MARCH 28, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes: Feb 28th meeting.
2. Discuss daytime meeting schedule comments
3. Discuss Finance Committee meeting
4. Continue FY14 budget planning process
5. Update BPS budget summary brochure
6. Review status of solar panel projects
7. Update on Virtual Gateway
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:

Matthew Stuck

Christopher Hyldborg, Chair

Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for March 28, 2013

Location: Bourne School Administration Building

Opened at: 8:10AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Services)

Minutes

1. Reviewed and accepted February 28, 2013 minutes.
2. Meeting schedule: Discussed some feedback received about day time subcommittee meeting schedules, and the question was raised of whether or not budget subcommittee should be scheduled for evenings to encourage greater attendance. Meetings were scheduled for mornings to accommodate the work and other obligations of SchComm members. It was noted that all minutes and agendas are distributed widely, and that previous attendance at Budget Sub for the previous year when it was during the evenings was very low, but that the possibility exists to move to evenings on occasions or circumstances for which there is significant interest.
3. Finance Committee and Board of Selectmen Meeting: Discussed the FY14 Budget presentation to the joint BoS and FinCom on March 11th. Presentation was well-received with compliments about the level of detail and foresight of the school district. Many substantive questions were asked about spending/management processes, student population, school district emphasis, and future concerns.
4. FY14 budget planning process: Discussed final feedback about the FY14 budget including public questions about elementary foreign language curriculum and position changes. Motion made to recommend a FY14 BPS budget request of \$20,769,200 to the School Committee for approval and request at Town Meeting; made by Chris and seconded by Catherine. Approved 3-0.
5. BPS Budget Brochure: Reviewed status of brochure and need to readdress the process this summer.
6. Review status of solar panel projects: Prospective BHS solar panel contracts are being revisited to refine specific responsibilities and timelines. While some areas of the HS roof are not good solar panel sites, other areas may be incorporated. Discussions with solar panel organizations continue. The BMS panels and roof issues are being considered by Facilities Sub.
7. Update on Virtual Gateway: The state data base is now accessible to BPS and being used by the Director of Business Services and Food Services Contract Manager to confirm numbers of students eligible for free or reduced lunch, which drives funding apportionments from a variety of federal and state funding sources. Review of this and other systems to more accurately capture those data in the future.
8. Future Agenda Items
 - Assess Capital improvement projects
 - Review effectiveness of Virtual Gateway and other methods
 - Review FY14 Budget projections and process
 - Review status of solar panel projects
 - Review Charter School Funding Formulas

Next Meetings: 8:00AM, 4/25 (fourth vice third Thursday due to April vacation)

Adjourned: Meeting was adjourned at 9:09AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
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BOURNE PUBLIC SCHOOLS

TOWN CLERK'S OFFICE
Budget Sub Committee Minutes for March 28, 2013

2014 JAN 29 PM 2 37

Location: Bourne School Administration Building

Opened at: 8:10AM

Attendees: Chris Hyldborg, Catherine Walton, Matt Stuck, Ed Donoghue (Dir. of Bus. Services)

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. Reviewed and accepted February 28, 2013 minutes.
2. **Meeting schedule:** Discussed some feedback received about day time subcommittee meeting schedules, and the question was raised of whether or not budget subcommittee should be scheduled for evenings to encourage greater attendance. Meetings were scheduled for mornings to accommodate the work and other obligations of SchComm members. It was noted that all minutes and agendas are distributed widely, and that previous attendance at Budget Sub for the previous year when it was during the evenings was very low, but that the possibility exists to move to evenings on occasions or circumstances for which there is significant interest.
3. **Finance Committee and Board of Selectmen Meeting:** Discussed the FY14 Budget presentation to the joint BoS and FinCom on March 11th. Presentation was well-received with compliments about the level of detail and foresight of the school district. Many substantive questions were asked about spending/management processes, student population, school district emphasis, and future concerns.
4. **FY14 budget planning process:** Discussed final feedback about the FY14 budget including public questions about elementary foreign language curriculum and position changes. Motion made to recommend a FY14 BPS budget request of \$20,769,200 to the School Committee for approval and request at Town Meeting; made by Chris and seconded by Catherine. Approved 3-0.
5. **BPS Budget Brochure:** Reviewed status of brochure and need to readdress the process this summer.
6. **Review status of solar panel projects:** Prospective BHS solar panel contracts are being revisited to refine specific responsibilities and timelines. While some areas of the HS roof are not good solar panel sites, other areas may be incorporated. Discussions with solar panel organizations continue. The BMS panels and roof issues are being considered by Facilities Sub.
7. **Update on Virtual Gateway:** The state data base is now accessible to BPS and being used by the Director of Business Services and Food Services Contract Manager to confirm numbers of students eligible for free or reduced lunch, which drives funding apportionments from a variety of federal and state funding sources. Review of this and other systems to more accurately capture those data in the future.
8. **Future Agenda Items**
 - Assess Capital improvement projects
 - Review effectiveness of Virtual Gateway and other methods
 - Review FY14 Budget projections and process
 - Review status of solar panel projects
 - Review Charter School Funding Formulas

Next Meetings: 8:00AM, 4/25 (fourth vice third Thursday due to April vacation)

Adjourned: Meeting was adjourned at 9:09AM.

2014 JAN 29 PM 2 36

TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING

DATE: MARCH 28, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes: Feb 28th meeting.
2. Discuss daytime meeting schedule comments
3. Discuss Finance Committee meeting
4. Continue FY14 budget planning process
5. Update BPS budget summary brochure
6. Review status of solar panel projects
7. Update on Virtual Gateway
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:

Matthew Stuck

Christopher Hyldborg, Chair

Catherine Walton

2014 JAN 29 PM 2 36

TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING

DATE: APRIL 25, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. Assess upcoming capital improvement projects
3. Review status of Solar projects
4. Update on Virtual Gateway
5. FY14 Budget Projections
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, Secretary

Catherine Walton

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TOWN CLERK'S OFFICE
BOURNE, MASS
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BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for April 25, 2013

2014 JAN 29 PM 2 37

Location: Bourne School Administration Building

Opened at: 8:09AM

Attendees: Chris Hyldburg, Catherine Walton, Ed Donoghue (Dir. of Bus. Services), Steve Lamarche (Superintendent, arrive at 8:35) (attended by conference phone at 8:20), Steve Lamarche (Superintendent, arrive at 8:35)

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. Reviewed and accepted March 28, 2013 minutes.
2. Assess Upcoming Capital Improvement Projects: Ed Donoghue and Steve Lamarche met with the Bourne FinCom re: future AHERA projects, requested asked for ~\$100K, and received approval for \$110K: \$60K for Peebles and \$50K for the High School, mostly to remediate floors. Dustin from Fuss & O'Neil will update summer plan to include pricing. More to follow at the May meeting. Ed also shared the details of the \$214K in technology upgrades, and on the new mini-school bus purchase and the need to decide on what to do with the old bus (sell, junk, trade, etc.)
3. Status of Solar Projects: Prospective BHS solar panels through CVEC is not advantageous for the Town given the nature of the contract details. Discussions with other solar panel organizations continue. Blue Wave Capitol, LLC may be a viable alternative, if we can secure a 10 year commitment. We would share with the town in committing about 70% of the total usage to a Net Metering Credit scheme with about 140 K in savings per year, adjusted monthly flexing between high use areas such as the school in November and the baseball lights in July. Will recommend Fac Sub take up the issue through a SchComm vote in May.
4. Update on Virtual Gateway: Catherine showed how Cindy (Food Service Contract Manager) demonstrated the accuracy of the Virtual Gateway program in capturing free/reduced, low income students. System enables improved data processing accuracy and efficiency with our internal reports will result in a slight increase in F&R Lunch and other potential funding. Ed said he would meet with Tim or Bob (SchComm IT Dept.) to produce data fill on current F&R eligible students - 3 reports per year, with the most important report occurring prior to the State October report.
5. FY14 Budget: Original House Way & Means assessment to Bourne for charter school cut was \$1.1M, has been changed to \$1.3M. After all adjustments and offsets are completed, would have net impact to the town by ~75K less in FY14.
6. Future Agenda Items
 Review effectiveness of Virtual Gateway and other methods
 Review FY14 Budget projections and process
 Review status of Blue Wave Solar discussions
 Review Budget Brochure

Next Meeting: 8:00AM, 5/16 (third Thursday)

Adjourned: Meeting was adjourned at 9:09AM.

2013 APR 23 PM 12 48

TOWN CLERK'S OFFICE
BOURNE SCHOOL COMMITTEE
BOURNE, MASS

BUDGET SUBCOMMITTEE MEETING

DATE: APRIL 25, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. Assess upcoming capital improvement projects
3. Review status of Solar projects
4. Update on Virtual Gateway
5. FY14 Budget Projections
6. Future Agenda Items

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Members:

Christopher Hyldburg, Chairman

Mathew Stuck, Secretary

Catherine Walton

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: APRIL 25, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approve Minutes
2. Assess upcoming capital improvement projects
3. Review status of Solar projects
4. Update on Virtual Gateway
5. FY14 Budget Projections
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, Secretary

Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for April 25, 2013

Location: Bourne School Administration Building

Opened at: 8:09AM

Attendees: Chris Hyldborg, Catherine Walton, Ed Donoghue (Dir. of Bus. Services), Matt Stuck (attended by conference phone at 8:20), Steve Lamarche (Superintendent, arrive at 8:35)

Minutes

1. Reviewed and accepted March 28, 2013 minutes.
2. Assess Upcoming Capital Improvement Projects: Ed Donoghue and Steve Lamarche met with the Bourne FinCom re: future AHERA projects, requested asked for ~\$100K, and received approval for \$110K: \$60K for Peebles and \$50K for the High School, mostly to remediate floors. Dustin from Fuss & O'Neil will update summer plan to include pricing. More to follow at the May meeting. Ed also shared the details of the \$214K in technology upgrades, and on the new mini-school bus purchase and the need to decide on what to do with the old bus (sell, junk, trade, etc.)
3. Status of Solar Projects: Prospective BHS solar panels through CVEC is not advantageous for the Town given the nature of the contract details. Discussions with other solar panel organizations continue. Blue Wave Capitol, LLC may be a viable alternative, if we can secure a 10 year commitment. We would share with the town in committing about 70% of the total usage to a Net Metering Credit scheme with about 140 K in savings per year, adjusted monthly flexing between high use areas such as the school in November and the baseball lights in July. Will recommend Fac Sub take up the issue through a SchComm vote in May.
4. Update on Virtual Gateway: Catherine showed how Cindy (Food Service Contract Manager) demonstrated the accuracy of the Virtual Gateway program in capturing free/reduced, low income students. System enables improved data processing accuracy and efficiency with our internal reports will result in a slight increase in F&R Lunch and other potential funding. Ed said he would meet with Tim or Bob (SchComm IT Dept.) to produce data fill on current F&R eligible students - 3 reports per year, with the most important report occurring prior to the State October report.
5. FY14 Budget: Original House Way & Means assessment to Bourne for charter school cut was \$1.1M, has been changed to \$1.3M. After all adjustments and offsets are completed, would have net impact to the town by ~75K less in FY14.
6. Future Agenda Items
 - Review effectiveness of Virtual Gateway and other methods
 - Review FY14 Budget projections and process
 - Review status of Blue Wave Solar discussions
 - Review Budget Brochure

Next Meeting: 8:00AM, 5/16 (third Thursday)

Adjourned: Meeting was adjourned at 9:09AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 38

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: MAY 16, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes from April 26, 2013 meeting
2. FY14 Budget Projections and Process
3. Review Budget Brochure
4. Review status of Blue Wave discussion
5. Review Virtual Gateway and other data collection methods
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

Matthew Stuck, Secretary

Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE

2013 MAY 13 PM 3 39

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BOURNE SCHOOL COMMITTEE 2014 JAN 29 PM 2 36
22AM 31RU08
BUDGET SUBCOMMITTEE MEETING TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: MAY 16, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes from April 26, 2013 meeting
2. FY14 Budget Projections and Process
3. Review Budget Brochure
4. Review status of Blue Wave discussion
5. Review Virtual Gateway and other data collection methods
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

Matthew Stuck, Secretary

Catherine Walton

BOURNE PUBLIC SCHOOLS

2013 JAN 29 PM 2 36

Accepted.
(ms)
6/20/2013

28 S 179 ES VB Budget Sub Committee Minutes for May 16, 2013
TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne School Administration Building

Opened at: 8:10AM UOB

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

Minutes

1. Reviewed and accepted April 25, 2013 minutes.
2. FY14 Budget Projections and Process: Discussed potential Federal Impact Aid Supplement process. Bourne's funding assistance is included in the draft FY14 budget bill. Final FY14 Charter School Assessment figures are also unknown. Reviewed current enrollment projections at BHS for SY14 and potential budget impacts. Steve is reviewing scheduling and other scenarios with BHS Principal and will assess findings and recommendations.
3. Review Budget Brochure: Chris has contacted ~10 districts to learn their process and/or get sample brochures. All communities report favorable impacts on their community education using a system like a pamphlet. Will continue to work toward a draft brochure for publishing & release this fall.
4. Review status of Blue Wave Solar discussions: No new information to report.
5. Update on Virtual Gateway: No new information to report.
6. Future Agenda Items
 - Review FY14 Budget projections and process
 - Review Budget Brochure
 - Review status of Blue Wave Solar discussions
 - Review effectiveness of Virtual Gateway and other methods

Next Meeting: 8:00AM, 6/20 (third Thursday)

Adjourned: Meeting was adjourned at 9:09AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING**

DATE: MAY 16, 2013

TIME: 8:00 AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept minutes from April 26, 2013 meeting
2. FY14 Budget Projections and Process
3. Review Budget Brochure
4. Review status of Blue Wave discussion
5. Review Virtual Gateway and other data collection methods
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

Matthew Stuck, Secretary

Catherine Walton

2013 AUG 9 PM 9 38
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Accepted.
(m)
6/20/2013

Budget Sub Committee Minutes for May 16, 2013

Location: Bourne School Administration Building

Opened at: 8:10AM

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

Minutes

1. Reviewed and accepted April 25, 2013 minutes.

2. FY14 Budget Projections and Process: Discussed potential Federal Impact Aid Supplement process. Bourne's funding assistance is included in the draft FY14 budget bill. Final FY14 Charter School Assessment figures are also unknown. Reviewed current enrollment projections at BHS for SY14 and potential budget impacts. Steve is reviewing scheduling and other scenarios with BHS Principal and will assess findings and recommendations.

3. Review Budget Brochure: Chris has contacted ~10 districts to learn their process and/or get sample brochures. All communities report favorable impacts on their community education using a system like a pamphlet. Will continue to work toward a draft brochure for publishing & release this fall.

4. Review status of Blue Wave Solar discussions: No new information to report.

5. Update on Virtual Gateway: No new information to report.

6. Future Agenda Items
Review FY14 Budget projections and process
Review Budget Brochure
Review status of Blue Wave Solar discussions
Review effectiveness of Virtual Gateway and other methods

Next Meeting: 8:00AM, 6/20 (third Thursday)

Adjourned: Meeting was adjourned at 9:09AM.

2013 AUG 9 AM 9 38
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: JUNE 20, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

2013 JUN 17 AM 11 43
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Accept Minutes
2. Review FY14 Budget projections and process
3. Review Budget Brochure
4. Review status of Blue Wave Solar discussions
5. Review effectiveness of Virtual Gateway and other methods
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 SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: AUGUST 15, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes
2. Review FY14 Budget projections and process
3. Review Encumbrances for FY13 Budget
4. Review Budget Brochure
5. Discuss future agenda items

2013 AUG 9 AM 9 43
 TOWN CLERK'S OFFICE
 BOURNE, MASS

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

Members:

Christopher Hyldborg, Chairman
 Mathew Stuck
 Catherine Walton

**BOURNE SCHOOL COMMITTEE-
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: AUGUST 15, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2014 JAN 29 PM 2 36
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Accept Minutes
2. Review FY14 Budget projections and process
3. Review Encumbrances for FY13 Budget
4. Review Budget Brochure
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 Hyldbürg, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for August 15, 2013

2014 JAN 29 PM 2 36

TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne School Administration Building

Opened at: 8:24AM

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

Minutes

1. **Minutes:** Minutes from June meeting were not available. There was no meeting in July.
2. **FY14 Budget Projections and Process:** There are several items still pending that will affect the final 2014 budget. ESP, Secretary and Central Office contracts are yet to be signed and there are some adjustments (credits) regarding school choice after a DESSI Audit. Some adjustments related to recent AHERA work at Peebles School are also pending. Mr. Lamarche briefed the committee on the effect of the Federal Sequestration on the BSD, mostly in the areas of T1 & T2, with a realized reduction potential of \$78,800.
3. **2013 Encumbrances :** Mr. Donohue briefed the committee regarding several outstanding encumbrances for 2013.
4. **Budget Brochure:** Tabled
5. **Future Agenda Items**
 - Review FY14 Budget projections and process
 - Review Budget Brochure
 - Review status of Blue Wave Solar discussions (Oct)
 - AHERA update (Oct)

Next Meeting: 8:00AM, September 19, 2013 (subsequently changed to September 26, 2013)

Adjourned: Meeting was adjourned at 9:12AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: SEPTEMBER 26, 2013

TIME: 8:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Accept Minutes of August 15, 2013
2. Review FY14 Budget projections and process
3. Review Final Encumbrances for FY13 Budget
4. Review School Choice Audit
5. Update on ESP/Sec contracts budget impact
6. Discuss Peebles School Cafeteria projected expense
7. AHERA Budget impact update
8. Review of Food Service Program FY13 Financial Results
9. Review Budget Brochure
10. Discuss future agenda items

2013 SEP 23 PM 3 08
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, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for September 26, 2013

Location: Bourne School Administration Building

Opened at: 8:20 AM

Attendees: Chris Hyldburg, Catherine Walton, Matt Stuck; Ed Donoghue (Dir. of Bus. Services), Steve Lamoche (Superintendent) arrived at 8:35.

TOWN CLERK'S OFFICE
BOURNE, MASS

2013 JAN 20 PM 2 35

Minutes

1. Minutes: Minutes from June are pending (to be accepted at Oct Budget Sub), August meeting minutes were accepted.
2. FY14 Budget Projections and Process: Many FY14 line items have been encumbered. All will be completed by November. Early projections for Circuit Breaker Reimbursement from the state are at 75% (our FY13 numbers estimate ~62%), which is a generally plus up. Important to note that this number is predicated on current student needs, which may change.
3. 2013 Final Encumbrances: Mr. Donoghue briefed the committee regarding the final line item transfers and final outstanding encumbrances for 2013 (\$140,319), which will be recommended at the Oct SchComm meeting. The Subcommittee will recommend \$11,840.72 be returned to the Town of Bourne General Fund. FY13 was about \$50K.
4. Review School Choice Audit: A DESE audit of Barnstable Public Schools FY13 school choice submittals will result in a \$60K return for BPS for FY14.
5. Update on ESP/Secretary Contracts: Status update was offered by Ed. ESP contract has reached a TA, and the Secretary Sub is close. As with all contracts estimates, a 1% increase has already been planned in FY14. Any additional fiscal impact will be small relative to the overall budget. More to follow at the next mtg.
6. Discuss Peebles School Cafeteria projected Expense: Facilities Sub is currently reviewing costs. Ceiling in the cafeteria and one additional classroom require remediation/repair at a cost of ~\$32,500 so far. Total estimates for completed repairs currently from \$50-60K.
7. AHERA Budget Impact Update: Nearly all AHERA funding has been provided for repairs, abatement and air quality testing at Peebles and BHS. About \$10K remains in that budget line item for ongoing abatement and air quality testing.
8. Review of Food Service Program for FY13 Financial Results: The new national regulations ('Healthy Choices') for food quality and increase of healthy choice contributed to a \$40K loss. In FY12 BPS made a small profit. Chartwells will cover \$35K of the \$40K loss. Chartwells continues to work to reduce costs and remains in close contact with the Director of Business Services with additional program options.
9. Budget Brochure: Tabled.
10. Future Agenda Items
 - Review FY14 Budget projections and process
 - Review Budget Brochure
 - Review status of Blue Wave Solar discussions
 - AHERA update

Next Meeting: 8:00AM, October 17, 2013

Adjourned: Meeting was adjourned at 9:13AM.

Next Meeting: 8:00AM, October 17, 2013

Adjourned: Meeting was adjourned at 9:13AM.

2014 JUL 16 PM 1 19
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA
DATE: OCTOBER 31, 2013**

**TIME: 8:00AM
PLACE: SCHOOL ADMINISTRATION BUILDING**

2014 JAN 29 PM 2 36

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

AGENDA

1. Accept Minutes of September 26 Meeting.
2. Review FY14 Budget projections and process
3. Update on ESP/Sec contracts budget impact
4. Pension Liabilities
5. Review status of Blue Wave Solar discussions
6. AHERA Budget impact update
7. Review Budget Brochure
8. Capital Outlay Budget Requests FY15
9. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for October 31, 2013 2014 JAN 29 PM 2 36

TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne School Administration Building

Opened at: 8:07 AM

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

Minutes

1. Minutes: Minutes from September 26, 2013 accepted.
2. FY14 Budget Projections and Process: All FY14 line items are planned to be encumbered by December. There are no unexpected expenses so far this year. Early projections for Circuit Breaker Reimbursement from the state are at 75% (our FY13 numbers are typically at ~62%), which will be an increase.
3. Update on ESP/Secretary Contracts: ESP contract has been ratified. The Secretary is awaiting a final Tentative Agreement and ratification. Four Central Office individual contracts for non-administrative personnel are will need to be renewed in November once the remaining CBAs are complete.
4. Pension Liabilities: The town needs to consider increasing funding for future pension liability. This applies only to employees who are not covered by Mass. Teacher's Retirement program (most of our staff). The School's involvement is being raised due to the perception that its portion of liability coverage should mirror its portion of town employees, and the implications of its large (\$1.1M?) healthcare liability to the town's Group Insurance Commission (GIC). This will require discussions to both learn from and educate other town committees.
5. Review the Status of Blue Wave Solar: No solar panels are advised by the Facilities Subcommittee and Director of Business Services due to the limited required building roof space available, potential damage and ongoing maintenance requirements to the roofs, and the limited use of electricity in each building. The preferred method should be to invest in off-site renewable energy initiatives which enable the district to both leverage tax and energy credits without the infrastructure risk. Facilities Sub continues to investigate.
6. AHERA Budget Impact Update: Nothing new to report. Nearly all AHERA funding has been provided for repairs, abatement and air quality testing at Peebles and BHS.
7. Budget Brochure: This will be an instructive brochure which educates about the school budget process. It will include a simple Q&A section and graphs in a tri-fold brochure.
8. Future Agenda Items
 - Review FY14 Budget process
 - Pension Liabilities (Dec/Jan)
 - Review Budget Brochure
 - FY15 Budget Planning Process
 - FY15 Capital Outlay
 - FY14 SWOT Analysis

Next Meeting: 8:00AM, November 21, 2013

Adjourned: Meeting was adjourned at 9:15AM.

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: NOVEMBER 21, 2013

2014 JAN 29 PM 2 36
TOWN CLERK'S OFFICE
BOURNE, MASS

**TIME: 8:00AM
PLACE: BOURNE ADMINISTRATION BUILDING**

AGENDA

1. Accept Minutes of October 31 Meeting.
2. Review FY14 Budget projections and process
3. Update on ESP/Sec contracts budget impact
4. Capital Outlay 2015
5. FY15 Budget schedule
6. SWOT Analysis
7. Discuss future agenda items

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

BOURNE PUBLIC SCHOOLS

Budget Sub Committee Minutes for November 21, 2013 (Updated 1/21/14)

Location: Bourne School Administration Building

Opened at: 8:12 AM

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

2014 JAN 29 PM 2 36
TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

1. Minutes: Minutes from October 31, 2013 accepted.
2. FY14 Budget Projections and Process: Still on track with FY14 expenses, however a student newly arrived in the district needs to attend a full-time school out of district. Circuit Breaker Reimbursement from the state is at 75% & will help offset the cost. For technology: Windows XP will no longer be supported by Microsoft after April 2014. BHS already runs Windows7, remaining schools will need to be upgraded. In need of a strong network person (position already created ~\$60K/year, ~\$45K for rest of this FY) right now. Consensus is that despite the overlap and temporary budget pressure that it will create, that the district needs the support now. The Foundation Reserve application period is open, and we should know our final allotment in early January.
3. Update on ESP/Secretary Contracts: ESP contract has been completed. Katie will figure out all of the retroactive ESP payment requirements and adjust budget encumbrances. The Secretary contract is awaiting ratification.
4. 2015 Capital Outlay Request Review: Ed is working with John Nelson to develop BPS capital outlay possibilities. All roofs at the high school would be pushed out over several years, starting with the cupola roof covering the library. State aid may be available to assist with the roofs (an MSBA 'accelerated repair program,' similar to the SOI we're undergoing with Peebles). BHS needs many improvements to lighting, lockers, ceiling tiles, and physical security requirements (cameras, exterior doors) for a total of \$200K, which would raise the total requested amount to \$570 (as a reference BPS received \$376K in FY14 CO funds). Final requests are due on 12/12 and Capital Outlay will make its recommendations for approval beginning in late January. Motion to support the Five Year Capital BPS outlay project as printed, made by Catherine, seconded by Matt; unanimously approved.
5. FY15 Budget planning schedule: Ed will update the planning schedule and send it to the Budget Sub. We will include it on December SchComm Agenda. Process begins in January.
6. FY14 SWOT Analysis: Ed will update the FY14 SWOT and send it to the Budget Sub by CoB Monday 12/2 for Budget Sub feedback. It will be included on December SchComm Agenda. Process begins in January.
7. Future Agenda Items
 - FY14 Budget Update
 - Review Budget Brochure
 - FY15 Budget Planning Process
 - FY15 Capital Outlay Process
 - Discuss Pension Liabilities (Jan)

Next Meeting: 8:00AM, December 19, 2013

Adjourned at 9:03AM.

Meeting Cancelled

**BOURNE SCHOOL COMMITTEE
BUDGET SUBCOMMITTEE MEETING AGENDA**

DATE: DECEMBER 19, 2013

2014 JAN 29 PM 2 36

TIME: 8:00AM

PLACE: SCHOOL ADMINISTRATION BUILDING

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

AGENDA

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

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

Members:

Christopher Hyldburg, Chairman
Mathew Stuck
Catherine Walton

January 8, 2013 - 3:30 pm
Conference Room 100

**Bourne Middle School
School Council Meeting Agenda**

2013 JAN 3 PM 2 29

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

TOWN CLERK'S OFFICE
BOURNE MASS

Agenda Items:

1. Open Forum
2. Review final draft of School Improvement Plan
3. Discussion of formalization of snack at the middle school- representative from the Health and Wellness Committee
4. Future meeting dates and agenda items

Future Agenda Items:

1. Title 1
2. Student Achievement
3. Program of Studies
4. Budget

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

Agenda – February 12, 2013
Bournedale Conference Room
12:00 P.M.

- Review Minutes from January Meeting
- Budget
- Other

2013 FEB 8 AM 10 56
TOWN CLERK'S OFFICE
BOURNE, MASS

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

March 12, 2013 - 3:30 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?

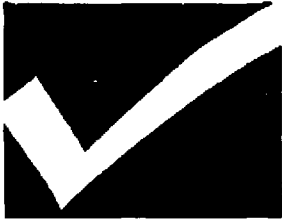
Agenda Items:

1. Open Forum
2. Discussion of formalization of snack at the middle school- representative from the Health and Wellness Committee
3. Program of Studies
4. Proposals for the 2013-2014 SY
5. Future meeting dates and agenda items

Future Agenda Items:

1. Title 1
2. Budget

2013 FEB 29 AM 8 32
TOWN CLERK'S OFFICE
BOURNE, MASS



Peebles School Council

4/8/2013

3:30 PM to 5:30 PM

PES Conference Room

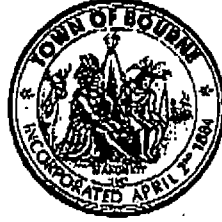
Agenda

School Health Index Survey

2013 APR 3 PM 9 23
TOWN CLERK'S OFFICE
BOURNE, MASS

Bournedale Elementary School

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508.743.3800
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www.bourne.k12.ma.us



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

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

Agenda – April 9, 2013
Bournedale Elementary School
Room D3
12:00 P.M.

- Review Minutes from March Meeting
- School Health Index
- Other

2013 APR 1 AM 10 21
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Agenda – May 14, 2013
Bournedale Elementary School
Conference Room
12:00 P.M.

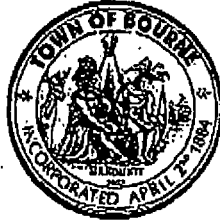
- Review April School Health Index
- Feedback for next School Improvement Plan
- Other

2013 MAY 9 AM 8 19
TOWN CLERK'S OFFICE
BOURNE, MASS

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Agenda – May 14, 2013
Bournedale Elementary School
Conference Room
12:00 P.M.

- Review April School Health Index
- Feedback for next School Improvement Plan
- Other

2013 MAY 9 AM 8 19
TOWN CLERK'S OFFICE
BOURNE, MASS

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

BOURNE SCHOOL COMMITTEE

2013 JAN 3 PM 2 29

CURRICULUM SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 17, 2013

TIME: 3:30 PM

**PLACE: BOURNE DALE ELEMENTARY SCHOOL
CONFERENCE ROOM**

AGENDA

1. Review of Minutes (2)
2. 2013 Goal update (10)
3. Action Plan for Full-Day K (25)
4. Feedback on BHS Courses(5)
5. BHS Program of Studies (5)
6. Feedback on BMS grade 6 structure and schedule (5)
7. Habits of Mind (5)
8. Next steps and meeting date (3)

Future Agenda Items:

Writing samples - Feb

Title Updates, ELL updates - Feb

Full Day K update

Ed Eval Green Book

BMS Program of Studies - March

Review of goals

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

January 17, 2013

Curriculum SubCommittee meeting at 3:35pm

Present: Anne-Marie Siroonian, Laura Scena, Jay O'Hara,

Also: Sue Downing, Ed Donoghue, Wayne Francis, Mellissa Stafford, Amy Cetner

2014 MAR 10 AM 10 48

TOWN CLERK'S OFFICE
BOURNE, MASS

1. Minutes of December curriculum subcommittee meeting approved
2. Move items 4, 5, 6
3. Ms. Cetner reviewed the courses that were added new to the 2012-2103 school year. All classes had favorable attendance and some classes required adding sections due to high interest. Amy reviewed some potential additions for the 2013-2014 school year. The BHS website will be updated with the program of studies as soon as possible.
4. BMS schedule/team update
Ms. Stafford reports the new teams for 6th grade has been very positive. The 7th and 8th grade teams are working with BHS for transitioning math including the common core. Math/science and ELA/social studies have been paired together.
5. Full Day K
Peebles Elementary: See attached K proposal submitted by Mr. Francis

Transportation: The current proposal of 1 class at Peebles and Bourendale can be absorbed into the current bus routes. Long term planning to include all students in a full day K model would require 2-3 additional buses. There would be some offset in cost from the removal of mid day runs.

Projected cost of \$3500/student will make the program self sustaining. Deposit and payment plan will be established by Ed. Lottery process will be established. Anne-Marie has sample lottery procedures.

Next meeting date 1/31/2013 at Administration Building @ 3:30 to finalize Full Day K proposal.

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: JANUARY 31, 2013
TIME: 3:30 PM**

**PLACE: BOURNE ADMINISTRATION BUILDING
CONFERENCE ROOM**

AGENDA

1. Full-Day Kindergarten

2013 JAN 22 AM 11 04
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

January 31, 2013
Curriculum Sub Committee Meeting
Administration Building

Meeting opened at 3:31

School Committee Members: Anne-Marie Siroonian, Jay O'Hara, Laura Scena

Others present:

Wayne Francis, Elizabeth Carpenito, Susan Quick, Steven LaMarche, Ed Donoghue

2014 MAR 10 AM 10 48

TOWN CLERK'S OFFICE
BOURNE, MASS

Full Kindergarten Proposal
Haven't heard from DESE grant yet
See hand outs with amendments

Jay made a motion to move forward and present the full day kindergarten proposal at the February school committee meeting seconded by Anne-Marie. Unanimously approved.

Future Agenda Items

1. Writing at the elementary level
2. BHS program of studies
3. BMS program of studies
4. Gateway
5. March in-service planning
6. Title 1 2a update
7. MERRT
8. 21st Century Learning
9. Review of tablets

Meeting adjourned at 4:25 pm

Next meeting date: February 28, 2013 administration building

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

2013 FEB 20 PM 2 52

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: FEBRUARY 28, 2013

TIME: 3:30 PM

PLACE: CENTRAL OFFICE

AGENDA

1. Review of Minutes (2)
2. 2013 Goal check (5)
3. Title 1 and 11A update (5)
4. BHS Program of Studies (15)
5. March In-Service plan (10)
6. Tablet update (5)
7. MERRT update (5)
8. Habits of Mind/21st Century Learning (10)
9. Next steps and meeting date (3)

Future Agenda Items:

Writing at elementary level

Ed Eval Green Book

BMS Program of Studies - March

Gateway

Members:

Jonathan O'Hara

Anne-Marie Siroonian, Chairman

Laura Scena

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

DATE: FEBRUARY 28, 2013

TIME: 3:30 PM

2013 FEB 25 AM 8 51

TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: CENTRAL OFFICE

REVISED AGENDA

1. Review of Minutes (2)
2. 2013 Goal check (5)
3. Title 1 and 11A update (5)
4. BHS Program of Studies (10)
5. March In-Service plan (5)
6. Tablet update (5)
7. MERRT update (5)
8. Elementary Writing Class (5)
9. Future of CD teams (5)
10. Habits of Mind/21st Century Learning (10)
11. Next steps and meeting date (3)

Future Agenda Items:

Writing at elementary level

Ed Eval Green Book

BMS Program of Studies - March

Gateway

Members:

Jonathan O'Hara

Anne-Marie Siroonian

Laura Scena

Curriculum Subcommittee Meeting
February 28, 2013 @3:30 pm
Central Office

2014 MAR 10 AM 10 48
TOWN CLERK'S OFFICE
BOURNE, MASS

Attendance: Anne-Marie Siroonian, Jay O'Hara, Laura Scena.
Administration present: Susan Quick
Others Present: Kristyn Alexander, Erica Amaral, Anne-Marie Strode, Erin Halperin

1. Minutes approved anonymously

2. Review of the Goals

First 4 goals have been met

Will continue with, "Leadership models a strong learning environment (data, assessment, interventions, support, communication, collaboration, access, scheduling)

Heather DiPaolo will access recycling

How do we want to incorporate Habit of Minds into the curriculum and what is already existing in our curriculum?

3. Title 1 Update

Title 1 services continue to be at PES and BMS are moving nicely
Bournedale teachers are using Symphony Math, Lexia and Read Naturally Lab, along with a volunteer. Reading naturally has continued to be successful. The program is able to demonstrate progress monitoring at risk kids.
Training will be occurring with John from Symphony Math, to utilize the maximal use and efficiencies.

The math teacher in Title 1 (Julie Thompson) is currently shared between Peebles and BMS. Scheduling has been difficult due to the different schedules. She is primarily meeting with students at the BMS, working trying to get her into Peebles more.

Title 1 and 2a will be directly effective by the sequestered budget at the federal level.

4. BHS program of studies

Reviewed the attached copy of the revised BHS 2013-2014 Program of Studies. The Curriculum Sub-Committee recommends this program of studies that will be presented to the full School Committee.

5. March In-service

8 am opening remarks by SC

8:45-11:15 CD teams meeting differentiating

Social Studies and ELA meeting together in Humanities

2 teachers in each elementary level go to each subject
Fine Arts meeting together
Foreign Language working together
After lunch teacher lead workshops

2014 MAR 10 AM 10 48

TOWN CLERK'S OFFICE
BOURNE, MASS

6. Tablet update

The initial expectation to use the tablets and build throughout the team, however there has been inconsistent use. Moving forward, the thoughts are looking towards a common policy for bring your own device.

7. MEERT

At this time, it is not moving forward

8. Elementary Writing

Elementary Proposal: Writing is Fundamental

Curriculum recommending and support of the elementary proposal for a writing course to the full School Committee at the March School Committee.

9. Future of CD teams:

RTT funding is going away

Will start to integrate into all teaching

Opening Atlas to teachers in March

Future Agenda:

Goal Setting

District Software update

Program of Studies at BMS

Ed Eval green book

Gateway

Review of March In-Service Feedback

Next meeting date: March 21, 2013 at 3:30 pm at the Administration Building

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING

2013 MAR 15 PM 1 41

DATE: MARCH 21, 2013

TIME: 3:30 PM

TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: CENTRAL OFFICE

AGENDA

1. Review of Minutes
2. Goal Setting
3. District Software update
4. Program of Studies at BMS
5. Ed Eval green book
6. Gateway
7. Review of March In-Service Feedback
8. Next steps and meeting date (3)

Members:

Jonathan O'Hara

Anne-Marie Siroonian, Chairman

Laura Scena

Curriculum Subcommittee Meeting
March 21, 2013 @ 3:30 at Administration Building

2014 MAR 10 AM 10 48

TOWN CLERK'S OFFICE
BOURNE, MASS

Attendance: Anne-Marie Siroonian, Laura Scena
Others Present: Anne-Marie Strode, Erica Amaral, Erin Halperin

1. Minutes approved anonymously
2. Table items 3, 5, 6, & 7
3. Review of BMS Program of Studies for 2013-2014 school year. See attached information. The Curriculum subcommittee supports the program of studies for the 2013-2014 school year.
4. Goal Setting:
 - Leadership models a strong learning environment (data assessments, interventions, support, communication, collaboration, access, scheduling)
 - Focus on literacy in all disciplines as part of the PreK-12 curriculum development/mapping for horizontal and vertical alignment.
 - Enhance/identify within existing curriculum a commitment to a consistent set of behaviors that build a learning community with a focus on the Habits of Mind.

5. Next meeting April 11, 2013 at 3:30 at Administration Building

Future Agenda Items:

District Software Update

Goals

Ed Eval green book

Gateway

Next steps of curriculum mapping

Review of March in-service feedback

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: APRIL 11, 2013
TIME: 3:30 PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

REVISED AGENDA

1. Review of Minutes
2. District Software Update
3. Review/Adopt Goals
4. Ed Eval green book
5. Gateway
6. Next steps of curriculum mapping
7. Review of March in-service feedback
8. Future Agenda Items

2013 APR 5 AM 11 14
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara
Anne-Marie Siroonian, Chairman
Laura Scena

BOURNE SCHOOL COMMITTEE

2013 APR 5 AM 10:23
CURRICULUM SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: APRIL 11, 2013

TIME: 3:30 PM

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Review of Minutes
2. District Software Update
3. Review/Adopt Goals
4. Ed Eval green book
5. Gateway
6. Next steps of curriculum mapping
7. Review of March in-service feedback
8. District Software Update
9. Future Agenda Items

Members:

Jonathan O'Hara

Anne-Marie Siroonian, Chairman

Laura Scena

Bourne School committee
Curriculum Sub Committee
April 11, 2013

2014 MAR 10 AM 10 48

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Anne-Marie Siroonian, Jay O'Hara
Others Present: Susan Quick, Erica Amaral, Ann Marie Strode, Angela Sweeten,

District Software Update: Power school trainings for admin and secretaries has taken place. BMS and BHS will be using for scheduling. Teachers will have some training at next in-service day.

ReadingPlus: tool for remediation and Tier 11 intervention at BMS. Past two years students have used this software in the computer apps course. Next year it will be used for more intervention, same for ALEX. Peebles students were placed on Reading Plus for a period of 4-5 weeks. Entire population of grades 3 and 4. Looking at the data to see if this is transferring into the classroom. Math program at the middle school is using IXL on tablets/grade 5. Using it for homework and independent work, high student engagement. Hot Math is being piloted for remediation in the 7th and 8th grades. Symphony Math and Lexia is also being used in the district. Many teachers are enhancing the curriculum with WEB 2.0 tools. Need to collect data on effectiveness of Lexia at the elementary levels.

Goal setting: Goals were accepted and adopted for 2013-2014 school year.

Ed Eval green Book: discussion and feedback on book, value for teachers, good practical instruction.

Gateway: Bourne has been spotlighted, showcase district, recognized as a school that has embraced the program and has implemented the program. Engineering day on May 24th in every classroom in the district. Want to make sure we keep the momentum going. STEM network on the cape, looking into writing a grant.

Next Steps for Curriculum Mapping: this is the last year that we will have enough funding for CD teams. BBTLT will have a hand in the next stages of curriculum mapping. Stage one is complete, will always need to be tweaked, now is the time for teachers to enter assessments and lessons. Work is becoming more personalized, individualized within the classrooms. The principals/admin on the 29th are going to meet to figure out how to move this process forward. Susan has also been in touch with Atlas to open up a parent portal.

March In-Service Feedback: See attached documentation.

Next Meeting Date: May 16, 2013 at 3:30 in the Central Office conference room

Future Agenda Items:

Next Steps/Curriculum Mapping

Lexia Data and Effectiveness

Title 1/2 Data

PARCC - Performance Indicators

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: MAY 16, 2013
TIME: 3:30 PM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Review of Minutes
2. Next Steps/Curriculum Mapping
3. Lexia Data and Effectiveness
4. Title 1/2 Data
5. PARCC - Performance Indicators
6. Future Agenda Items

Members:

Jonathan O'Hara
Anne-Marie Siroonian, Chairman
Laura Scena

2013 MAY 10 PM 2 50
TOWN CLERK'S OFFICE
BOURNE, MASS

Chair: Anne-Marie Siroonian
Recorder: Laura Scena

**Bourne School Committee
Curriculum Subcommittee
May 16, 2013**

2014 MAR 10 AM 10 47

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Anne-Marie Siroonian, Jay O'Hara, Laura Scena
Others present: Susan Quick,

1. April 11, 2013 Minutes approved by consensus

2. Curriculum mapping next steps

Every teacher in the district is able to view everything on Atlas. The next meeting every teacher needs to make a commitment to teaching the units for the 1st year as they are. Stage 2 creation of common assessments goes with the districts measures of the educator evaluation. There will need to be a mechanism in every school to over see the work. Needs to have discussion at the school level. BBTLT to over see the work, not do the work. Going to need time and money anticipate RTT funds to support rolling this out. Principals will be leading learning and take a more active roll. Bringing all of the ideas back on June 11

3. Lexia Data and effectiveness- tabled. A discussion was held regarding the complete usage of all of the software and all of the data that is required.

4. Title 1 & 2 Data- tabled

5. PARCC-Performance Indicators

Partnership assessment readiness for college and career
Shared with PD committee and Math and ELA curriculum teams
PARCC on line up for public comment

Next Agenda

Next steps for curriculum mapping

Software Data and effectiveness

Title 1 & 2 Data

Grant Writing

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING
2013 JUN 24 AM 10 00
DATE: JUNE 26, 2013 TOWN CLERK'S OFFICE
TIME: 4:30 PM BOURNE, MASS

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Review of Minutes
2. Next steps for curriculum mapping
3. Software Data Update and effectiveness
4. Title 1 & 2 Data
5. Grant Writing
6. Full Day K Update
7. Future Agenda Items

Members:

Jonathan O'Hara
Anne-Marie Siraonian, Chairman
Laura Scena

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: AUGUST 14, 2013
TIME: 8:00AM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

- 1. ATLAS demonstration
- 2. Goal Setting for 2013-2014
- 3. Future Agenda Items

2013 AUG 9 AM 9 43
TOWN CLERK'S OFFICE
BOURNE, MASS

Members:

Jonathan O'Hara
Anne-Marie Siroonian, Chairman
Laura Scena

~ Minutes to be reviewed at next meeting

Chair: Anne-Marie Siroonian
Recorder: Laura Scena

2014 MAR 10 AM 10 47

**Curriculum Subcommittee Meeting
August 14, 2013 8:00 AM
Bourne Public Schools Administration Building**

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

Attendance: Anne-Marie Siroonian, Laura Scena, Jay O'Hara
Others Present: Susan Quick

1. ATLAS demonstration/update:
Parent portal is open and parents will be provided with information on how to access it via "e-news" and something at back to school night. Consensus maps are considered district maps. Teachers will be working on their diary maps independently.
2. Goals
 - a. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on the taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
 - b. Support all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
 - c. Develop an action plan for community internships that foster community engagement experiences, Nye Grant \$16,000 to work on community out reach

Meeting adjourned at 9:10am

Future Agenda Items: September 19, 2014 @ 3:30 BHS

Internships

Steam opportunities

Review & Adopt 2013-2014 goals

Review software data

Title 1/2A funding update

Full day K visit (Oct/Nov)

Learning coaches (Oct)

District Software Update

Goals

Ed Evaluation green book

Gateway

Next steps of curriculum mapping

Review of March in-service feedback

BOURNE SCHOOL COMMITTEE

2013 FEB 17 AM CURRICULUM SUBCOMMITTEE MEETING

TOURNAMENT OFFICE
BOURNE MASS.

DATE: SEPTEMBER 19, 2013

TIME: 3:30PM

**PLACE: BOURNE HIGH SCHOOL
COMMUNITY ROOM**

AGENDA

1. Minutes
2. Review and Adopt 2013 Goals
3. Review Software data
4. Title 1/2A funding update
5. Schedule for September 30th In Service Day
6. Review policies IE - IGA - IEP
7. Future agenda items

CANCELLED

TOURNAMENT OFFICE
BOURNE MASS.

2013 FEB 17 AM 9:57

Members:

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

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 19, 2013

TIME: 3:30PM

**PLACE: BOURNE HIGH SCHOOL
COMMUNITY ROOM**

TOURNAMENT OFFICE
PROCESSED

2013 FEB 17 AM 10:12

AGENDA

1. Minutes
2. Review and Adopt 2013 Goals
3. Review Software data
4. Title 1/2A funding update
5. Schedule for September 20th In Service Day
6. Review policies IE - IGA - IGD
7. Future agenda items

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

**BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING**

**DATE: SEPTEMBER 20, 2013
TIME: 8:45AM**

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

TO: TOWN CLERK'S OFFICE
FROM: CURRICULUM SUBCOMMITTEE

2013 FEB 17 AM 9: 57

1. Minutes
2. Review and Adopt 2013 Goals
3. Review Software data
4. Title 1/2A funding update
5. Schedule for September 20th In Service Day
6. Review policies IE - IGA - IGD
7. Future agenda items

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

2014 MAR 10 AM 10 47

**Curriculum Subcommittee Meeting
September 20, 2013
Bourne Public School Administration Building**

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

Attendance: Anne-Marie Siroonian, Laura Scena, Heather DiPaolo
Others in Attendance: Susan Quick

Meeting opened at 8:56 am

1. Minutes approved by consensus
 2. Goals for the 2013-2014 Curriculum Subcommittee were agreed upon through consensus:
 - a. Enhance/identify a commitment to a consistent set of behaviors that build a learning community with a focus on taking responsible risks and questioning and posing problems within the context of the preK-12 curriculum maps. (Habits of Mind: A Developmental Series, C 2000, Arthur L. Costa and Bena Kallick)
 - b. Support, through analysis of our resources, all students to demonstrate acquired knowledge, understandings, and skills reflected in preK-12 curriculum maps (ATLAS) in all disciplines.
 - c. Develop an action plan for community internships that foster community engagement experiences.
 3. Software update to be tabled.
BMS principal, PES principal, all learning coaches, and Susan Quick will be attending a data course.
 4. Title 1/2A
Title 1 funding decreased from FY11 \$340,120-FY14 \$275,257; down by 19%
Title 2A funding decreased \$92,414 to \$20,476; down by 22%
With decreased funding we need to ensure that we are using our title 1 programming most effectively for student impact. We also need to identify and ensure that the coaches continue to be funded by the general budget.
 5. Sept 20 Patricia Spradley will be presenting an inservice on Family and Community Engagement (as a strand in the teacher evaluation tool)
 6. Policies Reviewed:
 - a. IE- recommend to be retired
 - b. IGA-combine with IGD as this is included in the MGL's and Susan Quick's (assistant superintendent's) job description
 - c. IGD- should include the OCR statements/references from 603 CMR 26:05
Curriculum subcommittee will provide policy subcommittee with the feedback.
- Meeting adjourned 10:25 am

2014 MAR 10 AM 10 47

TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda: Next meeting 10/18 8:45 am

- Learning Coaches
- STEAM update
- Full day K
- Elementary Writing course update
- Feedback from 9/20 and 10/11 inservice

BOURNE SCHOOL COMMITTEE

CURRICULUM SUBCOMMITTEE MEETING ~~ON~~ **MAR 10 AM 10 47**

DATE: OCTOBER 18, 2013

TIME: 8:45AM

TOWN CLERK'S OFFICE

BOURNE, MASS

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Learning Coaches
2. STEAM update
3. Full Day Kindergarten
4. Elementary Writing course update
5. Feedback from 9/20 and 10/11 in-service

Members:

Heather DiPaolo

Anne-Marie Siroonian, Chairman

Laura Scena, Secretary

Our Norms/Common Agreements

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

2013-2014 Goals

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

Curriculum Subcommittee
Date: October 18, 2013

2014 MAR 10 AM 10 47

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Ann-Marie Siroonian, Laura Scena, Heather DiPaolo
Others Present: , Susan Quick , Jennifer Donovan

Opened at 8:50

1. Learning Coaches

They were unable to make it to the meeting today. Will table it until November.

2. STEAM UPDATE

STEM information presented from Southeastern Massachusetts Network. Cape and Islands will have their own network as of June 2014. Bob Cody Dean of Science, Technology, Math, and Business at Cape Cod Community College will be leading this endeavor. See attached information. November 1, Mini Cape Cod resource fair at Cape Cod Community College to work on collaborating STEM and local businesses with K-12.

Bill Rigney will be consulting with the Science Fair to promote higher expectations.

Discussion was had regarding the High School having an Art and Science night that was embedded into the daily curriculum and classroom.

3. Full Day Kindergarten Update:

The \$45,000 grant money received is helping support salaries at this time. There will be a mandated kindergarten entry assessment that the Bourne school district is in cohort 3 at this time. We anticipate that we may qualify for a yearly grant, but the monies are unknown. See attachment for complete update on timelines and actions that are required. Conversation was discussed in increasing full day kindergarten classrooms with moving preschool to the Bourne High School. Laura will bring to facilities subcommittee to initiate review of the campus.

4. Elementary Writing Course and update

In general, the course is going well. The students are embracing it and seem to be encouraged. Initially started out at independent written course. Some difficulty with crossing of curriculums as a conflict. SRSD, Self Regulated Strategy Development. training, was completed by Jennifer Donovan and Courtney Costa. Julie Rigo is now a trainer. Some foundational skills need to happen first. The SRSD methodology is the only proven methodology with data driven results.

5. Feedback from 9/20/13 and 10/11/13 inservice. The afternoon feedback has not yet all been received. PowerSchool was the afternoon training. Continue to survey teachers if they need further training on the ed eval implementation. Does the November 8, 2013 need to include an hour of educator evaluation implementation.

2013 MAR 10 AM 10 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda:

Learning Coaches

Preschool at high school study

Curriculum Summit (Nov)

Atlas (Nov)

Revisit BHS schedule study (2011-2012)

Next Meeting: 11/15/2103 at 8:45 at the Administration Building

Adjourn 10:08 am

BOURNE SCHOOL COMMITTEE
CURRICULUM SUBCOMMITTEE MEETING

DATE: NOVEMBER 15, 2013
TIME: 1:00 PM

NOV 10 AM 10 47
TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING

AGENDA

1. Learning Coaches
2. Preschool at high school study
3. Curriculum Summit (Nov)
4. Atlas (Nov)
5. Revisit BHS schedule study (2011-2012)

Members:

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

Our Norms/Common Agreements

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

2013-2014 Goals

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

Bourne School Committee Meeting
Curriculum Sub Committee
November 15, 2013
Central Office Conference Room

2014 MAR 10 AM 10 47
TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Anne-Marie Siroonian, Heather DiPaolo, Laura Scena
Other's Present : Susan Quick, Catherine Lyons, AnnMarie Strode, Lisa Aifrate, Julie Thompson

Meeting came to order at 1:00pm

1. Learning Coaches: The learning coaches were invited to give the committee an update on their roles in the schools and how it is progressing. Learning coaches are continuing to support the teachers in the classrooms with co-teaching models and well as providing resources to teachers. They also review data for teachers. The committee asked for what they foresee as a need in their role moving forward. They expressed a need for time to have a data meeting within grade levels, common time, data teams with all three schools together, inventory of existing literacy resources in order to build up those resources, more coaches, DDM's groups.
2. Curriculum Summit – Susan presented on the summit.
3. All other agenda items were tabled for January

Meeting adjourned at 2:30pm
Next meeting date: January 23rd, 2014

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JANUARY 17, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. AHERA update
3. Gale Engineering Report
4. Long Range Project update
5. Bourne Public Schools Security Review
6. CVEC update
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
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 AM 10 15
TOWN CLERK'S OFFICE
BOURNE, MASS

FACILITIES SUBCOMMITTEE MEETING-MINUTES

BOURNE SCHOOL COMMITTEE

DATE: JANUARY 17, 2013

TIME: 9:00AM

BOURNE ADMINISTRATION BUILDING

Attendees: Chris Hyldburg, Laura Scena, Catherine Walton,

Also Present: Ed Donoghue, Jonathan Nelson, Paul O'Keefe, Town Rep for CVEC , Bob Schofield, Cape Light Compact Rep and Energy Committee representative

CVEC update - Bob stated that he worked with Ed LaFleur on the BMS solar project, one of the largest in the area. Discussion ensued regarding process of solar panels, Broadway electric, Tremco installation, costs to remove panels, repair and restore roof at middle school and new project at High School.

Chris prioritized four requests as "next steps"

1. Requested all current documents
2. Roof integrity is based on the town's independent survey and suitable
3. Identify the maximum liability to the town with the installation
4. What is the benefit to the Town? How much are we saving per year?

Additional discussion ensued regarding concerns of work during school hours; committee will work to ensure this process does not affect student learning and will work with administrators as we move forward. Additionally, we will add specific background check language to contract. It is important to all work off the same contract with markups so that there are not too many versions floating around.

After comparing the newly distributed contract for the PV project at the High school the following list are items that differed from the original. The first contract was between CVEV and Broadway Electric, with Bourne being a member and represented by CVEV. The second is between Bourne and CVEV, so we question if there is another contract out there that Bourne is a party to.

questions:

1. Termination (8.1),
2. BSD school security compliance,
3. contractor work hours; in session school interruption
4. Reimbursement for Bourne independent engineering assessment and alternate purchases price determination.
5. who qualifies as an independent appraiser (engineering, financial)
6. insurance requirements of the town (additional cost, monitoring)
7. Leak coverage? (old doc- Exhibit d, item 11, not included in new document)

OWN CLERK. SECTED BOURNE, MASS
13 AUG 9 AM 10 16

8. Exhibit A & A-1, does NOT specify which roof sections will have PV arrays installed, and therefore is the statement in 2.1 (a) accurate?
9. In the case of force majeure, would there be any possible cost to the town to remove, repair or replace the PV system OR is revenue? Ref 8.5 & 8.7 See 8.5 (c) does this statement apply to both parties mutually?
10. What is meant by section 2.2 and, more specifically, item 2.2 (d),, (re: middle school roof condition in 2009 at contract signing)
11. Section 5.4 should have any reference of ground mounted installation. This is not the case in Bourne and serves NO purpose. (other "i.e." ground installation references later are included to provide an example of scope and therefore are reasonable)
12. 5.7 When must the coop provide the plans?
13. Section 5.8 has materially changed and I need to think more about this. 30 days to 45 days, for instance, for temporary relocation. It seems that this is better for us, *but I can't seem to get the middle school problem out of my head*. Do we have to use their contractor? Pay them for revenue??? No way. Not when they may know there is an issue!
14. 5.11 (c) what, specifically are the towns obligations and what are BPS's? Are we prepared? Do we have the knowhow on staff? What are the training requirements?
15. 6.2 (a) fourth line down typo.
16. 6.2 (c) & 7.1 (f) MUST review EMS 3.3 (I have not done so yet as it was not attached at stated in this section)
17. 8.1 not much rights afforded the town to terminate!
18. 8.3 (b) middle school??
19. 8.11 must be reworded that the town Coop give the town notice that our term is approaching and that the town is required to exercise its option to purchase.
20. Article X (c) obligations? (See item 14 above)
21. Since we are now required to sign the document, the signature page (29) and the notice page should be modified. The notice page should have the BSC added as a copied party, without question.
22. Exhibit B Are the PV units and its major components US made?
23. Exhibit C, B. is this correctly worded? How much more will this cost the town?
24. Warranties PV- what is the mechanic warranty? 1 year? Seems like all the warranties run out at 10 years- about when we exercise the option to purchase.
25. EMS (Energy management system), PDA(, PSA

Paul O'Keefe stated that he supported the proposed High School project because it is straight forward, flat roof, Tremco, warranties, and that it would potentially save us potentially over 300k in the coming years.

Gale Engineering Report- Received last night will be reviewed at next meeting.
 AHERA update

AHERA Report-Ed will invite both contractors to do a walkthrough of Peebles and Otis during the week of January 20, 2013 to ensure pending projects start during February vacation and be completed in April. The AHERA 6 month report was posted on BPS website on January 10, 2012

Bourne Public Schools Security Review

Bourne Public Schools Security Review- Laura discussed staff concerns regarding security during polling. Ed will follow-up with principals on security measures.

- High School will add double doors in the hall near library entrance and upgrade current security system.
- Peebles and Middle School – upgrade security system

John Nelson is obtaining quotes to evaluate district-wide security system

Action: Laura will ask the policy sub-committee to review and revise our current policy on safety and security of all contractors with access to our school buildings.

Long Range Project update- Ed reviewed current plan for Capital Outlay requests- technology, mini bus and abatement being highest priority. See attached list of projects. Ed to email copy Reviewed long range planning doc.

Next Meeting: January 25, 2013, 11:00 a.m. Bourne admin building-CVEC update & SOI update

Future agenda items

Update on BPS security during polling

Football concession stand

Signs

Members

Laura Scena, Chairman
Christopher Hyldburg
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JANUARY 25, 2013 2013 JAN 18 PM 2 35

TIME: 11:00AM TOWN CLERK'S OFFICE

PLACE: BOURNE ADMINISTRATION BUILDING BOURNE, MASS

AGENDA

1. Minutes
2. Peebles Statement of Interest update
3. CVEC update
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 Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JANUARY 25, 2013

TIME: 11:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Peebles Statement of Interest update
3. CVEC update
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 Hyldburg

Laura Scena, Chairman

Catherine Walton

2013 AUG 9 AM 10 16
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for January 25, 2013

Location: Bourne School Administration Building

Opened at: 11:05 AM

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Ed Donoghue Dir. of Bus. Service

Minutes

1. No action was taken.
2. Statement of Interest: SOI for James F Peebles Elementary School was discussed including changes to reflect the overcrowding conditions and the inability to implement program changes due to limited space at the Peebles School. Areas of concern were reworded to include AHERA procedures, structural deterioration and roof needs.
3. CVEC update: Gale report was not available at this time and the matter was tables.

Future Agenda Items

AHERA update

Gale Engineering report

SOI


Concession Stand Long Range Project update


BSD Security Review

CVEV update


Adjourned: Meeting was adjourned at 11:45AM.


2013 AUG 9 AM 10 16
TOWN CLERK'S OFFICE
BOURNE, MASS


CIRCA - 1992 = 
 WARR #: 18305
 EXP. 4/30/2002
 TREMCO INC.


CIRCA - 1995 = 
 WARR #: 22386
 EXP. 2/23/2005
 TREMCO INC.

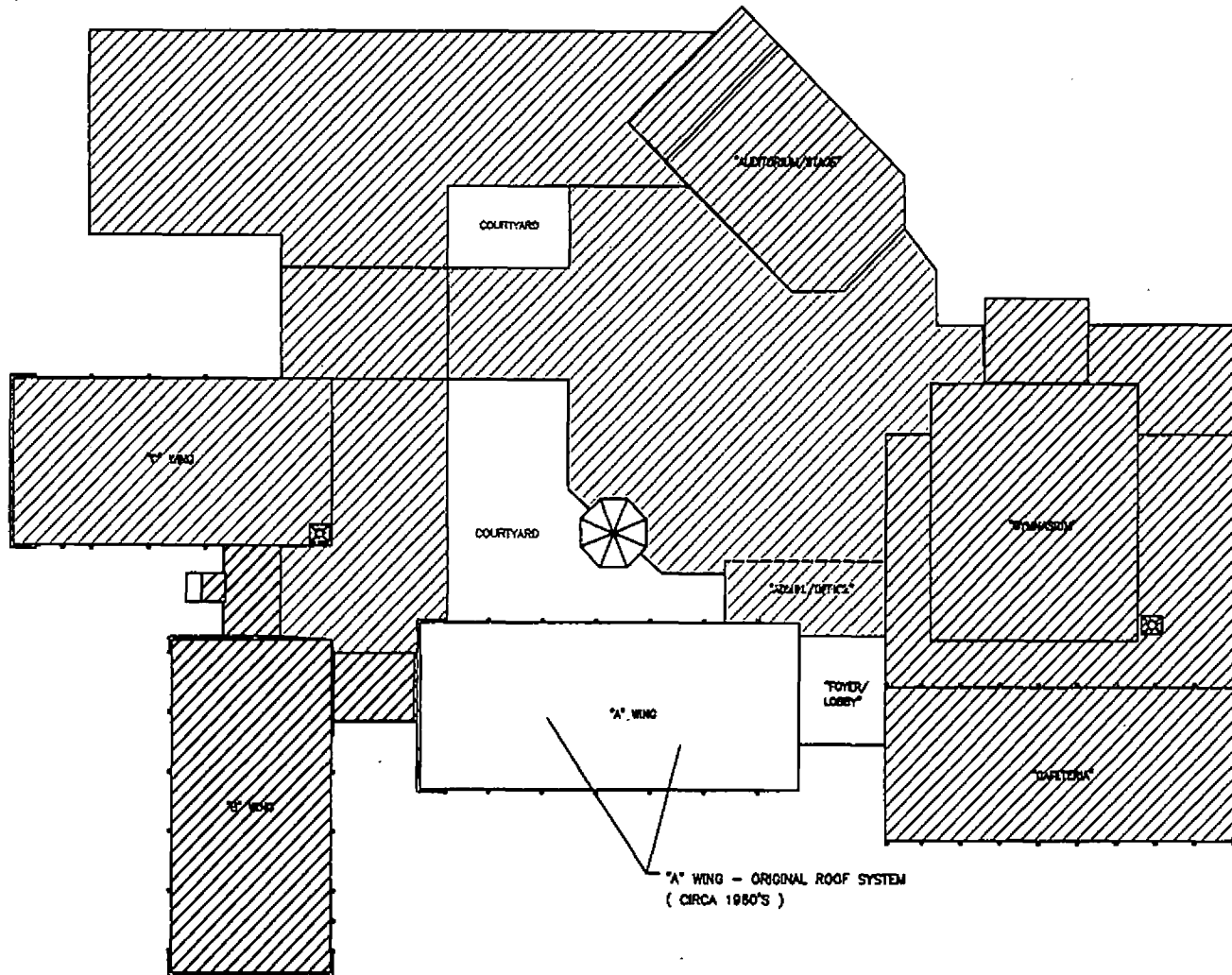
CIRCA - 1995 = 
 WARR #: 23548
 EXP. 9/15/2005
 TREMCO INC.

CIRCA - 1998 = 
 WARR #: 28978
 EXP. 5/2/2008
 TREMCO INC.

CIRCA - 2005 = 
 WARR #: 108773
 EXP. 1/5/2025
 TREMCO INC.





CIRCA - 2008 = 
 WARR #: 115773
 EXP. 9/20/2028
 TREMCO INC.

CIRCA - 2008 = 
 WARR #: 110278
 EXP. 1/30/2028
 TREMCO INC.



"A" WING - ORIGINAL ROOF SYSTEM
 (CIRCA 1980'S)

REVISIONS	No.	AUTHOR	DATE

- LEGEND:**
-  PITCH POCKET
 -  ROOF DRAIN
 -  PLUMB. VENT
 -  OBS. PENETRATION

TREMCO

CLIENT:
 BOURNE HIGH SCHOOL
 WATERHOUSE RD.
 BOURNE, MASSACHUSETTS

DESIGNED BY	DATE	PROJECT
APPROVED BY	DATE	PROJECT

BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING

DATE: JANUARY 31, 2013

2013 JAN 28 AM 10 36
TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Peebles Statement of Interest update
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, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

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TIME: 9:00AM

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for January 31, 2013

Location: Bourne School Administration Building

Opened at: 9:07 AM

Attendees: Laura Scena- Chairperson, Chris Hyldbørg, Ed Donoghue Dir. of Bus. Service, Steven Lamarche-Superintendent (arrived at 10:00 am), Jon Nelson - Town of Bourne Director of Facilities, Wayne Francis -Peebles Elementary School Principal (by phone).

Minutes

1. Accepted Jan 17 minutes. Will review Jan 25 minutes at the next meeting.
2. Statement of Interest: James F Peebles Elementary School. The committee reviewed and amended the SOI application to the MSBA. Changes were made to reflect the overcrowding conditions and the inability to implement program changes due to limited space at the Peeble's School. In addition, areas of concern were reworded to include AHERA procedures, structural deterioration and roof needs..
3. Gale Report/Solar: The committee reviewed the draft High School roof report and discussed the viability of solar panels on the roof. Additional requests such as AHERA compliance, removal and reinstallation costs and warranty issues were discussed. The committee tabled the discussion for the Feb 14th meeting.
4. Motions/Votes:

To recommend to the School Committee and Bourne Board of Selectmen to vote, using the language provided, to submit the Statement of Interest (SOI) for James F. Peeble's Elementary School to the MSBA for consideration in the 2013 Award process. Motion LS, Voted unanimous: CH & LS.

Future Agenda Items

AHERA update

Gale Engineering report

SOI

Concession Stand Long Range Project update

BSD Security Review

CVEV update

Next Meeting: 9:00AM, for Feb 14, 2013 (now rescheduled to Feb 28, 2013)

Adjourned: Meeting was adjourned at 10:45AM.

2013 AUG 9 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: FEBRUARY 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Peebles SOI update
3. CVEC update
4. Update on BPS security during polling
5. Football concession stand
6. Sign
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
Laura Scena, Chairman
Catherine Walton

2013 FEB 20 PM 12 35
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE ~~MEETING~~ MAR 10 AM 10 46
FACILITIES SUBCOMMITTEE MEETING TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: FEBRUARY 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Peebles SOI update
3. CVEC update
4. Update on BPS security during polling
5. Football concession stand
6. Sign
7. Future agenda items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Subcommittee Minutes for February 28, 2013

Location: 20177 Bourne School Administration Building

Opened at: 28 9:07 AM 2013

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Ed Donoghue Dir. of Bus. Service, Steven Lamarche- Superintendent, Jon Nelson - Town of Bourne Director of Facilities, Richard Elrick-Town Energy Manager.

Minutes

1. Accepted Jan 31 minutes.
2. Statement of Interest: James F Peeble's Elementary School. Ed Donoghue briefed the committee on the SOI application to the MSBA. He asked the committee to be available to represent the BSC on the upcoming Selectmen's meeting scheduled for March 5, 2013 to present the SOI for the Selectmen's required vote.
3. Gale Report/Solar: The committee reviewed the Gale report and it was determined the best course of action was a visual inspection of the High School roof with representatives from Gale Engineering. Representatives from Broadway electric, CVEC, and the town would be invited to attend. A tentative date was scheduled for March 14th and it would be an official Facility Subcommittee meeting.
4. Update on BPS security during polling: Mr Lamarche updated the committee on a report conducted by Barry Johnson, the Town's Police Resource Officer, on security during polling. Police officers observing polling cannot leave the polling areas and therefore cannot patrol other parts of the school providing adequate security. It was recommended to provide funding for an additional officer during polling hours when school is in session.
5. Football Concession Stand: the committee discussed the replacement or repair of the Jackson Field concession stands (2). The units are in disrepair. New units require additional electrical service and possible relocation due to standing water. Mr Lamarche commented the BSD needs a project plan and suggested the inclusion of the resources from Upper Cape Tech, Pigskin club and local business. The item would be added to the next full agenda.
6. Motions/Votes:
To approve the funding for one additional Police Officer detail to provide security during a scheduled public polling period while school is in session. Motion CW, Second CH, Voted unanimous.

Future Agenda Items

March 14, 2013- BHS Solar roof project/Gale report

March 28, 2013

Jan 25th Minutes

AHERA update

Gale Engineering report

Concession Stand

Long Range Project update

CVEV update

Cody School

Generator at the High School

Next Meeting: March 14, 2013 Time: TBD
March 28, 2013 9:00 AM BSD Administration Building

Adjourned: Meeting was adjourned at 9:55AM.

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: FEBRUARY 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Peebles SOI update
3. CVEC update
4. Update on BPS security during polling
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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

OWN CLERK'S OFFICE
BOURNE, MASS
3 AUG 9 AM 10 17

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for February 28, 2013

Location: Bourne School Administration Building
Opened at: 9:07 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Ed Donoghue Dir. of Bus. Service, Steven Lamarche- Superintendent, Jon Nelson - Town of Bourne Director of Facilities, Richard Elrick-Town Energy Manager.

Minutes

1. Accepted Jan 31 minutes.
2. Statement of Interest: James F Peeble's Elementary School. Ed Donoghue briefed the committee on the SOI application to the MSBA. He asked the committee to be available to represent the BSC on the upcoming Selectmen's meeting scheduled for March 5, 2013 to present the SOI for the Selectmen's required vote.
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6. Motions/Votes:
To approve the funding for one additional Police Officer detail to provide security during a scheduled public polling period while school is in session. Motion CW, Second CH, Voted unanimous.

Future Agenda Items

March 14, 2013- BHS Solar roof project/Gale report

March 28, 2013

Jan 25th Minutes

AHERA update

Gale Engineering report

Concession Stand

Long Range Project update

CVEV update

Cody School

Generator at the High School

Next Meeting: March 14, 2013 Time: TBD
March 28, 2013 9:00 AM BSD Administration Building

Adjourned: Meeting was adjourned at 9:55AM.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 17

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MARCH 15, 2013 2013 MAR 11 AM 9 24

TIME: 2:00PM

TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

AGENDA

1. Review of Bourne High School Gale Associates Roof Report
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, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MARCH 15, 2013

TIME: 2:00PM

PLACE: BOURNE HIGH SCHOOL COMMUNITY ROOM

AGENDA

1. Review of Gale Associates Roof Reports
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, Chairman
Catherine Walton

2013 AUG 9 AM 10 17
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for March 15, 2013

Location: Bourne High School

Opened at: 2:17 PM

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Steven Lamarche- Superintendent, Jon Nelson - Town of Bourne Director of Facilities, Les Wing - Maintenance Dept. , Mike Parma – Working Supervisor for Custodians and Maintenance Dept., Denis Daru- Broadway Electric, Dan Griffin- Broadway Electric, Paul O'Keefe, Town Rep for CVEC, Ron Collins- CVEC, Richard Elrick- Town of Bourne, Ed Stewart- Gale Engineering.

Meeting was called to order.

At 2:19, CH made a motion to recess to Bourne High School roof. Second by LS. Unanimous by roll call vote.

Meeting was reconvened at 3:25

Discussion on visual review of roof. Identified most suitable areas for Solar PVA installation. Review roof condition for Capitol Outlay planning.

Motion to Adjourn: CH, Second, LS. Unanimous.

Meeting adjourned 3:50

Future Agenda Items

Executive session- Legal matters

Open Session

Solar- BHS

AHERA update

SWOT

Capital Outlay

Next Meeting: 9:00AM, for March 28, 2013 at BSD Administration Building.

BOURNE, MASS
TOWN CLERK'S OFFICE
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**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

2013 MAR 25 PM 12 14
DATE: MARCH 28, 2013

TOWN CLERK'S OFFICE
TIME: 9:00PM BOURNE, MASS

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

1. Solar- BHS
2. AHERA update
3. SWOT
4. Capital Outlay
5. Future Generation Wind
6. Future agenda items

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Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MARCH 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

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2013 AUG 9 AM 10 27
TOWN CLERK'S OFFICE
BOURNE, MASS

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MARCH 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

2013 MAR 25 PM 1 29
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

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9:00AM - Executive session to discuss legal matters

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Laura Scena, Chairman
Catherine Walton

2014 MAR 10 AM 10 46
BOURNE SCHOOL COMMITTEE
TOWN CLERK'S OFFICE
FACILITIES SUBCOMMITTEE MEETING
BOURNE, MASS

DATE: MARCH 28, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

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9:00AM - Executive session to discuss legal matters

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Laura Scena, Chairman
Catherine Walton

27 01 13 01 13 13
2013 01 28 10 11 13

BOURNE PUBLIC SCHOOLS
Facilities Sub Committee Minutes for March 28, 2013

Location: 2 Bourne School Administration Building
Opened at: 9:07 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Ed Donoghue Dir. of Bus. Service, Jon Nelson, Town of Bourne Director of Facilities. Mary Jane Mastrangelo from Town of Bourne Finance Committee
Absent: Steven Lamarche- Superintendent

Minutes

1. **SOLAR BHS:** Discussion about Gymnasium roof capabilities- Broadway Electric will, at their own expense, determine if the existing gym roof structure is suitable for PV arrays. CVEC: Mr Donoghue presented a contract to participate in the CVEC Solar pact. The timing of the contract required the Fac Sub to vote to recommend to the main SC for approval. After deliberation, it was agreed not to recommend participation, (timing of contract, new changes without SC counsel representation) and select suitable alternate proposals.
2. **Future Generation Wind:** Mr Donoghue presented a proposal for a vote by the Facility Sub to approve a solar purchase agreement with Future Generation Wind. Discussion centered on the BSD capacity and exactly how much electrical usage we can commit to and what the breakdown of savings will be between the town and the BSD. Jon Nelson will provide a spreadsheet to the Fac Sub on current load and estimated solar impact of the Future Generation Wind plan.
3. **AHERA Update:** Much of the work was completed as planned during Feb vacation. Fuiss & O'Neil will prepare their 6 month report for the June meeting. Additional work is scheduled for the Otis school and High school during the April vacation. Mary Jane Mastrangelo(Bourne Fin Com) spoke about the plan for asbestos abatement and wanted to make sure the school had the funds to do a larger project and thereby get better pricing rather than small, expensive abatement events. The planned request by Mr Donoghue was for several classroom floor abatements, \$50K at the high school and \$50 K at the Peebles School, to be completed during the summer.
4. **Motions/Votes:**
None

Future Agenda Items

Executive session: Pending Legal matters

Jan 25th Minutes, Other minutes
AHERA update
Concession Stand

Long Range Project update
CVEV update
Coady School

Next Meeting: April 25, 2013 9:00AM BSD Administration Building

Adjourned: Meeting was adjourned at 10:21 AM.

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for March 28, 2013

Location: Bourne School Administration Building
Opened at: 9:07 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Ed Donoghue Dir. of Bus. Service, Jon Nelson, Town of Bourne Director of Facilities. Mary Jane Mastrangelo from Town of Bourne Finance Committee
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4. **Motions/Votes:**
None

Future Agenda Items

Executive session: Pending Legal matters

Jan 25th Minutes, Other minutes
AHERA update
Concession Stand

Long Range Project update
CVEV update
Coady School

Next Meeting: April 25, 2013 9:00AM BSD Administration Building

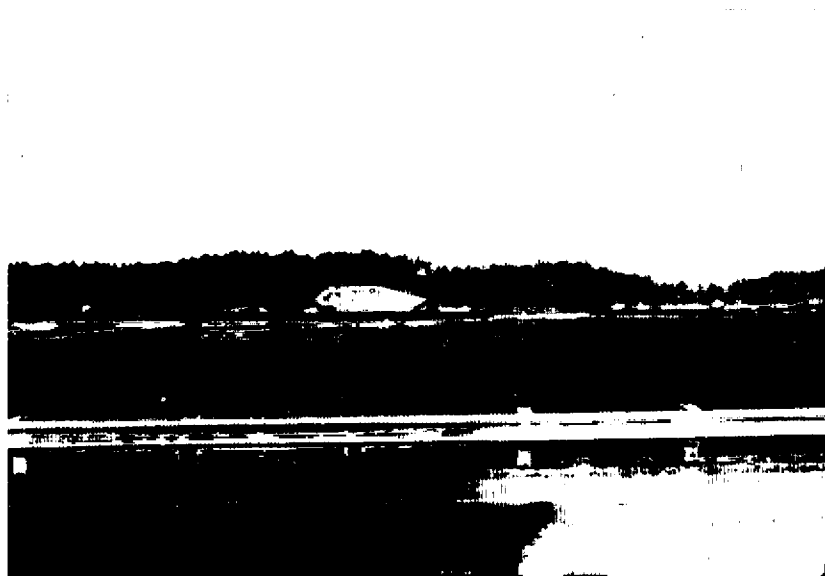
Adjourned: Meeting was adjourned at 10:21 AM.

2013 AUG 9 AM 10 27
TOWN CLERK'S OFFICE
BOURNE, MASS



Future Generation Wind

8 MW of wind power on an Ocean Spray cranberry farm in Plymouth, MA



CONFIDENTIAL

Project Overview – March 2013

Town of Bourne

FIXED PRICE.
11.95. - escalation any year.

FGW Site Layout – Mann Farms – Plymouth, MA

(36 months on-site wind data as of December 2012)



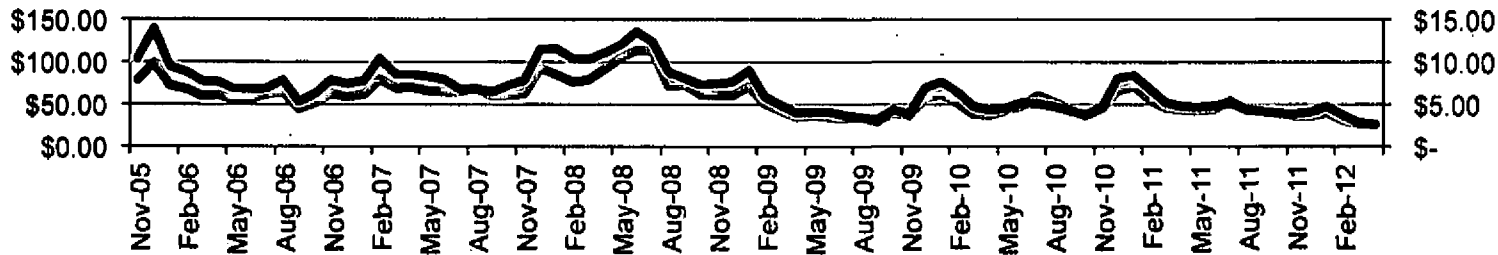
Net Metering Credit PPA – Key Points

- Discounts at 20-30%, no upfront cost. Floor price of 11.5 cents/kWh
- Term of 20 years, with option to extend for 5 years
- Average electricity savings over project life at 2.5% NMC escalation: **27.0%**
- At 3 million kWhs, est. nominal savings over project life: **\$3.9 million**
- Long term savings from stable wind power provide a protection against volatile fossil-fuel based electricity, without the typical hedge premium cost to lock in prices
- This is an upfront savings + hedge contract, with a firm rationale for larger allocation than traditional hedge – most of our offtakers go for close to 100% of their current load, less any expected energy efficiency improvements or other NMC contracts
- We can offer right for Bourne to transfer or allocate NMCs to other public accounts, subject to creditworthiness of the new offtaker. NMC agreements will have value going forward

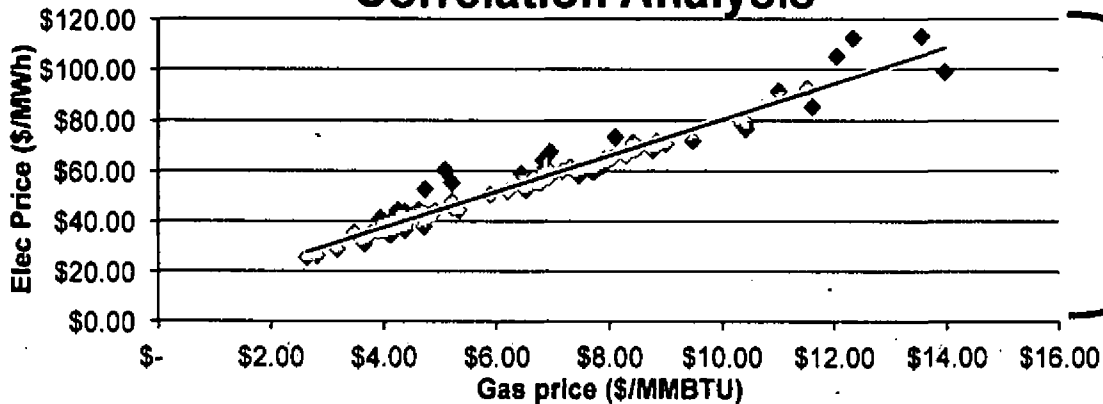
Gas price impacts electricity prices

Electricity Prices vs Gas Prices
6.5 years of data

— ELEC \$/MWh
— NAT. GAS \$/MMBTU



Correlation Analysis



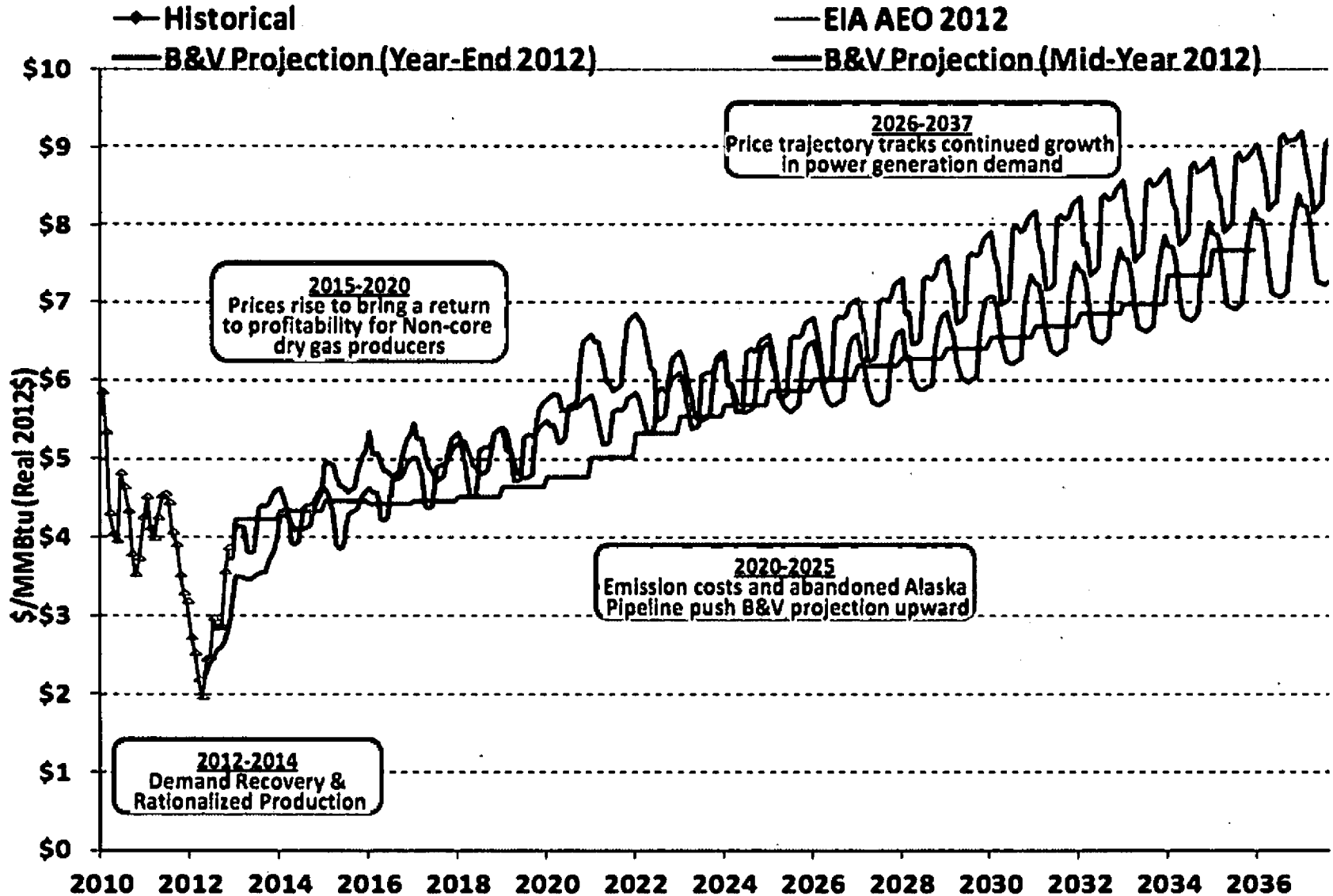
$$\text{Electricity}_{(\$/\text{MWh})} = 7.1335 \times \text{Gas}_{(\$/\text{MMBTU})} + K$$

$R^2 = 0.9446$ (strong correlation factor)

Gas Prices averaged \$3.88 in 2012 (relevant period to current rate)
If Natural Gas dropped by \$1, Electricity prices would only drop 0.71 ¢/kWh
NMC is at 14.06 ¢/kWh, 2.06 ¢/kWh above the 11.95 ¢/kWh fixed price
So, gas could drop \$2.88/MMBtu down to \$1/MMBtu and be at approx. 12 ¢/kWh

NATURAL GAS PRICE FORECAST

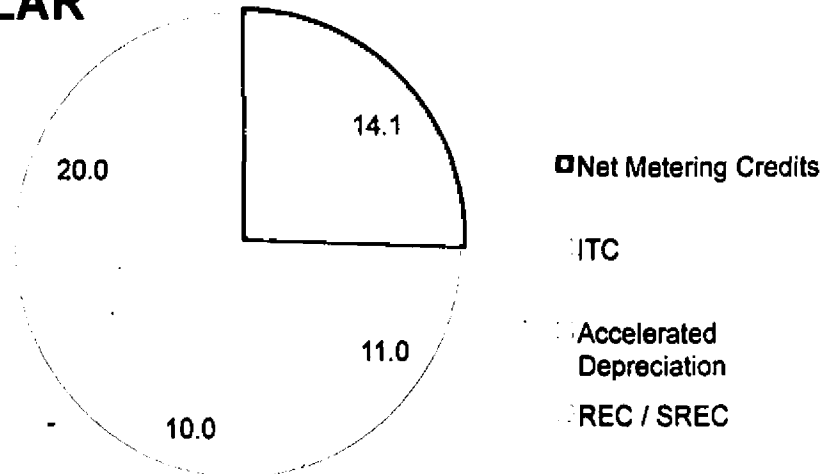
Henry Hub Natural Gas Prices



Source: Black & Veatch, "2013 ENERGY MARKET OUTLOOK AND INDUSTRY TRENDS", 1/15/13.

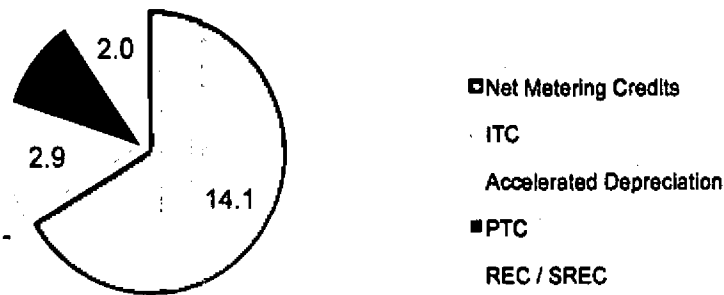
Full cost of electricity – Wind and Solar

SOLAR



TOTAL: 55 ¢/kWh

WIND



TOTAL: 21.2 ¢/kWh

Including incentives, solar is 2.6 times more expensive than wind on a per kWh basis

Additional benefits created by Bourne

- Supports a community wind project and strong local business and employer
- Fosters revenue diversification at Mann Farms while keeping several hundred acres of farm forestland intact
- Facilitates field trips and curriculum development for local Bourne public schools, sponsored by FGW



Keith & Monika Mann are the owners of Future Generation Wind. They are 4th generation cranberry farmers with an unwavering commitment to clean energy and environmental stewardship

Future Generation Wind – Project Timeline

- Permitting complete 2Q 2011
- Initial PPAs and REC sales complete 3Q 2012
- Interconnection Service Agreement 1Q 2013
- All net metering PPAs complete 1Q 2013
- Begin financing process 2Q 2013
- TSA & EPC finalized 2Q 2013
- Financial close 3Q 2013
- Turbine delivery & erection 1Q 2014
- BOP and electrical construction 1Q 2014
- Commissioning & COD 2Q 2014

Prepared by Foresight Renewable Solutions with
power consulting services provided by SourceOne, Inc., Boston, MA

For further information, please contact:

Carlos V. Pineda, CEO
Foresight Renewable Solutions
+1 (415) 517-1341
cpineda@fr-sol.com

Keith Mann, Manager
Future Generation Wind
+1 (508) 294-0717
keith@mannfarms.com



NET METERING POWER PURCHASE AGREEMENT

This Net Metering Power Purchase Agreement is made and entered into as of March [REDACTED], 2013 (the "*Effective Date*"), by and between Future Generation Wind, LLC, a Massachusetts limited liability company, for itself and any and all assignees permitted hereunder ("*Seller*") and [REDACTED], a Massachusetts regional school district ("*Buyer*"). Seller and Buyer may be referred to herein collectively as the "*Parties*," and individually as a "*Party*."

Recitals

- A. Seller plans to construct up to four (4) wind energy generation facilities (individually, a "*Facility*" and collectively, the "*Facilities*") with an aggregate generating capacity of up to approximately 8.0 MW AC (the "*Project*") at the Property (as defined in Exhibit A).
- B. The Parties intend that, pursuant to the Net Metering Rules (as defined below), the Facilities will qualify as Net Metering Facilities (as defined below) and will generate Net Metering Credits (as defined below).
- C. Pursuant to a separate Power Purchase Agreement, dated as of September 4, 2012, between Seller and the Town of Marion, Massachusetts (the "*Host Customer PPA*"), the Town of Marion has agreed to be the Host Customer of the Facilities.
- D. Subject to the terms and conditions of this Agreement, Seller desires to deliver to the Host Customer all of the electricity generated by the Project during the Term and Buyer desires to pay for a portion of the electricity generated by the Project during the Term and receive from the Host Customer an allocation of a corresponding portion of the Net Metering Credits generated by the Project so that Buyer may use the Net Metering Credits to offset utility bills associated with its utility accounts.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, and other good and valuable consideration the sufficiency and receipt of which are acknowledged by the Parties, and intending to be legally bound hereby, each Party hereby agrees as follows:

ARTICLE 1 DEFINED TERMS

As used in this Agreement, the following terms, when used in this Agreement and initially capitalized, shall have the following meanings:

"*Affiliate*" means, with respect to any Person, such Person's general partner or manager, or any other Person that, directly or indirectly, through one or more intermediaries, controls, or is controlled by, or is under common control with, such Person.

"*Agreement*" means this Net Metering Power Purchase Agreement, including all exhibits and attachments hereto.

“Applicable Legal Requirements” means any Laws which may at any time be applicable to the Property or the Project, or any part thereof or to any condition or use thereof, and all leases, permits and other governmental consents which are or may be required for the use and occupancy of the Property for the installation, operation, maintenance and removal of any of the Facilities.

“Bankrupt” means, with respect to a Party: (i) a Party against which a bankruptcy, receivership or other insolvency proceeding is instituted and not dismissed, stayed or vacated within sixty (60) days thereafter; or (ii) a Party that has made a general assignment for the benefit of creditors, become insolvent, or has voluntarily instituted bankruptcy, reorganization, liquidation or receivership proceedings.

“Billing Cycle” means the monthly billing cycle established by the LDC.

“Business Day” means any day except a Saturday, Sunday, or a Federal Reserve Bank holiday.

“Buyer” has the meaning set forth in the introductory paragraph of this Agreement.

“Buyer Allocation Percentage” has the meaning set forth in Exhibit C of this Agreement.

“Commercial Operation,” with respect to a Facility, means that the Facility is ready for regular, daily operation, has been interconnected to the LDC system, has been accepted by the LDC (to the extent required), and is capable of producing Electricity.

“Commercial Operation Date” means the first day on which the last Facility to achieve Commercial Operation, as defined herein, is ready for Commercial Operation, as certified in writing by Seller to Buyer in a notice of Commercial Operation Date pursuant to Section 3.2.

“Delivery Point” for each Facility means the location or locations at the Property where Electricity is to be delivered and received under this Agreement, as identified in Exhibit A.

“Designated Third Party” has the meaning set forth in Section 16.2(a).

“DPU” means the Massachusetts Department of Public Utilities or its successors.

“Early Termination Date” has the meaning set forth in Section 2.3.

“Effective Date” is the date first set forth in the introductory paragraph of this Agreement.

“Electricity” means the actual and verifiable amount of electricity generated by the Facilities and delivered to the Delivery Points, as metered in whole kilowatt-hours (kWh) at the Seller Metering Devices, and that conforms to the applicable LDC and/or authoritative regulatory body standards. The Electricity delivered to the Delivery Points shall be deemed to

be equal to the electric energy measured at the applicable Seller Metering Devices; actual energy losses between the Facilities and the Delivery Points shall not affect the Electricity.

“Electricity Price” has the meaning set forth in Exhibit B attached hereto.

“Environmental Attributes” means any credit, benefit, reduction, offset, financial incentive, tax credit and other beneficial allowance that is in effect as of the Effective Date or may come into effect in the future, including, to the extent applicable and without limitation, (i) all environmental and renewable energy attributes and credits of any kind and nature resulting from or associated with the Project and/or its electricity generation, (ii) government financial incentives, (iii) greenhouse gas offsets under the Regional Greenhouse Gas Initiative, (iv) renewable energy certificates or any similar certificates or credits under the laws of the Commonwealth of Massachusetts or any other jurisdiction, (v) tax credits, incentives or depreciation allowances established under any federal or state law, and (vi) other allowances howsoever named or referred to, with respect to any and all fuel, emissions, air quality, or other environmental characteristics, resulting from the use of wind generation or the avoidance of the emission of any gas, chemical or other substance into the air, soil or water attributable to the Project and/or its electricity generation.

“Event of Default” has the meaning set forth in Article 10.

“Facilities” and ***“Facility”*** have the meanings set forth in the recitals.

“Force Majeure” means any event or circumstance that prevents Seller from performing its obligations under this Agreement, which event or circumstance (i) is not within the reasonable control, and is not the result of the negligence, of Seller, and (ii) by the exercise of reasonable due diligence, Seller is unable to overcome or avoid or cause to be avoided. Subject to the foregoing, Force Majeure may include but is not limited to the following acts or events: natural phenomena, such as storms, hurricanes, floods, lightning and earthquakes; explosions or fires arising from lightning or other causes unrelated to the acts or omissions of Seller; acts of war or public disorders, civil disturbances, riots, insurrection, sabotage, epidemic, terrorist acts, or rebellion; strikes or labor disputes; and acts, failures to act or orders of any kind of any Governmental Authorities acting in their regulatory or judicial capacity.

“Governmental Authority” means the United States of America, the Commonwealth of Massachusetts, and any political or municipal subdivision thereof (not including Buyer), and any agency, department, commission, board, bureau, or instrumentality of any of them, and any independent electric system operator.

“Governmental Charges” means all applicable federal, state and local taxes (other than taxes based on income or net worth but including, without limitation, sales, use, gross receipts or similar taxes), governmental charges, emission allowance costs, duties, tariffs, levies, leases, fees, permits, assessments, adders or surcharges (including public purposes charges and low income bill payment assistance charges), imposed or authorized by a Governmental Authority, LDC, or other similar entity, on or with respect to the Electricity or this Agreement.

“Host Customer” shall have the meaning given this term in the Net Metering Rules.

“Interconnection Obligations” shall have the meaning set forth in Section 3.3.

“Interest Rate” means the lesser of (a) one percent (1%) per month and (b) the maximum rate permitted by applicable law.

“Invoice” shall have the meaning set forth in Section 4.4.

“kWh” means kilowatt-hour.

“Laws” means any present and future law, act, rule, requirement, order, by-law, ordinance, regulation, judgment, decree, or injunction of or by any Governmental Authority, ordinary or extraordinary, foreseen or unforeseen.

“LDC” means NSTAR Electric Company or its successors.

“LDC Metering Device” means, with respect to each Facility, the LDC meter furnished and installed by the LDC for the purpose of measuring the Electricity delivered by the LDC to the Host Customer and delivered by the Host Customer to the LDC.

“LDC System” means the electric distribution system operated and maintained by the LDC.

“Net Metering” shall have the meaning set forth in the Net Metering Rules.

“Net Metering Credit” means the applicable monetary value of an excess kilowatt-hour of electricity, determined in accordance with the Net Metering Rules, generated by a Wind Net Metering Facility, as defined in accordance with the Net Metering Rules.

“Net Metering Credit Rate,” with respect to a particular Billing Cycle, means the dollar value of a Net Metering Credit accruable to the Host Customer of a Facility for that Billing Cycle.

“Net Metering Facility” shall have the meaning set forth in the Net Metering Rules.

“Net Metering Rules” means, collectively and as amended from time to time, the Massachusetts net metering statute, MGL c. 164, §§ 138 – 140, the Massachusetts net metering regulations, 220 CMR 18, orders issued by DPU relating to Net Metering (including, without limitation, DPU 11-10-A (May 7, 2012) and the appendices thereto) and the associated net metering tariff of the LDC.

“Outside Commercial Operation Date,” means December 31, 2014, provided that such period of time shall be extended for a period of time concurrent with the periods of time required for (i) the LDC’s completion of any required LDC System upgrades or resolution of any other delays caused by the LDC, including, without limitation, the LDC’s failure to comply with its interconnection tariff, and (ii) the resolution of any challenge to any permit or approval relating to the Project. In addition, such period of time shall be extended for a period of six (6) months in the event that the turbine foundations for the Project are constructed prior to December 31, 2014.

"Person" means an individual, general or limited partnership, corporation, municipal corporation, business trust, joint stock company, trust, unincorporated association, joint venture, Governmental Authority, limited liability company, or any other entity of whatever nature.

"Property" shall have the meaning set forth in the recitals.

"Public Cap Allocation" means an assurance that a Host Customer will receive Net Metering Services (as defined in the Net Metering Rules) within the Public Cap (as defined in the Net Metering Rules) upon the Host Customer's receipt of notice of authorization to interconnect from the LDC.

"Schedule Z" shall have the meaning set forth in Section 7.5(a)(i) of this Agreement.

"Seller" shall have the meaning set forth in the introductory paragraph of this Agreement.

"Target Buyer Accounts" shall have the meaning set forth in Section 7.2(a).

"Seller Metering Device" means, with respect to each Facility, any and all revenue quality meters installed by Seller at or before the Delivery Point needed for the registration, recording, and transmission of information regarding the amount of Electricity generated by the Facility and delivered to the Delivery Point.

"Term" shall have the meaning set forth in Section 2.1.

"Termination Date" means the earlier to occur of (i) the last day of the Term, (ii) the Early Termination Date, (iii) the date of termination of this Agreement as the result of an Event of Default, and (iv) the date of termination as the result of Force Majeure pursuant to Section 9.2.

"Third Party Allocation Percentage" has the meaning set forth in Section 7.5(a)(ii) of this Agreement.

ARTICLE 2

TERM; CONDITIONS PRECEDENT; EARLY TERMINATION

2.1 **Term.** The term of this Agreement (including any extensions, the **"Term"**) shall commence as of the Effective Date and, unless terminated earlier pursuant to the terms of this Agreement, shall remain in effect until the twentieth (20th) anniversary of the Commercial Operation Date, provided that the Term may be extended by mutual written agreement of the Parties for an additional term of no fewer than five (5) years and no more than twenty-five (25) years. Without limiting the foregoing, by notice to Seller delivered no later than the fifteenth (15th) anniversary of the Commercial Operation Date, Buyer shall have the right to extend the initial 20-year Term by an additional number of years between five (5) and ten (10), subject to the following conditions: (i) the terms of Seller's agreements with all other purchasers of

electricity and/or net metering credits generated by the Project will be extended on terms and conditions no less favorable to Seller than those of this Agreement; (ii) neither the Net Metering Rules nor the financial benefits available thereunder have changed in a manner adverse to Seller; and (iii) in the event that capital investments in the Project will be necessary or prudent in connection with Buyer's desired extension, the Parties will undertake good faith negotiation of adjustments in the pricing terms of this Agreement adequate to support such capital investment.

2.2 Conditions Precedent. The commencement of the obligation of Seller to provide Electricity to the Delivery Points and to arrange for the allocation of corresponding Net Metering Credits to Buyer under the provisions of this Agreement is subject to the fulfillment of each of the following conditions precedent except to the extent waived by Seller:

- (a) Seller shall have obtained all permits and approvals required for the construction and operation of the Project;
- (b) Seller shall have obtained project financing on terms acceptable to Seller;
- (c) Buyer shall have provided information Seller with information required hereunder with respect to the Target Buyer Accounts sufficient to permit preparation of the Schedule Z(s);
- (d) the Facilities shall have been interconnected with the LDC in accordance with the requirements of the interconnection service agreement, the Net Metering Rules and Applicable Legal Requirements;
- (e) the first Facility shall have achieved Commercial Operation; and
- (f) no Buyer Default or any event which, with the giving of notice or the lapse of time or both, would become a Buyer Default shall have occurred and be continuing, and Seller shall have received a certificate of a senior official of Buyer to such effect.

2.3 Early Termination. This Agreement may be terminated prior to the expiration of the Term (the "**Early Termination Date**"):

- (a) by Seller, at any time prior to the installation of the Project's first turbine, upon notice to Buyer, in the event that Seller, in its discretion, determines that the development of the Project should be abandoned;
- (b) by Seller, at any time prior to the Commercial Operation Date, upon notice to Buyer, in the event that any of the conditions precedent set forth in Section 2.2 has not been satisfied;
- (c) by Buyer, upon thirty (30) days' notice to Seller, in the event that the Commercial Operation Date has not occurred by the Outside Commercial Operation Date, provided that, Buyer may not exercise its

right to terminate under this Section 2.3(d) after the Commercial Operation Date; or

(d) by either Party in accordance with Section 9.2.

Upon early termination of this Agreement in accordance with this Section 2.3, each Party shall discharge by performance all obligations due to the other Party that arose up to the Early Termination Date and the Parties shall have no further obligations hereunder except those which survive expiration or termination of this Agreement in accordance with the terms hereof.

ARTICLE 3 DEVELOPMENT OF PROJECT

3.1 Development of Project by Seller. Seller shall undertake commercially reasonable good faith efforts to obtain required permits and financing for, and to construct the Project.

3.2 Notice of Commercial Operation. Subject to the provisions of this Agreement, Seller shall notify and represent to Buyer when each Facility has achieved Commercial Operation. Seller shall in the notice of Commercial Operation for the final Facility to achieve Commercial Operation certify to Buyer the Commercial Operation Date.

3.3 Interconnection Requirements. Seller shall be responsible for all costs, fees, charges and obligations of every kind and nature required to connect the Project to the LDC System, including but not limited to fees associated with system upgrades and operation and maintenance carrying charges ("*Interconnection Obligations*"). In no event will Buyer be responsible for any Interconnection Obligations, except as set forth in Section 7.5.

3.3 Cooperation Regarding Authorizations. Seller will manage applications for all permits, approvals, registrations and other related matters with the LDC and any Governmental Authority, including the submission of applications described in this Agreement and, to the extent relevant, Seller will do so on behalf of Buyer. Buyer agrees to cooperate with Seller in preparing such applications and securing such permits, approvals and registrations, including, without limitation, timely executing and delivering all documentation required from Buyer relating thereto. Where allowed by law, Buyer shall designate Seller as its agent in obtaining all permits, approvals, registrations and additional authorizations required of Buyer in connection with this Agreement and the transactions contemplated hereby.

3.4 Title. Except as otherwise set forth in this Agreement, as between the Parties during the Term of this Agreement, all ownership of and title to the Project and all Environmental Attributes shall be and remain with the Seller.

ARTICLE 4 PURCHASE AND SALE; DELIVERY; GOVERNMENTAL CHARGES

4.1 Purchase and Sale of Electricity. Commencing on the date the first Facility achieves Commercial Operation and continuing throughout the remainder of the Term, Seller

shall make available to and sell to Host Customer all Electricity generated by the Project. (For avoidance of doubt, in the event that the Project is comprised of multiple wind energy turbines constructed in separate phases, "the first Facility" as used in the foregoing sentence is intended to refer to the first wind energy turbine that achieves Commercial Operation.)

4.2 Price for Electricity. The purchase price of each kilowatt-hour of Electricity shall be calculated in accordance with Exhibit B.

4.3. Invoicing and Payment. During each monthly Billing Cycle, Seller shall provide Buyer with an invoice (the "*Invoice*") for the Electricity delivered to the Host Customer during the prior Billing Cycle (the "*Delivered Quantity*") with a credit to Buyer for the Delivered Quantity multiplied by the Third Party Allocation Percentage multiplied by the Electricity Price. Buyer will remit payment of the amount of each Invoice to Seller or its designee by electronic funds transfer (or other means agreeable to both Parties) within thirty (30) days following Buyer's receipt of each such Invoice. Any amounts not paid by the due date will be deemed late and will accrue interest at the Interest Rate, such interest to be calculated from and including the due date to but excluding the date the delinquent amount is paid in full. For avoidance of doubt, Buyer shall not be liable to Seller for payment of a purchase price for the Delivered Quantity greater than an amount equal to the Delivered Quantity multiplied by the Buyer Allocation Percentage multiplied by the Electricity Price, nor shall Buyer be liable for the failure of any third party purchaser of electricity or Net Metering Credits to make payments due to Seller.

4.4 Invoice Disputes. In the event of a good faith dispute regarding any Invoice, Buyer shall pay the undisputed amount of such Invoice and shall seek to resolve the dispute in accordance with the dispute resolution procedures set forth in Article 14. Upon resolution of the dispute, any required refund or additional payment shall be made within thirty (30) days of such resolution along with interest accrued at the Interest Rate from and including the date of the original payment (with respect to a refund) or original due date (with respect to an additional payment). Any dispute by Buyer with respect to an Invoice or an adjustment thereof is waived unless, within six (6) months after the invoice is rendered or such adjustment is made, Buyer notifies Seller of such dispute and states the basis for such dispute. Upon Buyer's request with respect to an Invoice, Seller, within ten (10) days, shall provide Buyer with information necessary to permit Buyer to replicate Seller's computation of the invoiced amount.

4.5 [Intentionally Omitted]

4.6 Governmental Charges. There shall be added to each Invoice, as separate items, a surcharge equal to the proportionate part of any Governmental Charges applicable to the sale of the Electricity multiplied by the Buyer Allocation Percentage. Both Parties shall use reasonable efforts to administer this Agreement and implement its provisions so as to minimize Governmental Charges. In the event any of the sales of the Electricity are to be exempted from or not subject to one or more Governmental Charges, either Party shall, promptly upon the other Party's request therefore, provide the requesting Party with all necessary documentation to evidence such exemption or exclusion.

4.7 Title and Risk of Loss of Electricity. Title to and risk of loss of the Electricity will pass from Seller to the Host Customer at the applicable Delivery Point.

4.8 Creditworthiness. Buyer agrees to provide Seller with reasonable information to complete a credit review. If at any time during the Term, Seller determines that Buyer's credit is unsatisfactory, Buyer has experienced any material adverse change in its financial condition or has made two or more late payments, Seller shall have the right to terminate this Agreement upon ten (10) days' notice to Buyer, unless the Parties agree on mutually satisfactory credit arrangements to ensure prompt payment of amounts payable under this Agreement. Such credit arrangements may include, without limitation, Buyer's agreement to make a cash deposit, post a letter of credit at a financially sound bank or other financial institution, or make a prepayment for Electricity and Net Metering Credits to be supplied under this Agreement.

4.9 Records and Audits. Each Party will keep, for a period of not less than two (2) years after the expiration or termination of this Agreement records sufficient to permit verification of the accuracy of billing statements, invoices, charges, computations and payments for all transactions hereunder. During such period each Party may, at its sole cost and expense, and upon reasonable notice to the other Party, examine the other Party's records pertaining to transactions hereunder during such other Party's normal business hours.

ARTICLE 5 TITLE TO ENVIRONMENTAL ATTRIBUTES AND CAPACITY

Other than the Net Metering Credits that are allocated to the Target Buyer Accounts under the Net Metering Rules, Environmental Attributes and any rights or credits relating to the generating capacity of the Project shall remain the property of Seller and may be used, sold, transferred, pledged, collaterally assigned, retired or otherwise disposed of by Seller in its sole discretion and for its sole benefit. Buyer shall, upon Seller's request, take whatever actions are reasonably necessary from time to time in order for the Seller to claim the benefits of all Environmental Attributes and capacity rights or credits other than the Net Metering Credits allocated to the Target Buyer Accounts.

ARTICLE 6 METERING DEVICES; LDC BILLING ADJUSTMENTS

6.1 Metering Equipment. The Parties acknowledge that Seller shall arrange for the LDC to furnish and install the LDC Metering Devices. Pursuant to the Host Customer PPA, on behalf of Buyer as the LDC's customer of record, Seller shall be responsible for arranging compliance with any LDC customer requirements relating to LDC access to the LDC Metering Devices. In addition, Seller shall install, own, operate, and maintain one or more Seller Metering Devices.

6.2 Meter Accuracy.

(a) LDC Metering Device Accuracy. Buyer may at any time, with reasonable advance notice to Seller, exercise its rights as the LDC's customer of record

to seek testing of the accuracy of the LDC Metering Devices. In addition, pursuant to the Host Customer PPA, on behalf of the Host Customer as the LDC's customer of record, Seller may on its own initiative, and shall upon the request of Buyer, seek to exercise the Host Customer's LDC customer rights to arrange for testing of the accuracy of the LDC Metering Devices.

(b) Seller Metering Device Accuracy. Seller, at its sole cost, shall test the Seller Metering Devices in accordance and compliance with the manufacturer's recommendations and shall provide the results of such tests to Buyer. No more than once per calendar year, Buyer shall have the right to require Seller to conduct an audit of all Seller Metering Device data upon reasonable notice, and any such audit shall be at Buyer's sole cost (except as set forth below). If testing of a Seller Metering Device pursuant to the foregoing indicates that the meter is in error by more than two percent (2%), then Seller shall promptly repair or replace the Seller Metering Device at no cost to Buyer (and, if testing has been performed at Buyer's request, Seller and not Buyer shall bear the cost of such testing). For avoidance of doubt, if Seller has already conducted such an audit during a calendar year on its own initiative or at the request of another party, Seller shall not be required to conduct an additional audit during the same calendar year.

(c) Discrepancy Between Seller and LDC Metering Devices. If at any time there is a discrepancy between an LDC Metering Device and the corresponding Seller Metering Device, including without limitation a discrepancy associated with a billing adjustment described in Section 6.3, Seller, at Buyer's request, will use commercially reasonable good faith efforts to exercise its rights under the Host Customer PPA to investigate and remedy such discrepancy in consultation with the LDC.

6.3 Billing Adjustments. In the event that a Seller Metering Device is determined to have been in error by more than two percent (2%), Seller shall make a corresponding adjustment to the records of the amount of Electricity based on the testing results for (i) the actual period of time during which such error caused inaccurate meter recordings, if such period can be reasonably determined, or (b) if the actual period cannot be so determined, then an estimated period equal to one-half (1/2) of the period from the later of (x) the date of the last previous test confirming accurate metering or (y) the date the Seller Metering Device was placed into service; provided, however, that such estimated period shall in no case exceed one (1) year. If as a result of such adjustment the quantity of Electricity for any period is decreased, Seller shall reimburse Buyer for the amount paid by Buyer in consideration for that Electricity. If as a result of such adjustment the quantity of Electricity for any period is increased, Seller shall pay for the additional Electricity. Amounts due as a result of any such billing adjustment shall be subject to interest at the Interest Rate.

ARTICLE 7
REPRESENTATIONS AND WARRANTIES; BUYER ACKNOWLEDGEMENT

7.1 Representations and Warranties. Each Party represents and warrants to the other Party that:

(a) the execution, delivery and performance of this Agreement are within its powers, have been duly authorized by all necessary action and do not violate any of the terms and conditions in its governing documents, any contracts to which it is a party or any applicable Laws;

(b) this Agreement, and each document executed and delivered in accordance with this Agreement, constitutes its legally valid and binding obligation enforceable against it in accordance with its terms; subject to any bankruptcy, insolvency, reorganization and other laws affecting creditors' rights generally, and with regard to equitable remedies, the discretion of the applicable court;

(c) all such persons as are required to be signatories to or otherwise execute this Agreement on its behalf under all applicable Laws have executed and are authorized to execute this Agreement in accordance with such Laws;

(d) it is acting for its own account, and has made its own independent decision to enter into this Agreement, and is not relying upon the advice or recommendations of the other Party in so doing;

(e) it is capable of assessing the merits of and understanding, and understands and accepts, the terms, conditions and risks of this Agreement; and

(f) it understands that the other Party is not acting as a fiduciary for or an adviser to it or its Affiliates.

7.2 Additional Representations and Warranties of Buyer.

(a) Target Buyer Accounts. With respect to certain of Buyer's existing other utility accounts with LDC identified in Exhibit C attached hereto (the "**Target Buyer Accounts**"), Buyer, to the best of its knowledge after reasonable inquiry, has provided to Seller complete and correct records of its electricity usage with respect to such accounts.

7.3 Forward Contract; Bankruptcy Code. The Parties acknowledge and agree that this Agreement and the transactions contemplated hereunder are a "forward contract" within the meaning of the United States Bankruptcy Code, and that Seller is a "forward contract merchant" within the meaning of the United States Bankruptcy Code. The Parties further acknowledge and agree that, for purposes of this Agreement, Seller is not a "utility" as such term is used in Section 366 of the United States Bankruptcy Code, and Buyer agrees to waive and not to assert the applicability of the provisions of Section 366 in any bankruptcy proceeding wherein Buyer is a debtor.

7.4 No Advice. The Parties acknowledge and agree that Seller is not acting as a consultant or advisor to Buyer for any purpose and that Buyer is making its own decision to enter into this Agreement based solely on its own analysis and the advice of its own advisors.

7.5 Covenants of Buyer.

(a) Net Metering.

(i) Net Metering Service Application. Seller shall prepare the LDC's net metering service application(s) (the "*Schedule Z(s)*"), and Buyer shall cooperate fully with Seller's preparation of such documents. Further, Seller shall prepare an application with appropriate supporting documents for a Public Cap Allocation for the Project, as well as an application for classification of Buyer by DPU as an "Other Governmental Entity," and Buyer shall cooperate fully with Seller's preparation of such documents.

(ii) Allocation of Net Metering Credits. At Seller's request, Buyer shall promptly take any action and execute any documents, as required, to facilitate the allocation to the Target Buyer Accounts of a percentage of Net Metering Credits accruing to the Host Customer of the Facilities equal to the Buyer Allocation Percentage. The Parties acknowledge that any remaining percentage (the "*Third Party Allocation Percentage*") of such Net Metering Credits will be allocated to third parties in such percentages and in such amounts as Seller may determine from time to time. Following the Effective Date, in the event that less than 100% of the Net Metering Credits are allocated, Buyer may request that the Buyer Allocation Percentage be increased up to the amount of the unallocated percentage and Seller shall consider such request in good faith and shall not unreasonably withhold its consent to such increase, provided Buyer can demonstrate to Seller's reasonable satisfaction that Buyer's electricity usage can support such increase. In the event of incompatible requests by multiple buyers for an increase in their allocation percentages, Buyer shall coordinate such requests in good faith with such other buyers. Buyer acknowledges and agrees that it shall not allocate or permit to be allocated any Net Metering Credits generated by any other source to the Target Buyer Accounts if such allocation would affect Buyer's ability to comply with its obligations under this Agreement, provided that, whether or not such effect is anticipated, Buyer shall provide at least thirty (30) days' notice to Seller prior to undertaking or permitting any such allocation.

(iii) Net Metering Facility of a Governmental Entity. Buyer acknowledges that each Facility will be a "Net Metering Facility of a Municipality or Other Governmental Entity" within the meaning of the Net Metering Rules, and agrees not to take any action inconsistent with the Facilities' status as such facilities except insofar as such action is expressly authorized hereunder. For avoidance of doubt, the Parties acknowledge that, pursuant to the current Net Metering Rules, in order to obtain and preserve such status, no Schedule Z for a Facility may allocate Net Metering Credits to the account of any individual or of any entity that is not a city, town, federal agency

or department, state agency or department, or of any entity that is not approved by DPU as an "Other Governmental Entity."

(v) Cooperation on Assurance of Net Metering Eligibility. Buyer agrees to promptly provide such information and assistance to Seller as may be necessary to allow Seller to avail itself of any system established by the DPU and/or the LDC to provide certain assurances that a facility will be an eligible Net Metering Facility once the facility commences operation.

(vi) Consolidated Billing of Electricity Charges. In order to ensure Buyer's ability to maximize savings resulting from allocation of Net Metering Credits to the Target Buyer Accounts, Buyer shall arrange for the charges for its electricity purchases from competitive electricity suppliers (if any) to be billed through its LDC invoices.

(b) Uniform Procurement Act Exemption Filings. Buyer shall strictly comply with the provisions of G.L. c. 30B, § 1(b)(33), which requires that, within fifteen (15) days of the signing of a contract for energy or energy related services, the procuring public entity shall submit to the DPU, the Department of Energy Resources, and the Office of the Inspector General a copy of the contract and a report of the process used to execute the contract. Buyer shall promptly deliver to Seller a complete copy of such filings together with satisfactory evidence that the filings have been timely made.

(c) No Resale of Electricity. This Agreement is an agreement by Buyer to pay for a portion of the Electricity delivered to the Host Customer as a means of facilitating the sale of Net Metering Credits to Buyer. Nevertheless, to the extent that this Agreement is deemed to constitute an agreement for the purchase of Electricity, the Electricity purchased by Buyer from Seller under this Agreement shall not be resold to any other Person, nor shall such Electricity be assigned or otherwise transferred to any other Person (other than to the LDC pursuant to the Net Metering Rules), without prior approval of Seller, which approval shall not be unreasonably withheld, and Buyer shall not take any action which would cause Buyer or Seller to become a utility or public service company.

(f) No Right to Enter or Use Property. Buyer shall not have, nor shall it assert, any right under this Agreement to enter upon or use the Property or the Facilities in any manner.

(g) No Assertion that Seller is a Utility. Buyer shall not assert that Seller is an electric utility or public service company or similar entity that has a duty to provide service, or is otherwise subject to rate regulation.

(h) Contingent Restructuring of Transaction. Buyer agrees that at any time, at the election and request of Seller, Buyer shall promptly amend and restate this Agreement as a net metering credit purchase agreement or net metering credit allocation agreement on substantially the same economic terms as this Agreement and for a percentage allocation of the Net Metering Credits generated in connection with the

Project equal to the Buyer Allocation Percentage. If the Host Customer's agreement with Seller is subsequently terminated, Seller and Buyer shall work together expeditiously and in good faith to further restructure this Agreement and/or other agreements in order to replace the Host Customer and preserve the basic business transaction between Seller and Buyer.

ARTICLE 8 CONFIDENTIALITY

8.1 Duty of Confidentiality. To the extent permitted by law, all terms of this Agreement and all information provided by a Party or its representatives to the other Party shall be confidential and shall not be disclosed by the receiving Party without the disclosing Party's prior written consent. For avoidance of doubt, Seller acknowledges that Buyer's officials wish to receive and share with other of Buyer's officials information regarding Seller's performance under the Agreement and therefore Seller agrees to prepare and provide to Buyer, from time to time, non-confidential summary information regarding the performance of the relevant Facilities.

8.2 Publicity. Except to the extent required by law, without the prior written consent of the other Party, neither Party shall make any public comment, statement, or communication with respect to this Agreement. If either Party is required by law to make any such disclosure, it must first provide to the other Party the content of the proposed disclosure, the reasons that such disclosure is required, and the time and place that the disclosure will be made. Notwithstanding the foregoing, following the execution of this Agreement, Seller may in its discretion prepare and issue a press release or other form of public announcement, the form of which shall be delivered to Buyer prior to release, disclosing the existence of this Agreement. Without limiting the generality of the foregoing, all public statements made by or on behalf of either Party must accurately reflect the rights and obligations of the Parties under this Agreement, including the ownership of Environmental Attributes and any related reporting rights.

8.3 Survival of Confidentiality and Publicity Provisions. The obligations of the Parties under this Article will survive for a period of two (2) years from and after the termination or expiration of this Agreement.

ARTICLE 9 FORCE MAJEURE

9.1 Performance Excused by Force Majeure. To the extent Seller is prevented by Force Majeure from carrying out, in whole or part, its obligations under this Agreement and Seller gives notice and details of the Force Majeure to Buyer as soon as practicable (and in any event within five (5) Business Days after the Force Majeure first prevents performance by Seller), then Seller will be excused from, the performance of such obligations under this Agreement (other than the obligation to make payments then due or becoming due with respect to performance prior to the Force Majeure). Seller will use commercially reasonable efforts to eliminate or avoid the Force Majeure and resume performing its obligations; provided, however, that Seller is not required to settle any strikes, lockouts or similar disputes except on terms acceptable to Seller in its sole discretion. During the period in which, and to the extent

that, obligations of Seller are excused by Force Majeure, Buyer will not be required to perform or resume performance of its obligations to Seller corresponding to the obligations of Seller excused by Force Majeure.

9.2 Termination Due to Force Majeure. In the event of a Force Majeure that prevents, in whole or in material part, the performance of Seller for a period of twelve (12) calendar months or longer, either Party may, upon thirty (30) days' notice to the other Party, terminate this Agreement, whereupon the Parties shall each discharge by performance all obligations due to the other Party that arose up to the termination date and the Parties shall have no further obligations hereunder except those which by their terms survive expiration or termination of this Agreement.

ARTICLE 10 EVENTS OF DEFAULT; REMEDIES

10.1 Events of Default. An "*Event of Default*" means, with respect to a Party (a "*Defaulting Party*"), the occurrence of any of the following:

(a) such Party's failure to make, when due, any payment required under this Agreement if such failure is not remedied within fifteen (15) days after receipt of notice of such failure;

(b) such Party's failure to comply with any material provision of this Agreement if such failure is not remedied sixty (60) days after notice and demand by the non-defaulting Party to cure the same or such longer period (not to exceed one hundred eighty (180) days) as may be reasonably required to cure, provided that the defaulting Party diligently continues until such failure is fully cured; or

(c) such Party becomes Bankrupt.

10.2 Remedies for Event of Default. If at any time an Event of Default with respect to a Defaulting Party has occurred and is continuing, the non-defaulting Party, without limiting any rights or remedies available to it under this Agreement or applicable law, but subject to the provisions of Article 16 with respect to a Seller Event of Default, shall have the right to (i) terminate this Agreement, upon thirty (30) days' notice to the Defaulting Party, (ii) withhold any payments due to the Defaulting Party under this Agreement, (iii) suspend performance due to the Defaulting Party under this Agreement, and (iv) exercise all other rights and remedies available at law or in equity to the non-defaulting Party, including recovery of all reasonably foreseeable damages, whether direct or indirect. For Seller, such damages may include, without limitation, (i) lost revenues in connection with any failure by Buyer to purchase Electricity from Seller hereunder in accordance with the terms hereof, (ii) lost revenues in connection with any inability of Seller to sell Environmental Attributes associated with such Electricity and (iii) accelerated payments, fees, damages and penalties under Seller's financing agreements. In addition and without limiting the foregoing, if Seller is the non-defaulting Party, Seller shall have the right to sell electricity produced by the Facilities to persons other than Buyer and recover from Buyer any loss in revenues resulting from such sales. For Buyer, such damages shall include, without limitation, any and all damages available at law or equity.

Each Party agrees that it has a duty to exercise commercially reasonable efforts to mitigate damages that it may incur as a result of the other Party's default under this Agreement.

10.3 Remedies Cumulative. The rights and remedies contained in this Article are cumulative with the other rights and remedies available under this Agreement or at law or in equity.

10.4 Unpaid Obligations. The non-defaulting Party shall be under no obligation to prioritize the order with respect to which it exercises any one or more rights and remedies available under this Agreement. Notwithstanding anything to the contrary herein, the Defaulting Party shall in all events remain liable to the non-defaulting Party for any amount payable by the Defaulting Party in respect of any of its obligations remaining outstanding after any such exercise of rights or remedies.

ARTICLE 11 CERTAIN RIGHTS AND OBLIGATIONS FOLLOWING TERMINATION OR EXPIRATION

11.1 General. Following termination of this Agreement by either Party that is not occasioned by the other Party's default, the Parties shall each discharge by performance all obligations due to the other Party that arose up to the termination date and the Parties shall have no further obligations hereunder except those which by their terms survive expiration or termination of this Agreement.

11.3 LDC and Regulatory Matters. Upon the termination or expiration of this Agreement for any reason, Buyer shall promptly take all actions and execute all documents, as may be necessary or reasonably requested by Seller, to facilitate the amendment of the Schedule Z(s) so as to terminate as soon as practicable the allocation of Net Metering Credits to the Target Buyer Accounts.

ARTICLE 12 INDEMNIFICATION

12.1 Indemnity. Each Party shall indemnify, defend and hold harmless the other Party and its members, managers, officers, employees, agents, representatives and independent contractors, from and against all costs, claims, and expenses incurred by the other Party in connection with or arising from any claim by a third party for physical damage to or physical destruction of property, or death of or bodily injury to any Person, but only to the extent caused by (i) the gross negligence or willful misconduct of the indemnifying Party, its agents or employees or others under the indemnifying Party's control or (ii) an Event of Default of the indemnifying Party. The indemnifying Party further agrees, if requested by the indemnified party, to investigate, handle, respond to, and defend any such claim, demand, or suit at its own expense arising under this Article. Should the indemnifying Party defend any such claim against the indemnified party, it shall have full control of such defense, in its reasonable discretion. Notwithstanding the foregoing, the indemnity provided under this Section shall not extend to claims, demands, lawsuits or actions for liability to the extent attributable to the negligence or willful misconduct of an indemnified party.

12.2 Claim Procedure. If the indemnified party seeks indemnification pursuant to this Article, it shall notify the indemnifying Party of the existence of a claim, or potential claim, as soon as practicable after learning of such claim, or potential claim, describing with reasonable particularity the circumstances giving rise to such claim. Upon written acknowledgment by the indemnifying Party that it will assume the defense and indemnification of such claim, the indemnifying Party may assert any defenses which are or would otherwise be available to the indemnified party.

12.3 Limitation on Buyer Indemnity to the Extent Prohibited by State Law. Notwithstanding any provision contained herein, the provisions of this Section 12 shall not apply to Buyer to the extent prohibited by applicable state law.

12.4 Survival of Indemnity Claims. In addition, notwithstanding any provision contained herein, the provisions of this Article shall survive the termination or expiration of this Agreement for a period of three (3) years with respect to any claims which occurred or arose prior to such termination or expiration.

ARTICLE 13 LIMITATIONS

13.1 Limitation of Liability.

(a) No Liability to Third Parties. Buyer and Seller agree that this Agreement is not intended for the benefit of any third party (other than Designated Third Parties) and that Seller shall not be liable to any third party by virtue of this Agreement.

(b) Limitations on Damages. Except as expressly provided in this Agreement, it is specifically agreed and understood that neither Party will be responsible to the other for any special or punitive damages whatsoever arising out of this Agreement or anything done in connection herewith. This Section 13.1(b) shall apply whether any such damage is based on a claim brought or made in contract or in tort (including negligence and strict liability), under any warranty or otherwise.

13.2 Limitation on Warranties. Except as expressly provided in this Agreement, each Party hereby disclaims any and all representations, warranties and guarantees, express or implied. Without limiting the foregoing, Seller does not warrant or guarantee the amount of Electricity to be generated by the Project.

ARTICLE 14 GOVERNING LAW; DISPUTE RESOLUTION

14.1 Governing Law. This Agreement shall be construed under and governed by the laws of the Commonwealth of Massachusetts, without regard to its rules regarding choice of laws.

14.2 Dispute Resolution.

(a) The Parties agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this Agreement. Unless otherwise expressly provided for in this Agreement, the dispute resolution procedures of this Section shall be the exclusive mechanism to resolve disputes arising under this Agreement between the Parties.

(b) Any dispute that arises under or with respect to this Agreement shall in the first instance be the subject of informal negotiations between the Manager of Seller and the Superintendent of Buyer (or the individuals then serving as chief executives of the Parties), who shall use their respective good faith efforts to resolve such dispute. The dispute shall be considered to have arisen when one Party sends the other a notice that identifies with particularity the nature, and the acts(s) or omission(s) forming the basis of, the dispute. The period for informal negotiations shall not exceed fourteen (14) calendar days from the time the dispute arises, unless it is modified by written agreement of the Parties.

(c) In the event that the Parties cannot resolve a dispute by informal negotiations, the Parties involved in the dispute agree to submit the dispute to mediation. Within fourteen (14) days following the expiration of the time period for informal negotiations, the Parties involved in the dispute shall propose and agree upon a neutral and otherwise qualified mediator. In the event that the Parties fail to agree upon a mediator, the Parties shall request that the Boston, Massachusetts office of JAMS, appoint a mediator. The period for mediation shall commence upon the appointment of the mediator, shall not exceed ninety (90) days from the time the dispute arises, unless such time period is modified by written agreement of the Parties involved in the dispute, and the mediation shall be conducted in accordance with procedures mutually agreed to by the Parties. The decision to continue mediation shall be in the sole discretion of each Party involved in the dispute. The Parties will bear their own costs of the mediation. The mediator's fees shall be shared equally by all Parties involved in the dispute.

(d) In the event that the Parties cannot resolve a dispute by informal negotiations or mediation, sole venue for judicial enforcement shall be the Superior Court for Plymouth County, Massachusetts. Notwithstanding the foregoing, injunctive relief from such court may be sought without resorting to alternative dispute resolution to prevent irreparable harm that would be caused by a breach of this Agreement. Each Party consents to such venue and expressly waives any objections to venue it might otherwise be able to raise.

(e) In any judicial action, the Prevailing Party (as defined below) shall be entitled to payment from the opposing party of its reasonable costs and fees, including but not limited to reasonable attorneys' fees, expert witness fees and travel expenses, arising from the civil action. As used herein, the phrase "Prevailing Party" shall mean the party who, in the reasonable discretion of the finder of fact, most substantially prevails in its claims or defenses in the civil action.

ARTICLE 15
ASSIGNMENT; BINDING EFFECT

15.1 General Prohibition on Pledge or Assignment. Except as provided in this Agreement, neither Party may pledge or assign its rights hereunder without the prior written consent of the other Party which shall not be unreasonably withheld or delayed.

15.2 Permitted Assignments by Seller. Notwithstanding anything to the contrary herein, Seller may assign all or a portion of its rights and obligations hereunder to an Affiliate of Seller, to the purchaser of substantially all of the assets of Seller, or to an entity that acquires ownership of one or more of the Facilities or, prior to the construction of one or both of the Facilities, the development rights thereto. In the event of any such assignment, Seller shall, at least thirty (30) days prior to the effective date of such assignment, provide notice to Buyer of the existence of such assignment, together with the name and address of the assignee, and documentation establishing that the assignee has assumed all or a portion of Seller's rights and obligations under this Agreement and such assignee shall reasonably demonstrate to Buyer assignee's financial and technical ability (itself or through use of the services of qualified third parties) to perform its obligations under this Agreement, and Buyer agrees to sign any document reasonably requested of Seller in acknowledgement of such assignment and in consent thereto in accordance with the provisions hereof. Following an assignment permitted under this Section 15.2, except to the extent provided by the terms of such assignment and except to the extent that the assignee has assumed only a portion of Seller's rights and obligations hereunder, Seller shall have no liability arising under this Agreement after the effective date of such assignment.

15.3 Successors and Assigns. Subject to the foregoing limitations, the provisions of this Agreement shall bind, apply to and inure to the benefit of, the Parties and their permitted heirs, successors and assigns.

ARTICLE 16
FINANCING AND RELATED MATTERS

16.1 Special Seller Assignment Rights. Notwithstanding any contrary provisions contained in this Agreement, including, without limitation, Article 15, Buyer specifically agrees, without any further request for prior consent, to permit Seller to assign, transfer or pledge its rights under this Agreement as collateral for the purpose of obtaining financing or refinancing in connection with the Project, and to sign any agreements reasonably requested of Seller or its lenders to acknowledge and evidence such agreement, provided that any such assignment shall not relieve Seller of its obligations under this Agreement.

16.2 Designated Third Party Rights.

(a) Notice to Designated Third Party. Buyer agrees to give copies of any notice provided to Seller by Buyer to any assignee or transferee permitted pursuant to Section 16.1 of which it has notice (each, a "***Designated Third Party***") of any event or occurrence which, if uncured, would result in a Seller Event of Default.

(b) Exercise of Seller Rights. Any Designated Third Party, as collateral assignee and if allowed pursuant to its contractual arrangements with Seller, shall have the right in the place of Seller, any and all rights and remedies of Seller under this Agreement. Such Designated Third Party shall also be entitled to exercise all rights and remedies of secured parties generally with respect to this Agreement.

(c) Performance of Seller Obligations. A Designated Third Party shall have the right, but not the obligation, to pay all sums due under this Agreement and to perform any other act, duty or obligation required of Seller hereunder or cause to be cured any default of Seller hereunder in the time and manner provided by the terms of this Agreement. Nothing herein requires the Designated Third Party to cure any default of Seller under this Agreement or (unless such party has succeeded to Seller's interests under this Agreement) to perform any act, duty or obligation of Seller under this Agreement, but Buyer hereby gives such party the option to do so. Notwithstanding the foregoing, nothing in this Section 16.2(c) is intended to limit the obligations of Seller under this Agreement.

(d) Exercise of Remedies. Upon the exercise of remedies, including any sale of one or more of the Facilities by a Designated Third Party, whether by judicial proceeding or under any power of sale contained therein, or any conveyance from Seller to the Designated Third Party (or any assignee of the Designated Third Party) in lieu thereof, the Designated Third Party shall give notice to Buyer of the transferee or assignee of this Agreement. Any such exercise of remedies shall not constitute a default under this Agreement.

(e) Cure of Bankruptcy Rejection. Upon any rejection or other termination of this Agreement pursuant to any process undertaken with respect to Seller under the United States Bankruptcy Code, at the request of a Designated Third Party made within ninety (90) days of such termination or rejection, Buyer shall enter into a new agreement with such party or its assignee having substantially the same terms and conditions as this Agreement.

(f) Third Party Beneficiary. Buyer agrees and acknowledges that each Designated Third Party is a third party beneficiary of the provisions of this Article.

16.3 Consent to Assignment. Buyer agrees to (i) execute any consents to assignments made pursuant to this Article 16 or any acknowledgements of the existence of the Designated Third Party rights set forth in this Article 16 and (ii) at Seller's expense, provide such opinions of counsel as may be reasonably requested by Seller and/or a Designated Third Party in connection with such financing or sale of one or both of the Facilities. Notwithstanding the foregoing, without Buyer's approval, no such consent or acknowledgement shall alter the rights or obligations of Seller, Buyer or any Designated Third Party.

16.4 Right to Cure.

(a) Buyer will not exercise any right to terminate or suspend this Agreement unless it shall have given each Designated Third Party prior written notice of its intent

to terminate or suspend this Agreement, as required by this Agreement, specifying the condition giving rise to such right, and the Designated Third Party shall not have caused to be cured the condition giving rise to the right of termination or suspension within thirty (30) days after such notice or (if longer) the periods provided for in this Agreement; provided that if such Seller default reasonably cannot be cured by the Designated Third Party within such period and such party commences and continuously pursues cure of such default within such period, such period for cure will be extended for a reasonable period of time under the circumstances, such period not to exceed an additional thirty (30) days. The Parties' respective obligations will otherwise remain in effect during any cure period.

(b) If, pursuant, to an exercise of remedies by a Designated Third Party, such party or its assignee (including any purchaser or transferee) shall acquire control of the Facilities and this Agreement and shall, within the time periods described in the preceding subsection, cure all defaults under this Agreement existing as of the date of such change in control in the manner required by this Agreement and which are capable of cure by a third person or entity, then such person or entity shall no longer be in default under this Agreement, and this Agreement shall continue in full force and effect.

16.5 Amendments. At Seller's request, Buyer shall consider in good faith any proposal to amend this Agreement to include any provision that may reasonably be requested by an existing or proposed Designated Third Party; provided, however, that Buyer shall not be obligated to agree to any such amendment.

ARTICLE 17 CHANGE IN LAW

In the event that a change in Law occurs, including without limitation, a change in the Net Metering Rules, or the administration or interpretation thereof by the Massachusetts Department of Public Utilities or the LDC (a "*Change in Law*"), which (a) materially restricts the ability of Seller to deliver Electricity generated by one or both of the Facilities to the Host Customer, or the ability of the Host Customer to deliver Electricity generated by the Facilities to the LDC or the ability of Buyer to receive Net Metering Credits, or (b) otherwise materially impacts the ability of either Party to perform its obligations under this Agreement, including changes in Law that result in a material increase in Seller's costs of construction and installation, or continuing operation of, one or more of the Facilities, then, upon a Party's receipt of notice of such Change in Law from the other Party, the Parties shall promptly and in good faith negotiate such amendments to or restatements of this Agreement as may be necessary to achieve the allocation of economic benefits and burdens originally intended by the Parties. Without limiting the foregoing, such amendments may include an amendment and restatement of this Agreement in the form of a net metering credit purchase agreement.

ARTICLE 18 NOTICES

All notices, demands, requests, consents or other communications required or permitted to be given or made under this Agreement shall be in writing and

if to Seller to: Future Generation Wind, LLC
602 Head of the Bay Road
Buzzards Bay, MA 02532
Facsimile: (508) 759-4916
Attention: Keith Mann, Manager

with a copy to: Klavens Law Group, P.C.
420 Boylston Street, 5th Floor
Boston, MA 02116
Facsimile: (888) 248-7594
Attention: Jonathan S. Klavens, Esq.

if to Buyer to: Bourne Public Schools
[REDACTED]

with a copy to: [REDACTED]

if to a Designated Third Party, to the address and contact person of which Buyer has been given notice pursuant to this Article 18.

Notices hereunder shall be deemed properly served (i) by hand delivery, on the day and at the time on which delivered to the intended recipient at the address set forth in this Agreement; (ii) if sent by mail, on the third Business Day after the day on which deposited in the United States certified or registered mail, postage prepaid, return receipt requested, addressed to the intended recipient at its address set forth in this Agreement; or (iii) if by overnight Federal Express or other reputable overnight express mail service, on the next Business Day after delivery to such express mail service, addressed to the intended recipient at its address set forth in this Agreement. Notices may also be sent by electronic mail message and shall be deemed properly served when the sending Party receives a confirmation that the message has been completely transmitted without error (out-of-office auto-responses shall not comply), provided that messages transmitted on any day that is not a Business Day, or after 5:00 p.m. local time (at the location of the receiving Party) on a Business Day, shall be deemed given on the next Business Day following the day on which the sending Party receives a confirmation that the message has been completely transmitted without error. Any Party may change its address and contact person for the purposes of this Article 18 by giving notice thereof in the manner required herein.

ARTICLE 19
MISCELLANEOUS

19.1 Survival. Notwithstanding any provision contained herein or the application of any statute of limitations, the provisions of Articles 5, 8, 10, 11, 12, 13, 14, 16, 18, and 19 shall survive the termination or expiration of this Agreement.

19.2 Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the Parties relating to the subject matter hereof. This Agreement may only be amended or modified by a written instrument signed by both Parties hereto.

19.3 Expenses. Each Party hereto shall pay all expenses incurred by it in connection with its entering into this Agreement, including without limitation, all attorneys' fees and expenses.

19.4 Relationship of Parties. Seller will perform all services under this Agreement as an independent contractor. Nothing herein contained shall be deemed to constitute any Party a partner, agent or legal representative of the other Party or to create a joint venture, partnership, agency or any relationship between the Parties. The obligations of Seller and Buyer hereunder are individual and neither collective nor joint in nature.

19.5 Waiver. No waiver by any Party hereto of any one or more defaults by any other Party in the performance of any provision of this Agreement shall operate or be construed as a waiver of any future default, whether of like or different character. No failure on the part of any Party hereto to complain of any action or non-action on the part of any other Party, no matter how long the same may continue, shall be deemed to be a waiver of any right hereunder by the Party so failing. A waiver of any of the provisions of this Agreement shall only be effective if made in writing and signed by the Party who is making such waiver.

19.6 Cooperation. Each Party acknowledges that this Agreement may require approval or review by third parties and agrees that it shall use commercially reasonable efforts to cooperate in seeking to secure such approval or review. The Parties further acknowledge that the performance of each Party's obligations under this Agreement may often require the assistance and cooperation of the other Party. Each Party therefore agrees, in addition to those provisions in this Agreement specifically providing for assistance from one Party to the other, that it will at all times during the Term cooperate with the other Party and provide all reasonable assistance to the other Party to help the other Party perform its obligations hereunder.

19.7 Severability. If any section, sentence, clause, or other portion of this Agreement is for any reason held invalid or unconstitutional by any court, federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

19.8 Joint Work Product. This Contract shall be considered the joint work product of the Parties hereto, and shall not be construed against either Party by reason thereof.

19.9 Headings. The headings of Articles and Sections of this Agreement are for convenience of reference only and are not intended to restrict, affect or be of any weight in the interpretation or construction of the provisions of such Articles or Sections.

19.10 Good Faith. All rights, duties and obligations established by this Agreement shall be exercised in good faith and in a commercially reasonable manner.

19.11 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives under seal as of the date first above written.

SELLER:

FUTURE GENERATION WIND, LLC

By: _____
Keith Mann
Manager

BUYER:

BOURNE PUBLIC SCHOOLS

By: _____
[Redacted]
[Redacted]

Exhibit A

PROPERTY; DELIVERY POINT

Property

The Property shall be the real property located at 810 Head of the Bay Road, Buzzards Bay, Massachusetts. Seller may modify the Property by its selection of one or more alternative or additional locations, provided that (i) Seller shall deliver notice of such modification to Buyer and (ii) any such alternative or additional location shall be within the LDC service territory and the same ISO New England load zone as the Property was in prior to such modification. Notwithstanding the foregoing, Seller shall have the right to irrevocably waive its right to modify the Property in accordance with this Exhibit A, provided that Seller shall provide notice to Buyer of any such waiver.

Delivery Points

The location[s] at the Property where Electricity is to be delivered from a Facility and received under this Agreement shall be the LDC Metering Device(s) on such Property behind which the respective Facility is located.

Exhibit B

CALCULATION OF ELECTRICITY PRICE

Base Pricing. For each Billing Cycle in which Electricity is delivered to the Delivery Point, the price per kWh of Electricity (the "*Electricity Price*") shall be the Electricity Price corresponding to the NMC Rate for that Billing Cycle as shown on the following table:

<i>NMC Rate</i>	<i>Electricity Price</i>
\$0.14375 or less	\$0.11500 (the " <i>Minimum Price</i> ")
Greater than \$0.14375 but less than \$0.21560	\$0.11500 + fifty percent (50%) of amount by which NMC Rate exceeds \$0.14375
\$0.21560 or higher	Seventy percent (70%) of NMC Rate

Tracking Account. If, for any Billing Cycle, the Minimum Price is in effect and therefore the Electricity Price exceeds eighty percent (80%) of the NMC Rate for that Billing Cycle (the "*Discounted Value*"), a credit for that Billing Cycle shall accrue in a tracking account (the "*Tracking Account*"). The credit will be an amount equal to (i) the difference between the Electricity Price and the Discounted Value multiplied by (ii) the product of (A) the kWh of Electricity delivered to the Host Customer during that Billing Cycle and (B) the Buyer Allocation Percentage. No interest will be charged on the Tracking Account balance and no remaining Tracking Account balance at the end of the life of the Project will be due to Buyer. There will be no cash value to the Tracking Account.

Compensatory Discount. Whenever the Electricity Price is above the Minimum Price and there is a positive balance in the Tracking Account, the Purchase Price will be a specially discounted price (the "*Compensatory Price*") until the value of the Tracking Account is zero. In order to allow the Tracking Account to be paid down gradually over a reasonable time period, the Compensatory Price will be the greater of (i) \$0.01/kWh below the Electricity Price and (ii) the Minimum Price. When the Compensatory Price is in effect, the dollar value of the resulting savings accruing to Buyer will be debited from the Tracking Account. Until the Tracking Account reaches zero, the debit will be an amount equal to (i) the difference between the Electricity Price for the Billing Cycle and the Compensatory Price multiplied by (ii) the product of (A) the kWh of electricity delivered to the Host Customer during that Billing Cycle and (B) the Buyer Allocation Percentage.

Exhibit C

BUYER ALLOCATION PERCENTAGE; TARGET BUYER ACCOUNT INFORMATION

Buyer Allocation Percentage

The *Buyer Allocation Percentage* shall be the fraction, expressed as a percentage, of (i) [REDACTED] kWhs divided by (ii) the expected annual output of the Project, as determined by Seller upon finalization of the Project's aggregate generating capacity.

Target Buyer Account Information

All NSTAR electricity accounts of Buyer.

Upon Seller's request, in order to facilitate Seller's preparation of the initial Schedule Z(s), Buyer shall promptly provide Seller with the following information regarding each such account:

- NSTAR customer name
- Account billing address
- NSTAR account number
- Annual NSTAR electricity charges
- Annual kWh usage
- Percentage of Buyer Allocation Percentage to be allocated to such account

Without reducing the Buyer Allocation Percentage, Buyer may from time to time request an adjustment in the proportionate percentages of Net Metering Credits to be allocated to each individual Target Buyer Account, and may remove or add individual Target Buyer Accounts, by providing such written request to Seller. Buyer acknowledges that any such request cannot be inconsistent with its obligations under the Agreement, including without limitation, its obligations under Section 7.5.

Seller shall promptly review such request and coordinate with the Host Customer with respect to the filing with the LDC of an amended Schedule Z (or of amended Schedule Zs, as the case may be) pursuant to the then-applicable Net Metering Rules. The Parties acknowledge that the timing of the LDC's implementation of such an adjustment to the percentages set forth on a Schedule Z shall be in the control of the LDC and Buyer may continue to receive allocations of Net Metering Credits under previously agreed percentages until the LDC has implemented the requested amendments. Seller shall use commercially reasonable efforts to facilitate the LDC's implementation of such amendments.

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TOWN CLERK'S OFFICE
BOURNE SCHOOL COMMITTEE
BOURNE, MASS

FACILITIES SUBCOMMITTEE MEETING

DATE: APRIL 25, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

1. Minutes
2. Bournedale Elementary parking islands
3. Blue wave solar
4. AHERA
5. Security
6. Concession stand
7. Field Update
8. Coady school
9. Short/Long range projects
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 Hyldborg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2013 AUG 9 AM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for April 25, 2013

Location: Bourne School Administration Building

Opened at: 9:02 AM

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Steven Lamarche- Superintendent, Ed Donoghue- Director of Business Service, Jon Nelson - Town of Bourne Director of Facilities.

1. Motion to enter Executive Session for the purposes of discussing pending legal matters was made by Catherine Walton, Second by Laura Scena. Vote: Hyldburg- Yes, Walton-Yes, Scena- Yes. 10:03am.
2. Regular Facilities Sub-Committee meeting reconvened at 10:30.
3. Coady School: Motion was made by Hyldburg to move the order of the agenda to accommodate the representatives from Coady School. Second by Walton; unanimous. The Committee was briefed by Mr Richard Hayden, VP of the Stratford Capital Group and Mr Kelly Killeen, and engineer with CHA on the construction of a lower parking lot at the corner of the rear campus entrance to the High School off Trowbridge road. The Stratford Group is rejuvenating the Coady School for a senior condominium complex. The discussion was specific to the size and design of the parking lot. Mr Lamarche wanted to ensure the designers had considered the 5-8 busses that will use the lot for overnight parking. My Hyldburg asked about a sidewalk to be constructed from the proposed lot to the parking area adjacent to the high school's D wing. Construction is planned for March 2014-March 2015. Both parties are to return at a later date with an updated proposal.

Motion: To allow representatives from Stratford Capitol Group and CHA Engineering access to the BSD properties for the purpose of surveying and developing plans for the proposed Coady School parking lot project. Motion by Chris Hyldburg, Second Laura Scena, Unanimous vote.

4. Minutes: September 5, 2012, September 20, 2012, October 4, 2012; October 18, 2012, December 20, 2012, January 31, 2013, February 28, 2013, March 15, 2013 and March 28, 2013 minutes were approved by consensus.
5. Bournedale Elementary Parking Islands: Mr. Lamarche briefed the committee on the requested discontinuance of flowers in the Bournedale Elementary parking islands. The cost of maintenance is the main factor. Several ideas were discussed on how to reconstitute the area (paving, mulch, move to front of building) More information will follow at the June meeting.
6. Bourne High School Solar: The committee formally voted to suspend further action with CVEC on the installation and use of PVC arrays at the Bourne High School.

Motion: To recommend to the main body of the Bourne School Committee to suspend further action with CVEC on the installation of PV arrays at the Bourne High School. Motion by Chris Hyldburg, Second by Catherine Walton, Unanimous vote.

7. Blue Wave Solar: Mr Lamarche briefed the committee on the project know as Blue Wave Solar, a venture using net metering credits through solar generating arrays located in Plymouth. Bourne Facilities Director Jon Nelson presented a comparative study on several projects, Future Generation Wind and Blue Wave Capitol, LLC (adjustable rate) and Blue Wave Capitol, LLC (fixed rate). (attached document)

Motion: to recommend to the main body of the Bourne School Committee to enter negotiations with the Town of Bourne and Blue Wave Capitol, LLC as a community for Net Metering Credits.

Motion: Laura Scena, second Catherine Walton. Unanimous vote.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 30

8. AHERA Update was tabled to June meeting due to Time Constraints.
9. Security Update was tabled to June meeting due to Time Constraints.
10. Concession Stand update: Mr Donoghue reported the old concession stand had been removed and work on the new stand by students at Upper Cape Tech was to begin next week.
11. Athletic Field Update: Mr Donoghue briefed the committee on the need to create and adhere to a cycle of non-use for each field in order to allow regeneration of the grass. He would create a plan and present this to the committee by the June meeting. He also notified the committee of the installation of hand railings on the steps connecting the upper and lower fields.

Future Agenda Items

Executive session: Pending Legal matters

Field update
AHERA update
Concession Stand
Blue Wave Capitol, LLC

Security update
Long Range Project update
Coady School
Bournedale Elementary Parking Islands

Next Meeting: May 16, 2013 9:00AM BSD Administration Building

Adjourned: Meeting was adjourned at 10:42 AM.

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MAY 16, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

- 1. Minutes
- 2. Field Update
- 3. AHERA update
- 4. Concession stand
- 5. Blue Wave Capitol, LLC
- 6. Security update
- 7. Long range project update
- 8. Coady school
- 9. Bournedale Elementary parking islands
- 10. Future agenda items

2013 MAY 14 AM 8 27
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: MAY 16, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

1. Minutes
2. Field Update
3. AHERA update
4. Concession stand
5. Blue Wave Capitol, LLC
6. Security update
7. Long range project update
8. Coady school
9. Bournedale Elementary parking islands
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

2013 AUG 9 AM 10 30
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for May 16, 2013

Location: Bourne School Administration Building

Opened at: 9:05AM

Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Steven Lamarche- Superintendent, Jon Nelson - Town of Bourne Director of Facilities, Gareth Notis from Morrissey Mahoney LLP - School Committee legal counsel.

- 1. Motion to enter Executive Session for the purposes of discussing pending legal matters was made by Chris Hyldburg, Second by Laura Scena. Vote: Hyldburg- Yes, Walton-Yes, Scena- Yes. 09:06AM.

Regular Facilities Sub-Committee meeting reconvened at 10:02AM.

- 2. Minutes: The following minutes were approved by unanimous vote: January 25, 2012 & April 25, 2013.
- 3. Field Update: Mr. Donoghue was unavailable for the update.
- 4. AHERA: Mr. Donoghue was unavailable for the update. An in depth plan will be discussed at the next Fac Sub meeting.
- 5. Coady School: Engineering group CHA electronically submitted (2) tentative plans showing the parking lot remediation at the campus entrance. One entrance showed angled spaces, the other depicted head-in parking. The angled layout was a one way entrance and exit, which, coupled with making the access road a one-way, the board favored. Any change in town road designation would require approval of the Town of Bourne Planning Board.

Vote: To recommend to the School Committee to approve parking scheme option #2 as presented by CHA Engineering specific to the Coady School project. As part of this recommendation, the campus access road off Trowbridge Road would be changed to a One-way, entrance only road.

- 6. Concession Stand: The stand is now built with the exception of the roof. The roof is being completed by a student and his father as part of community service.
- 7. Blue Wave Capitol, LLC Wind/Solar: John Nelson briefed the committee on the town's progress with negotiations into the Blue Wave project. The agreement is with Town Counsel (Bob Troy) for discussion on reducing the commitment to a 10 year project.
- 8. Security: The hired consultant from Securitas, Inc. spent four days reviewing all aspects of our security concerns at in BSD. The areas where all school buildings (4), Athletic fields and busses. Many interviews with staff members were conducted. A full report should be available by next meeting. Chairperson Laura Scena made a point to consider what aspects of the report should be made public.

Future Agenda Items

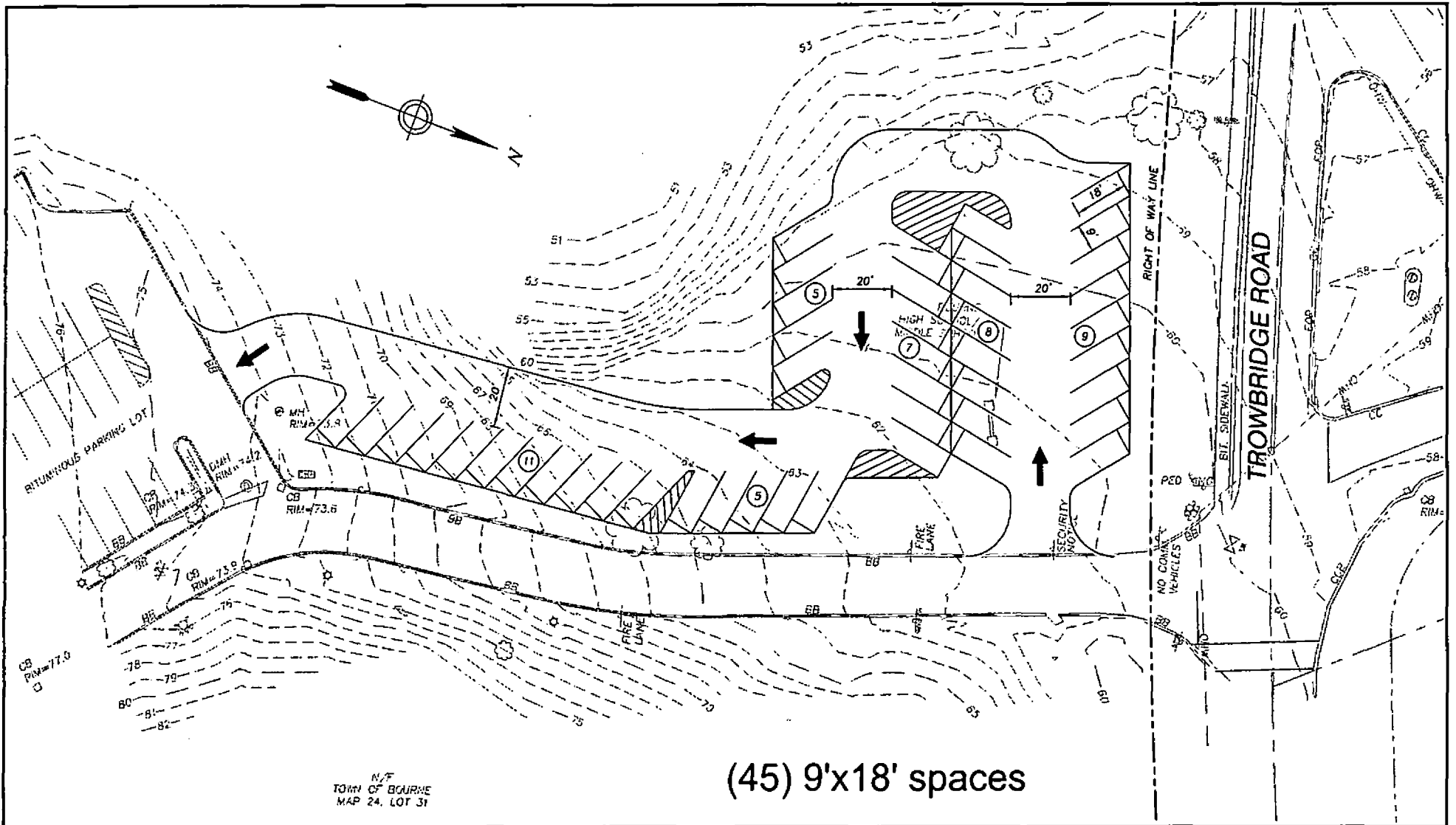
- Field update
- AHERA update
- Blue Wave Capitol, LLC

- Security update
- Long Range Project update
- Bournedale Elementary Parking Islands
- Vegetable Garden at the Middle School

Next Meeting: June 20, 2013 9:00AM BSD Administration Building

Adjourned: Meeting was adjourned at 11:10AM.

BOURNE, MASS.
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10:30



N/F
TOWN OF BOURNE
MAP 24, LOT 31

(45) 9'x18' spaces



101 Accord Park Drive
Norwell, MA 02061
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TITLE:

**PARKING SCHEME - OPTION 2
BOURNE HIGH SCHOOL
BOURNE, MA**

OP-2

DATE: 5-9-2013	PROJECT NO.: 26-269
DRAWN: STZ	CHECK: KK
DWG. NO.: ParkingConcept2	SCALE: 1"=30'



Date: May 21st, 2013

To: BPS Facility Subcommittee

From: Janey Norton, Facilitator School Wellness Advisory Committee

RE: Proposal – School Garden at Bourne Middle School

Rationale

To create an outdoor opportunity for students, staff and community members to participate and collaborate in planting and maintaining a garden. The garden may be used to enhance cross-curricular lessons, support wellness programs and to promote after school activities.

Location

Bourne Middle School Courtyard, Northeast Wall (Cafeteria side)

Garden Dimensions

Three 4 x 4 wooden boxes will be constructed and placed in the courtyard

Work Plan – By the beginning of July

- Construct three garden boxes
- Plant vegetables
- Establish and submit a work schedule of volunteers for watering and weeding to Principal Stafford

Budget

All costs associated with the garden will be subsidized by donations and grant application funding. No costs will be incurred by the school district.

Benefits

- Outdoor classroom, nature as teacher – a living laboratory
- Builds leadership and teamwork for students
- Creates an opportunity for high school students to collaborate with middle school students.
- Student centered learning using multiple learning styles and strategies
- Connection to interdisciplinary lessons such as science, math, health, nutrition, physical education and art as well as others
- Co-opertive learning and hands on tool for integrated nutrition education
- Environmental responsibility
- Collaboration between students, staff and community members
- Promote various ethnic and cultural backgrounds
- Involves all levels of learners
- Relatively low cost education

Conclusion

The concept of a school garden has endless curricular possibilites as well as providing an opportunity to enhance a child's intellectual, emotional and social abilities as they learn and engage with staff and the community at large.

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BOURNE, MASS

Illustration



**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JUNE 20, 2013

TIME: 9:00AM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

1. Minutes
2. Field Update
3. AHERA update
4. Concession stand
5. Blue Wave Capitol, LLC
6. Security update
7. Long range project update
8. Coady school
9. Bournedale Elementary parking islands
10. Vegetable Garden at Middle School
11. Future Agenda Items

2013 JUN 17 AM 11 43
TOWN CLERK'S OFFICE
BOURNE, MASS

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

Members

- Christopher Hyldburg
- Laura Scena, Chairman
- Catherine Walton

BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING

DATE: JUNE 20, 2013
TIME: 9:00AM

JUN 20 10 45 AM
TOWN CLERK'S OFFICE
BOURNE, MASS

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

CALL TO ORDER

9:00AM - Executive session to discuss legal matters

RETURN TO OPEN SESSION

1. Minutes
2. Field Update
3. AHERA update
4. Concession stand
5. Blue Wave Capitol, LLC
6. Security update
7. Long range project update
8. Coady school
9. Bournedale Elementary parking islands
10. Vegetable Garden at Middle School
11. Future Agenda Items

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Members

Christopher Hyldborg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: JULY 11, 2013

TIME: 8:00AM

PLACE: PEEBLES ELEMENTARY SCHOOL

AGENDA

2013 JUL 8 PM 2 56
TOWN CLERK'S OFFICE
BOURNE, MASS

1. Peebles Elementary Asbestos Abatement
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, Chairman
Catherine Walton



14 Jewel Drive
Wilmington, MA 01887-3361
T 978.657.5445 / 800.545.5350
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TOWN CLERK'S OFFICE
BOURNE, MASS

July 9, 2013

Mr. Steven Lamarche
Bourne Public Schools
36 Sandwich Road
Bourne, MA 02532

**RE: Peebles Elementary School
Cafeteria Asbestos Abatement**
NCM Proposal No. 13-111

Mr. Lamarche,

NCM Demolition and Remediation, LP, (NCM) proposal is submitted in accordance with the removal of asbestos containing material at the above referenced location. A quote for abatement has been requested as a result of recent damage to the asbestos containing plaster ceiling in the school Cafeteria. NCM's scope of work, work plan and pricing is based on the information gathered from the phone discussions and a visit to the site.

Scope of Work and Pricing:

Clean Up and Abatement of Damaged Plaster Ceiling in Cafeteria –

NCM shall provide all necessary supervision, labor, materials, equipment and insurance to clean up the asbestos containing debris in the Cafeteria which is a result of the partial ceiling failure. NCM shall inspect and remove partially intact plaster still adhering to the ceiling. Following clean up and removal of damaged material NCM will spray apply a bridging mastic or protective sealant over the damaged ceiling area. This price does not include patching or reinstallation of removed materials.

Total Price for Above Scope: \$ 8,800.00

Removal of Entire Plaster Ceiling in Cafeteria –

NCM shall provide all necessary supervision, labor, materials, equipment and insurance to remove the asbestos containing plaster ceiling in the Cafeteria dining area. The estimated quantity is 3,000 square feet. NCM shall fully contain the area and remove the base layer and skim layer plaster ceiling as ACM. This price does not include patching or reinstallation of removed materials.

Total Price for Above Scope: \$ 32,500.00

Removal of Asbestos Floor Tile in Cafeteria –

NCM shall provide all necessary supervision, labor, materials, equipment and insurance to remove the asbestos containing floor tile in the Cafeteria dining area. The estimated quantity of material is 3,000 square feet. This price is provided as an abatement cost saving opportunity to perform floor abatement inside the containment constructed for



Demolition and Remediation, LP

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the ceiling-plaster abatement. This price does not include reinstallation of removed materials.

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TOWN CLERK'S OFFICE
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Total Price for Above Scope: \$ 8,200.00

Exterior Removal of Asbestos Window Glazing –

NCM shall remove asbestos glazing compound by exterior abatement methods from two damaged windows at the school. This price does not include covering of window or reinstallation of removed materials.

Total Price for Above Scope: \$ 300.00

All work will be performed according to Massachusetts and Federal rules and regulations for asbestos removal and disposal. Contaminated materials will be placed in appropriate containers for proper disposal as asbestos waste by NCM.

Completed Project Documentation Package:

Upon completion of the specified work, pertinent documentation shall be forwarded to the owner. The owner should keep all documentation for future reference. This documentation will include the following:

- Contract Documents
- Certificate of Insurance
- Written Notification to Regulatory Agencies
- Contractor License / Worker Certifications
- Daily Sign in Logs
- MSDS (if applicable)
- Waste Disposal Documents

Assumptions / Clarifications:

NCM's bid reflects the scope of work and site conditions, as we understand them at the time of the bid, and assumes the cost and availability of resources to remain consistent from the time of the bid through the completion of the project. NCM is not responsible for any delays beyond its control.

Owner/GC Shall:

- Supply all water, electricity and restrooms needed for the project;
- Hire an independent consulting firm to provide a final air clearance;
- Perform all patching and reinstallation;
- Obtain any building permits, if required;
- Provide adequate parking space for NCM personnel and equipment;

NCM Shall:

- Provide written notification to all required Local, State and Federal agencies, if applicable;
- Perform OSHA personal sampling on its employees;



NCM

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BOURNE, MASS

NCM assumes the work will be performed on a mutually agreeable progress schedule.
Work can begin on this project upon receipt of written acceptance/authorization of this proposal.

Conclusion:

Please address any questions regarding this proposal to Mike Delaney at NCM's Boston regional office located in Wilmington, Massachusetts.

Thank you for allowing NCM the opportunity to assist you in your latest needs for hazardous materials abatement and environmental remediation services.

Sincerely,
NCM Demolition and Remediation, LP

Mike Delaney

Michael F. Delaney
Estimator
Phone: 978.657.5445 x3310
Cell: 978.809.2414
Email: mdelaney@ncmgroup.com

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: AUGUST 15, 2013

TIME: 9:00AM

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

- 1. Minutes
- 2. AHERA update
- 3. Peebles Elementary Asbestos Abatement
- 4. Blue Wave Capitol, LLC
- 5. Security update
- 6. Long range project update
- 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
Laura Scena, Chairman
Catherine Walton

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 12 PM 2 28

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for August 2013

2013 AUG 10 AM 10 45
TOWN CLERK'S OFFICE
BOURNE, MASS

Location: Bourne School Administration Building
Opened at: 9:25 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Catherine Walton, Steven Lamarche- Superintendent
Donoghue- Director of Business Services

Minutes

1. Minutes: The May 2013 minutes were approved by unanimous vote:
2. AHERA: Mr. Donoghue briefed the committee on the work completed over the summer and the schedule of work prior to school opening. Ms. Scena asked when the 6 month report would be complete. Mr. Donoghue stated he would check with the consultant, Fuss & O'Neil and follow up by the September meeting.
3. Blue Wave Capitol: Mr. Lamarche advised the Town's Facilities Manager John Nelson. Has been out on sick leave. There would be an update upon his return.
4. Security: Items replaced or changed: Signage, Panic buttons, Airphone systems. A member requested to have Securitas attend a Fac Sub meeting to present the full report, TBD.
5. Air Quality: Mr. Lamarche briefed the committee on the results of a self-evaluation of the air quality at Peebles School. The acceptable quality rating & results were provided to the Town of Bourne Health department, Cindy Coffin and the County Health Commissioner, Ms Brock.
6. Long Range project update: There was a brief discussion on the parking lot related to the remediation of the Coady School. The concession stand has been completed and ready for the 2013-2014 season.

Future Agenda Items

Field update	Security update
AHERA update	Long Range Project update
Blue Wave Capitol, LLC	Bournedale Elementary Parking Islands
	Vegetable Garden at the Middle School

Next Meeting: September 19, 2013 9:00 AM BSD Administration Building (rescheduled for September 25, 2013)

Adjourned: Meeting was adjourned at 10:43 AM.

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 26, 2013

TIME: 9:00AM

**PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**

AGENDA

1. Minutes
2. AHERA Reports
3. Peebles Elementary Asbestos Abatement
4. Review Draft Security Assessment Reports
5. Facilities Update-Bourne HS, Bourne MS , Peebles ES, Bournedale ES
6. Future Agenda Items

2013 SEP 23 PM 3 08
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BOURNE, MASS

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for September 26, 2013

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

Location: Bourne School Administration Building
Opened at: 9:20 AM
Attendees: Laura Scena- Chairperson, Chris Hyldburg, Steven Lamarche- Superintendent, Ed Donoghue- Director of Business Services, John Nelson- Bourne Facilities Manager

Minutes

1. Minutes: The August 15 minutes were approved by consensus:
2. AHERA: Mr. Donoghue briefed the committee that the full AHERA reports have been delivered to each school and are posted under the community tab on the BPS website. Dustin from Fuss & O'Neil will make a routine visit in November of this year.

Peebles Elementary School cafeteria ceiling work is now complete. Minor interruptions for the students and staff were noted, but no major concerns. The material came back as non-ACM after complete testing.
3. Security: Securitas is to create an executive summary (the current report is over 60 pages). There was some discussion about introducing a Key Fob system for controlled entry.
4. Long Range project update: The committee asked Mr. Nelson to review the possibility of changing the Trowbridge road entrance to the high school campus to a one way entrance. Some discussion followed.

Future Agenda Items

AHERA update
Security update
Capitol Outlay
MSBA
DPW

Next Meeting: October 26, 2013 9:00 AM BSD Administration Building (rescheduled for October 31, 2013)

Adjourned: Meeting was adjourned at 10:10 AM.

2014 MAR 10 AM 10 44

BOURNE SCHOOL COMMITTEE
BOURNE TOWN CLERK'S OFFICE
BOURNE, MASS
BOURNE SUBCOMMITTEE MEETING
DATE: OCTOBER 31, 2013

2014 MAR 10 AM 10 44

TIME: 9:15 AM

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

AGENDA

1. Executive session
2. MSBA
3. AHERA
4. BHS review of space
5. DPW update
6. Capital Outlay Budget Requests FY15
7. Future Agenda Items

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

BOURNE PUBLIC SCHOOLS

Facilities Sub Committee Minutes for ~~October 31, 2013~~ ~~2013~~ ~~AM 10~~ ~~AM 10 44~~

Location: Bourne School Administration Building TOWN CLERK'S OFFICE
Opened at: 9:08 AM BOURNE, MASS
Attendees: Laura Scena- Chairperson, Chris Hyldborg, Ed Donoghue- Director of Business Services,
Chris Garth- Intern

Minutes

1. Minutes: Acceptance of the Sept 26th Minutes were postponed.
2. AHERA: Mr. Donoghue advised the consultant, Fuss & O'Neil would be onsite this month to prepare our routine 6 month AHERA report.
3. MSBA: There is no update as to the application status for the Peebles School. Expected in December.
4. Air Quality: Clearance letters were sent to the county for processing. No further action is expected.
5. Capital Outlay: The committee reviewed the attached Capital outlay plan for 2014+ and modified some items.
6. BHS review of space: B wing for PreK from Bournedale. This is a possible temporary move to accommodate an increase in students. The space will not be permanently redistributed so as to maintain availability for High School students in the future.
7. DPW update: The committee reviewed comments received at the extent of the tree clearing between the DPW site and the Bournedale Elementary school. Members recalled the promised "buffer" of 50' of trees and there are none or very few. Mr. Nelson said he was unaware of these conversations as he was made OPM effective June 2013. He said the site work and plans have remained somewhat intact for the inception, as far as he was aware. The main cause for the extensive tree clearing was to account for the slope work to bring the project to proper grade. Mr. Nelson said he would make himself available to speak the SC main body at the next meeting if required.

Future Agenda Items

Trowbridge Road Entrance.

AHERA update

Security update

Next Meeting: November 21, 2013 9:00 AM BSD Administration Building

Adjourned: Meeting was adjourned at 11:14 AM.

Attachments: Capital Outlay sheet, Plot layout for DPW site.

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BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING**

2014 MAR 10 AM 10/44

DATE: NOVEMBER 21, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 9:15 AM

PLACE: SCHOOL ADMINISTRATION BUILDING

AGENDA

1. Executive session
2. MSBA
3. AHERA
4. BHS review of space
5. DPW update
6. Capital Outlay Budget Requests FY15
7. Future Agenda Items

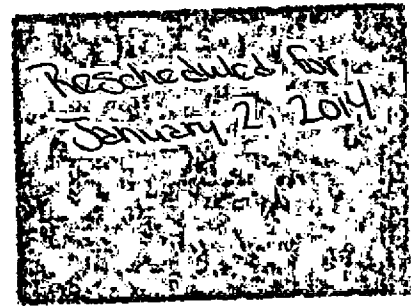
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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

**BOURNE SCHOOL COMMITTEE
FACILITIES SUBCOMMITTEE MEETING
DATE: DECEMBER 19, 2013**

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



AGENDA

1. Executive session
2. MSBA
3. PQA/CPR Findings
4. Facilities update on all buildings
5. Security plan
6. Future Agenda Items

*Rescheduled
1-21-2014*

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Members

Christopher Hyldburg
Laura Scena, Chairman
Catherine Walton

2014 JUL 16 PM 2 21
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

2013 JAN 3 PM 2 29

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JANUARY 07, 2013

TIME: 6:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Continue discussion on developing trust and collaboration
3. Review 'Hardest Discussion' Protocols
4. Discuss administration of PR Process List
5. Review 'Teacher Leadership' Articles
6. Planning Culture Outreach Presentation
7. Review 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, Secretary

Matthew Stuck, Chairman

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: JANUARY 07, 2013

TIME: 6:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Continue discussion on developing trust and collaboration
3. Review 'Hardest Discussion' Protocols
4. Discuss administration of PR Process List
5. Review 'Teacher Leadership' Articles
6. Planning Culture Outreach Presentation
7. Review 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, Secretary

Matthew Stuck, Chairman

2013 AUG 9 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Culture Sub Committee Meeting
January 7, 2013

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Others Present: Susan Quick, Elizabeth Bar, Catherine Lyons, Antonia Perry, Laurianne Gilbert.

Meeting began at 6:39. December Minutes accepted as presented.

Continue discussion on developing trust and collaboration: Matt presented on the list of definitions for trust generated at the last meeting. He requested feedback on that list with those present. Additional definitions; consistency and predictability, broad and narrow communication (often hear, "we didn't know that"), communicate clearly and widely for districts and buildings. Trust goes both ways, show it and receive it.

Review 'Hardest Discussion' Protocols – Susan presented and shared protocols from the National School Reform Faculty Resource Book. Susan has used these methods in her prior district. We have a lot more opportunity for these types of methods to be used within the district.

Add 'BBTLT Invite' to the next culture committee and discuss expectations from the SC perspective as to what the BBTLT's were developed for.

PR Outreach Process: Trying to come up with a recommendation for community outreach/pr protocols. Heather put together a draft. Only policy on information and exchange of information to media is the responsibility of the SC Chair and Superintendent. Other discussion points and question as included: Who should do the outreach? Want to make it specific enough to be helpful. Can we have one person to look to for web site information? Who is that person? Have a Googledoc form on the web site for PR outreach. Review PR outreach draft for next meeting. Bring thoughts and recommendations. Recommendations on the protocols for PR will be released to the full school committee in March.

Culture Sub Committee Outreach to staff: Highlight the points of emphasis from the Culture Sub and what types of outcomes have occurred in last 18 months. Catherine recommended the March 15th PD date to present to the entire staff.

Future Agenda Items:

Discuss BBTLT's expectations and objectives with BBLT reps
Discuss PR Plan Draft
Develop Plan for the Culture Outreach Presentation
Teacher Leadership Articles
Survey Instrument

Next Meeting Date: Monday, February 11, 2012 in Central Office at 6:30pm. (Change from the normal 3rd Monday due to Federal Holiday on 2/18)

Meeting adjourned at 7:50.

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 9 59

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: FEBRUARY 11, 2013

TIME: 6:30PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL LIBRARY

REVISED AGENDA

1. Review & Accept Minutes
2. Discuss BBTLT objectives and expectations with BBTLT reps
3. Discuss Revised PR Plan Draft
4. Develop Plan for the Culture Outreach Presentation
5. Discuss Teacher Leadership Articles
6. Review Survey Instrument
7. Review 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, Secretary

Matthew Stuck, Chairman

2013 AUG 9 9 AM 59
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE

2013 FEB 6 AM 8 41 **SCHOOL CULTURE SUBCOMMITTEE MEETING** 2013 FEB 6 AM 8 41

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: FEBRUARY 11, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 6:30PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss BBTLT's expectations and objectives with BBLT reps
3. Discuss PR Plan Draft
4. Develop Plan for the Culture Outreach Presentation
5. Teacher Leadership Articles
6. Survey Instrument
7. Review 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:

Heather DiPaolo

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chairman

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

2013 FEB 6 11 2 13

TOWN CLERK'S OFFICE **DATE: FEBRUARY 11, 2013**
BOURNE, MASS

TIME: 6:30PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL LIBRARY

REVISED AGENDA

1. Review & Accept Minutes
2. Discuss BBTLT objectives and expectations with BBTLT reps
3. Discuss Revised PR Plan Draft
4. Develop Plan for the Culture Outreach Presentation
5. Discuss Teacher Leadership Articles
6. Review Survey Instrument
7. Review 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:

Heather DiPaolo

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chairman

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: FEBRUARY 25, 2013

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss BBTLT objectives and expectations with BBTLT reps
3. Discuss Revised PR Plan Draft
4. Develop Plan for the Culture Outreach Presentation
5. Discuss Teacher Leadership Articles
6. Review Survey Instrument
7. Review 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, Secretary

Matthew Stuck, Chairman

BOURNE MASS
TOWN CLERK'S OFFICE

2013 FEB 20 PM 12 35

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: FEBRUARY 25, 2013

TIME: 6:00PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss BBTLT objectives and expectations with BBTLT reps
3. Discuss Revised PR Plan Draft
4. Develop Plan for the Culture Outreach Presentation
5. Discuss Teacher Leadership Articles
6. Review Survey Instrument
7. Review 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, Secretary

Matthew Stuck, Chairman

2013 AUG 9 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Culture Sub Committee
February 25, 2013

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Others Present: Susan Quick, Kristyn Alexander, Ann Marie Strode, Cynthia Beaudoin, Jim Lanoie, Kathy Cleary, Carol Maley-Makrys, Donna Buckley, Liza Bar, Craig Davidson, Beth Douglas, Lisa DiBiasio, Kerry DeGowin, Antonia Perry

Meeting called to order at 6:03pm
January Minutes accepted as presented.

BBTLT: Matt gave a summary of how BBTLT came into existence. Each school commented on what the BBTLT's are currently doing as well as some of the issues being tackled. The overall consensus of each building's BBTLT has been a positive one. Point brought up as BBTLT are building based but could there be a way to communicate with other BBTLT's? Should there be? How?

Motion by Anne-Marie Siroonian and seconded by Heather DiPaolo to table remaining agenda items until March.

Meeting adjourned at 7:30pm
Next meeting Date: Monday, March 18, 2013 at 6:30pm in Central Office

Future Agenda items

Discuss revised PR Plan draft
Develop plan for culture outreach presentation
Discuss teacher leadership articles
Review survey instrument

2013 AUG 9 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: MARCH 18, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss Revised PR Plan Draft (Heather D.)
3. Review Culture Outreach Presentation (Matt S.)
4. Discuss Teacher Leadership Articles (Matt S.)
5. Review 2013 Survey Instrument and Schedule (Sue Q.)
6. Review Future agenda items

2013 MAR 14 AM 9 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:

Heather DiPaolo

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chairperson

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: MARCH 18, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss Revised PR Plan Draft (Heather D.)
3. Review Culture Outreach Presentation (Matt S.)
4. Discuss Teacher Leadership Articles (Matt S.)
5. Review 2013 Survey Instrument and Schedule (Sue Q.)
6. Review 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, Secretary

Matthew Stuck, Chairperson

2013 AUG 9 AM 9 59
TOWN CLERK'S OFFICE
BOURNE, MASS

Bourne School Committee
Culture Sub Committee
March 18, 2013

Members Present: Matt Stuck, Anne-Marie Siroonian, Heather DiPaolo
Other's Present: Liza Bar, Mary Claire Casey

Meeting called to order at 6:10pm

Minutes approved with the one note that DiBiasio was not present.

PR Plan Draft: Heather presented on the PR draft. Process includes stating goals.
Goal #1 change the word "about" to "within"
Goal #2 generate multiple ways to improve community understanding of the schools
Goal #3 leave as is
Process also consists of avenues for promoting PR/ add alumni features and celebrating their achievements.

District Outreach: centralizing the process would be helpful. Ready to send to Policy Sub.

Review the Cultural Outreach Presentation: Good to get an overview but perhaps should have been more intimate/building based. Overall, were appreciative of SC coming in. Should have discussed budget and program changes. Volume of change is a source of anxiety/ communication of change, roll out.

Matt requested to table agenda item #4.

Review of 2013 Survey Instrument: #1 - keep as is, #2 is generic and similar to #1, #3 - most definitely want to continue to get info on communication. Change "call home" to just "phone calls", #4 do not change, #5 - use more language from the mission in this question, #6 - what did this one tell us? Needs improvement, what can we replace question 6 with that is more scaled, a different slice of info needed, change? Anne-Marie will come with the recommended changes.

Survey Dates: Community, Parents and Staff during the week of May 6 - 20.
Students at BHS during the week of 5/6 - 5/10. BMS students during the week of 5/13- 5/17

Future Agenda Items:
Discuss Teacher Leadership Articles
Managing Change
Review Culture Outreach

Next meeting date: April 22, 2013 at central office at 6:00pm

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 00

2013 APR 18 PM 12 54

BOURNE SCHOOL COMMITTEE
BOURNE, MASS
SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: APRIL 22, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Review 2013 Culture Survey and Administration Schedule
3. Discuss Best Practices for Managing Change
4. Discuss Teacher Leadership Articles
5. Future Agenda Items

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

Members:

Heather DiPaolo

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chairperson

Bourne School Committee
Culture Sub Committee Meeting
April 22, 2013
Central Office Conference Room

2014 MAR 10 AM 10 42

Accepted
5/20/2013

TOWN CLERK'S OFFICE

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaola
Other's Present: Steven Lamarche, Ann Marie Strode, Liza Bar, Toni Perry, Susan Quick, Erica Amaral, Jay O'Hara

Meeting called to order at 6:08pm
Minutes accepted as presented with the addition of Heather's last name under members present.

Review Culture Survey Instrument- Steven presented on current numbers of 8th grade students accepted at other schools. Urgent that those families be surveyed as to how their decision was made as well as final decisions as to where these students will be attending. BHS would have guidance staff contact these families and ask a series of questions. Steven has requested urgency in gaining this data as it has a huge impact on the budget. The culture committee will formulate 3-5 questions for the guidance counselors to ask this targeted group. Should also ask those parents who select Bourne under school choice as to why they are choosing Bourne.

Why: give rationale why calling; to help inform us.

We understand that your student has been accepted elsewhere and to understand how we can help match the needs of our students and be consistent with our ongoing efforts to inform instruction and programming and student services, we want to know, would you be willing to help us learn more and answer a few questions. Stress that this data will be gathered generically.

Instrument for attaining data on students leaving 8th grade and attending out of district schools.

What: learn considerations which contributed to seeking other schools. Questions should include:

1. What factored into you/your student decision to apply elsewhere?
2. Are there specific concerns you have about BHS? Would you mind sharing those concerns? (if no response, may prompt with "For example, do you have concerns about . . . [insert potential categories]"
3. How could BHS be a better fit for your child?
4. If there is anything else you would like to share, to follow up on this conversation we are sending you an anonymous link to add any additional information.

Motion: Approve the Out Of District Transition Survey as presented with implementation by the High School guidance counselors was moved by Heather and seconded by Anne-Marie. Vote - unanimously approved

Roll out of Culture Survey Instrument: Have Principals at BMS and BHS complete survey done by May 24th. SC will be responsible for roll out with community and Parents. Edits were made to surveys.

Future Agenda Items:

Discussion of results of Out of District Transition Survey
Discuss Best Practices for Managing Change
Discuss Teacher Leadership Articles

Next Meeting Date: May 20, 2013 at 6:00pm in Central Office

BPS Spring Testing Dates

Elementary: May 7-10, May 14-16; May 21-23, May 28-31

Middle: May 7-8; May 15

High: May 14-15; best first or second week in May in order to have seniors complete Survey Monkey.

Best time for BHS to
do survey...

2013 AUG 9 AM 10 00
TOWN CLERK'S OFFICE
BOURNE, MASS

1. The Bourne Public School District (BPSD) has established an environment that promotes a sense of belonging, inclusiveness, and personal value.			
		Response Percent	Response Count
Strongly Agree	<input type="radio"/>	16.7%	1
Agree	<input type="radio"/>	33.3%	2
Disagree	<input type="radio"/>	50.0%	3
Strongly Disagree	<input type="radio"/>	0.0%	0
answered question			6
skipped question			0

2. The BPSD has a welcoming environment.			
		Response Percent	Response Count
Strongly Agree	<input type="radio"/>	0.0%	0
Agree	<input type="radio"/>	50.0%	3
Disagree	<input type="radio"/>	50.0%	3
Strongly Disagree	<input type="radio"/>	0.0%	0
answered question			6
skipped question			0

3. The BPSD's procedures and practices reflect frequent and open communication opportunities, such as emails, calls home, meetings, website, forums, etc.

		Response Percent	Response Count
Strongly Agree	<input type="text"/>	33.3%	2
Agree	<input type="text"/>	33.3%	2
Disagree	<input type="text"/>	33.3%	2
Strongly Disagree	<input type="text"/>	0.0%	0
answered question			6
skipped question			0

4. Personnel within the Bourne Public Schools work together to solve problems and share information.

		Response Percent	Response Count
Strongly Agree	<input type="text"/>	33.3%	2
Agree	<input type="text"/>	16.7%	1
Disagree	<input type="text"/>	33.3%	2
Strongly Disagree	<input type="text"/>	16.7%	1
answered question			6
skipped question			0

5. The BPSD has an academic environment that promotes learning and self-fulfillment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	0.0%	0
Agree	<input checked="" type="checkbox"/>	100.0%	6
Disagree	<input type="checkbox"/>	0.0%	0
Strongly Disagree	<input type="checkbox"/>	0.0%	0
answered question			6
skipped question			0

6. Which one of the following best describes the Bourne Public School District culture?			
		Response Percent	Response Count
BPSD is a team which believes the most important elements are concern for others and a shared commitment to student success.	<input type="checkbox"/>	16.7%	1
BPSD is focused on precision and efficiency.	<input type="checkbox"/>	33.3%	2
BPSD is pleasant and action-filled where relationships and organizational status come from superficial practices.	<input type="checkbox"/>	0.0%	0
BPSD is unpredictable, perpetuating tension and stress where people tend to work in isolation or try to escape.	<input checked="" type="checkbox"/>	50.0%	3
Please explain your selection.			5
answered question			6
skipped question			0

7. Please add any additional comments, suggestions, or concerns for the BPSD Subcommittee on School Culture.

**Response
Count**

3

answered question

3

skipped question

3

1. My child attends/children attend (check all that apply):			
		Response Percent	Response Count
Bournedale Elementary School	<input type="checkbox"/>	23.0%	23
Peebles Elementary School	<input type="checkbox"/>	25.0%	25
Bourne Middle School	<input checked="" type="checkbox"/>	58.0%	58
Bourne High School	<input type="checkbox"/>	30.0%	30
answered question			100
skipped question			0

2. The Bourne Public School District (BPSD) has established an environment that promotes a sense of belonging, inclusiveness, and personal value.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	13.0%	13
Agree	<input checked="" type="checkbox"/>	65.0%	65
Disagree	<input type="checkbox"/>	17.0%	17
Strongly Disagree	<input type="checkbox"/>	5.0%	5
answered question			100
skipped question			0

3. The BPSD has a welcoming environment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	15.0%	15
Agree	<input type="checkbox"/>	63.0%	63
Disagree	<input type="checkbox"/>	19.0%	19
Strongly Disagree	<input type="checkbox"/>	3.0%	3
answered question			100
skipped question			0

4. The BPSD's procedures and practices reflect frequent and open communication opportunities, such as emails, calls home, meetings, website, forums, etc.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	21.2%	21
Agree	<input type="checkbox"/>	56.6%	56
Disagree	<input type="checkbox"/>	19.2%	19
Strongly Disagree	<input type="checkbox"/>	3.0%	3
answered question			99
skipped question			1

5. Personnel within the Bourne Public Schools work together to solve problems and share information.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	14.4%	14
Agree	<input type="checkbox"/>	52.6%	51
Disagree	<input type="checkbox"/>	27.8%	27
Strongly Disagree	<input type="checkbox"/>	5.2%	5
answered question			97
skipped question			3

6. The BPSD has an academic environment that promotes learning and self-fulfillment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	14.0%	14
Agree	<input type="checkbox"/>	61.0%	61
Disagree	<input type="checkbox"/>	21.0%	21
Strongly Disagree	<input type="checkbox"/>	4.0%	4
answered question			100
skipped question			0

7. Which one of the following best describes the Bourne Public School District culture?

		Response Percent	Response Count
BPSD is a team which believes the most important elements are concern for others and a shared commitment to student success.	<input type="checkbox"/>	43.7%	38
BPSD is focused on precision and efficiency.	<input type="checkbox"/>	18.4%	16
BPSD is pleasant and action-filled where relationships and organizational status come from superficial practices.	<input type="checkbox"/>	13.8%	12
BPSD is unpredictable, perpetuating tension and stress where people tend to work in isolation or try to escape.	<input type="checkbox"/>	24.1%	21

Please explain your selection. 44

answered question	87
skipped question	13

8. Please add any additional comments, suggestions, or concerns for the BPSD Subcommittee on School Culture.

	Response Count
	26

answered question	26
skipped question	74

1. I am a staff member at:			
		Response Percent	Response Count
Bournedale Elementary School	<input type="checkbox"/>	17.6%	22
Peebles Elementary School	<input type="checkbox"/>	12.0%	15
Bourne Middle School	<input type="checkbox"/>	37.6%	47
Bourne High School	<input type="checkbox"/>	32.8%	41
answered question			125
skipped question			3

2. The Bourne Public School District (BPSD) has established an environment that promotes a sense of belonging, inclusiveness, and personal value.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	4.8%	6
Agree	<input type="checkbox"/>	42.9%	54
Disagree	<input type="checkbox"/>	35.7%	45
Strongly Disagree	<input type="checkbox"/>	16.7%	21
answered question			126
skipped question			2

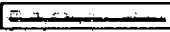



3. The BPSD has a welcoming environment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	5.6%	7
Agree	<input type="checkbox"/>	53.6%	67
Disagree	<input type="checkbox"/>	29.6%	37
Strongly Disagree	<input type="checkbox"/>	11.2%	14
answered question			125
skipped question			3

4. The BPSD's procedures and practices reflect frequent and open communication opportunities, such as emails, calls home, meetings, website, forums, etc.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	12.7%	16
Agree	<input type="checkbox"/>	63.5%	80
Disagree	<input type="checkbox"/>	15.1%	19
Strongly Disagree	<input type="checkbox"/>	8.7%	11
answered question			126
skipped question			2

5. Personnel within the Bourne Public Schools work together to solve problems and share information.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	6.3%	8
Agree	<input type="checkbox"/>	35.4%	45
Disagree	<input type="checkbox"/>	37.8%	48
Strongly Disagree	<input type="checkbox"/>	20.5%	26
answered question			127
skipped question			1

6. The BPSD has an academic environment that promotes learning and self-fulfillment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	13.4%	17
Agree	<input type="checkbox"/>	63.0%	80
Disagree	<input type="checkbox"/>	17.3%	22
Strongly Disagree	<input type="checkbox"/>	6.3%	8
answered question			127
skipped question			1

7. Which one of the following best describes the Bourne Public School District culture?

		Response Percent	Response Count
BPSD is a team which believes the most important elements are concern for others and a shared commitment to student success.		26.1%	31
BPSD is focused on precision and efficiency.		12.6%	15
BPSD is pleasant and action-filled where relationships and organizational status come from superficial practices.		4.2%	5
BPSD is unpredictable, perpetuating tension and stress where people tend to work in isolation or try to escape.		57.1%	68

Please explain your selection. 72

answered question 119

skipped question 9

8. Please add any additional comments, suggestions, or concerns for the BPSD Subcommittee on School Culture.

Response
Count

33

answered question 33

skipped question 95

1. I am a student at:		Response Percent	Response Count
Bourne Middle School	<input type="checkbox"/>	73.3%	370
Bourne High School	<input type="checkbox"/>	26.7%	135
		answered question	505
		skipped question	1

2. The Bourne Public School District (BPSD) has established an environment that promotes a sense of belonging, inclusiveness, and personal value.		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	5.4%	27
Agree	<input type="checkbox"/>	72.5%	364
Disagree	<input type="checkbox"/>	16.5%	83
Strongly Disagree	<input type="checkbox"/>	5.6%	28
		answered question	502
		skipped question	4

3. The BPSD has a welcoming environment.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	13.7%	69
Agree	<input type="checkbox"/>	68.4%	344
Disagree	<input type="checkbox"/>	14.1%	71
Strongly Disagree	<input type="checkbox"/>	3.8%	19
answered question			503
skipped question			3

4. The BPSD's procedures and practices reflect frequent and open communication opportunities such as emails, calls home, meetings, website, forums, etc.			
		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	23.4%	117
Agree	<input type="checkbox"/>	59.1%	296
Disagree	<input type="checkbox"/>	13.6%	68
Strongly Disagree	<input type="checkbox"/>	4.0%	20
answered question			501
skipped question			5

5. Personnel within the Bourne Public Schools work together to solve problems and share information.

		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	12.7%	63
Agree	<input type="checkbox"/>	56.8%	283
Disagree	<input type="checkbox"/>	25.5%	127
Strongly Disagree	<input type="checkbox"/>	5.0%	25
answered question			498
skipped question			8

6. The BPSD has an academic environment that promotes learning and self-fulfillment.

		Response Percent	Response Count
Strongly Agree	<input type="checkbox"/>	13.5%	67
Agree	<input type="checkbox"/>	68.4%	340
Disagree	<input type="checkbox"/>	12.9%	64
Strongly Disagree	<input type="checkbox"/>	5.2%	26
answered question			497
skipped question			9

7. Which one of the following best describes the Bourne Public School District culture?

		Response Percent	Response Count
BPSD is a team which believes the most important elements are concern for others and a shared commitment to student success.	<input type="checkbox"/>	36.8%	183
BPSD is focused on precision and efficiency.	<input type="checkbox"/>	27.2%	135
BPSD is pleasant and action-filled where relationships and organizational status come from superficial practices.	<input type="checkbox"/>	18.5%	92
BPSD is unpredictable, perpetuating tension and stress where people tend to work in isolation or try to escape.	<input type="checkbox"/>	17.5%	87

Please explain your selection. 312

answered question	497
skipped question	9

8. Please add any additional comments, suggestions, or concerns for the BPSD Subcommittee on School Culture.

	Response Count
	181
answered question	181
skipped question	325

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: APRIL 22, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Review 2013 Culture Survey and Administration Schedule
3. Discuss Best Practices for Managing Change
4. Discuss Teacher Leadership Articles
5. Future Agenda Items

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

Members:

Heather DiPaolo

Anne-Marie Siroonian, Secretary

Matthew Stuck, Chairperson

Bourne School Committee
Culture Sub Committee Meeting
April 22, 2013
Central Office Conference Room

Accepted
5/20/2013

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Other's Present: Steven Lamarche, Ann Marie Strode, Liza Bar, Toni Perry, Susan Quick, Erica Amaral, Jay O'Hara

Meeting called to order at 6:08pm
Minutes accepted as presented with the addition of Heather's last name under members present.

Review Culture Survey Instrument- Steven presented on current numbers of 8th grade students accepted at other schools. Urgent that those families be surveyed as to how their decision was made as well as final decisions as to where these students will be attending. BHS would have guidance staff contact these families and ask a series of questions. Steven has requested urgency in gaining this data as it has a huge impact on the budget. The culture committee will formulate 3-5 questions for the guidance counselors to ask this targeted group. Should also ask those parents who select Bourne under school choice as to why they are choosing Bourne.

Why: give rationale why calling; to help inform us.
We understand that your student has been accepted elsewhere and to understand how we can help match the needs of our students and be consistent with our ongoing efforts to inform instruction and programming and student services, we want to know, would you be willing to help us learn more and answer a few questions. Stress that this data will be gathered generically.

Instrument for attaining data on students leaving 8th grade and attending out of district schools.

What: learn considerations which contributed to seeking other schools. Questions should include:

1. What factored into you/your student decision to apply elsewhere?
2. Are there specific concerns you have about BHS? Would you mind sharing those concerns? (if no response, may prompt with "For example, do you have concerns about . . .[insert potential categories]")
3. How could BHS be a better fit for your child?
4. If there is anything else you would like to share, to follow up on this conversation we are sending you an anonymous link to add any additional information.

Motion: Approve the Out Of District Transition Survey as presented with implementation by the High School guidance counselors was moved by Heather and seconded by Anne-Marie. Vote - unanimously approved

Roll out of Culture Survey Instrument: Have Principals at BMS and BHS complete survey done by May 24th. SC will be responsible for roll out with community and Parents. Edits were made to surveys.

Future Agenda Items:
Discussion of results of Out of District Transition Survey
Discuss Best Practices for Managing Change
Discuss Teacher Leadership Articles

Next Meeting Date: May 20, 2013 at 6:00pm in Central Office

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: MAY 20, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss results of Out of District Transition Survey Results
3. Review 2013 School Culture Survey status
4. Discuss Best Practices for managing change
5. Discuss Teacher Leadership Articles
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, Secretary

Matthew Stuck, Chairperson

Bourne School Committee
Culture Sub Committee
May, 20, 2013

(ms) Accepted
6/17/2013

Members Present: Matthew Stuck, Heather DiPaolo and Anne-Marie Siroonian
Others Present: Susan Quick, Ann Marie Strode, Erica Amaral

Minutes accepted as presented

Results of out of District Transition Survey: 72 students accepted at Upper Cape. They did not call 17 going to Sturgis because already had information on those students. Survey results are Upper Cape only. Sturgis feedback included siblings already attending, students shadowed for a day and teachers were absent, math program was a disappointment because they could not take a math class at the high school while in 8th grade. Survey is result of 70 contacts and 46 responses. That reflects about 65% of respondents. Also need returning students statistics from 2011 and 2012. Susan will ask administrators to compile that data. See attached survey results. Take aways. Imbed into the curriculum an experience in the community, additional programming in engineering, health sciences, environmental sciences. Making more clear what the high school does really well with SPED services. Consolidation alignment of BMS and BHS (experience at BMS will be the same experience at BHS). Capturing positive experiences at the High School and making it known to elementary, utilize media (cable especially). District is looked at as 4 separate schools and not a continuum. What is Bourne all about? Need a Bourne identity. Need to honor the voices of our children more than we have been, stronger student voice. Students have leadership opportunities in the district but not a strong voice within those opportunities.

Future Agenda Items:

What is Bs Identity?
How do we honor student voices
Culture Survey Results
Sharing of SC/Teacher Communication Forums
Discuss best practices for managing change

Next meeting date: June 17th at 6pm in Central Office

**BPS Parent Survey of Incoming Freshmen
Applying Elsewhere**



1. What factored into you or your child's decision to apply elsewhere?

		Response Percent	Response Count
Personal reasons	<input type="checkbox"/>	25.7%	9
Religious reasons		0.0%	0
Specific programming reasons	<input type="checkbox"/>	85.7%	30
Alternate school's reputation	<input type="checkbox"/>	2.9%	1
Reputation of BHS	<input type="checkbox"/>	5.7%	2
	Other (please specify)		29
answered question			35
skipped question			11

2. On a scale of 1-3 with 1 being most likely, how likely is it that your child will attend the school applied to?

		Response Percent	Response Count
1 - Very likely	<input type="checkbox"/>	91.1%	41
2 - Possibly	<input type="checkbox"/>	6.7%	3
3 - Not likely	<input type="checkbox"/>	2.2%	1
	Other (please specify)		4
answered question			45
skipped question			1

**BPS Parent Survey of Incoming Freshmen
Applying Elsewhere**



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Reputation of BHS	<input type="checkbox"/>		5.7%	2
Other (please specify)				29
answered question				35
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1- Very likely	<input type="checkbox"/>		91.1%	41
2- Possibly	<input type="checkbox"/>		6.7%	3
3- Not likely	<input type="checkbox"/>		2.2%	1
Other (please specify)				4
answered question				45
skipped question				1

**3. Are there any specific concerns you would have should your child decide to attend BHS?
If so, would you mind sharing those?**

	Response Percent	Response Count
School/parent communication <input type="text"/>	20.0%	1
Middle school experience <input type="text"/>	80.0%	4
Lack of academic excellence	0.0%	0
Safety issues	0.0%	0
Lack of student discipline	0.0%	0
Too structured	0.0%	0
Teacher/educator quality <input type="text"/>	20.0%	1
Reputation in community <input type="text"/>	40.0%	2
School facility	0.0%	0
Student not happy <input type="text"/>	20.0%	1
Curriculum	0.0%	0
Quality of extracurricular activities	0.0%	0
Lack of diversity <input type="text"/>	20.0%	1
Class sizes	0.0%	0
Other (please specify)		18
answered question		5
skipped question		41

4. What would make BHS a better fit for your child?

	Response Count
	20
answered question	20
skipped question	26

Q1. What factored into you or your child's decision to apply elsewhere?

1	want to learn trade just in case college does not seem to be an option	May 17, 2013 8:24 AM
2	Interested in Computers, Info Tech	May 17, 2013 4:29 AM
3	issues at the middle school and reputation of SPED at high school	May 16, 2013 11:01 AM
4	brother and sister also go to UCT	May 16, 2013 10:43 AM
5	Wanted Tech Engineering Program	May 16, 2013 10:39 AM
6	looking for engineering program; student struggles in classroom - parents pushed him to UCT	May 16, 2013 10:35 AM
7	looking for training to be an automotive technician	May 16, 2013 10:27 AM
8	looking to become a carpenter and needed training	May 16, 2013 10:26 AM
9	better SPED programs	May 13, 2013 6:59 AM
10	looking to get a trade degree in health field	May 9, 2013 10:53 AM
11	looking for trade education - health field	May 9, 2013 8:45 AM
12	cost of college and will have chance of knowing a trade if student does not go to college	May 9, 2013 5:44 AM
13	cost of college and son needs more hands on activity to be successful. he will struggle in traditional setting - sitting still etc.	May 9, 2013 5:42 AM
14	interested in becoming a marine mechanic	May 9, 2013 5:39 AM
15	moving	May 9, 2013 5:20 AM
16	Struggles academically, needs vocation program	May 8, 2013 11:51 AM
17	resources for children with learning disabilities because BHS has none - i corrected this belief but student is still going to UCT	May 8, 2013 11:47 AM
18	Struggles with school, wants environmental science	May 8, 2013 11:44 AM
19	ability to gain trade background, attendance policy, discipline policy	May 8, 2013 11:44 AM
20	Family connection with UCT	May 8, 2013 11:41 AM
21	all of her friends are going there	May 8, 2013 11:39 AM
22	looking to learn a trade - carpentry	May 8, 2013 11:29 AM
23	Older brother went to UCT, looking into auto or plumbing	May 8, 2013 11:28 AM
24	student has serious learning disabilities and would like to learn a trade	May 8, 2013 11:26 AM
25	Struggles academically, UCT feels like a good fit	May 8, 2013 11:25 AM

4. What would make BHS a better fit for your child?

	Response Count
	20
answered question	20
skipped question	26

Q1. What factored into you or your child's decision to apply elsewhere?

26	Older sibling attends UCT, looking for Cosmetology	May 8, 2013 11:21 AM
27	two siblings here	May 6, 2013 11:07 AM
28	Older siblings attend UCT	May 6, 2013 7:08 AM
29	totally different program, looking to learn a trade	May 6, 2013 7:07 AM

Q2. On a scale of 1-3 with 1 being most likely, how likely is it that your child will attend the school applied to?

1	looking to go for technology program	May 20, 2013 7:34 AM
2	on waiting list but will definitely go if he gets in	May 17, 2013 6:50 AM
3	Currently on the waitlist	May 16, 2013 8:56 AM
4	very likely even though he is great athlete/hockey player and parents willing to give that up for tech even though it is a very hard decision for them.	May 9, 2013 5:42 AM

Q3. Are there any specific concerns you would have should your child decide to attend BHS? If so, would you mind sharing those?

1	Son has been pushed through the middle school. He has been catered to so much and the work has been dulled down so much that he is not going to be able to handle BHS academically. Mom convinced that he will fail at a traditional high school as he has never had to work and has just been pushed through the system for years	May 17, 2013 6:50 AM
2	Older sister went to BHS, didn't like it	May 16, 2013 10:46 AM
3	none but student does not thrive in classroom setting	May 16, 2013 10:35 AM
4	none at all	May 16, 2013 10:27 AM
5	none at all	May 16, 2013 10:26 AM
6	Mother is very disappointed with Boume Public schools. If he did not get into UCT she was not going to send him to BHS no matter what. Very disappointed all around but not very specific. Also, wants her son to learn a trade to be able to make money.	May 13, 2013 7:12 AM
7	concerned with reputation of SPED support at the high school	May 13, 2013 6:59 AM
8	Brother attended UCT and wants to learn a trade	May 13, 2013 6:55 AM
9	loves school but has a serious issue with one teacher	May 9, 2013 10:53 AM
10	none; loves the high school!	May 9, 2013 8:45 AM
11	two older siblings struggled at BHS in traditional academic setting	May 9, 2013 5:42 AM
12	belief that BHS has no special education program	May 8, 2013 11:47 AM
13	none	May 8, 2013 11:44 AM
14	wants to get away from BMS students with behavior issues, HS too dark and unwelcoming; very poor middle school experience	May 8, 2013 11:39 AM
15	none	May 8, 2013 11:29 AM
16	none	May 8, 2013 11:26 AM
17	no sports fees or bus fees, concerns about math dept. (another student took Honors Calc. here and needed remedial math in college)	May 6, 2013 11:07 AM
18	none	May 6, 2013 7:07 AM

Q1: What factored into you or your child's decision to apply elsewhere?

26	Older sibling attends UCT; looking for Cosmetology	May 8, 2013 11:21 AM
27	two siblings here	May 6, 2013 11:07 AM
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Q2. On a scale of 1-3 with 1 being most likely, how likely is it that your child will attend the school applied to?

1	looking to go for technology program	May 20, 2013 7:34 AM
2	on waiting list but will definitely go if he gets in	May 17, 2013 6:50 AM
3	Currently on the waitlist	May 16, 2013 8:56 AM
4	very likely even though he is great athlete/hockey player and parents willing to give that up for tech even though it is a very hard decision for them.	May 9, 2013 5:42 AM

Q4. What would make BHS a better fit for your child?

1	More support for kids that have never had to do any real school work in the past.	May 17, 2013 6:50 AM
2	offer technical programs	May 16, 2013 10:35 AM
3	offer technical programs	May 16, 2013 10:27 AM
4	offer technical programs	May 16, 2013 10:26 AM
5	To be completely honest with you I'm a bit nervous about it; I've heard some less than flattering stories about a few teachers at BHS, but I'm trying to take it with a grain of salt as I heard the same thing about a few teachers at BMS and not only has (student) completely excelled under their tutelage, but we've found them to be great teachers.	May 10, 2013 10:34 AM
6	n/a, two students here and very pleased overall	May 9, 2013 10:53 AM
7	n/a, may possibly come back to BHS if not happy there	May 9, 2013 8:45 AM
8	preparing kids for more options other than just going to college	May 9, 2013 5:44 AM
9	more hands-on programs.	May 9, 2013 5:42 AM
10	student attending UCT strictly because of the more hands-on engineering technology program.	May 9, 2013 5:28 AM
11	Student is simply very interested in a culinary arts program.	May 9, 2013 5:23 AM
12	n/a	May 8, 2013 11:47 AM
13	more of her friends attending there	May 8, 2013 11:44 AM
14	get behavioral issues out of mainstream classes, improve middle school experience	May 8, 2013 11:39 AM
15	trade programs for a student looking to become a carpenter like his father	May 8, 2013 11:29 AM
16	trade programs for a student who is definitely not college bound	May 8, 2013 11:26 AM
17	Needs to learn a trade as college is not likely in her future	May 8, 2013 11:25 AM
18	not really	May 6, 2013 11:07 AM
19	BHS was great for her older daughter but younger daughter wants health careers.	May 6, 2013 7:42 AM
20	adding of trade programs	May 6, 2013 7:07 AM

2013 MAY 16 AM 8 52

BOURNE SCHOOL COMMITTEE
TOWN CLERK'S OFFICE
BOURNE, MASS

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: MAY 20, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss results of Out of District Transition Survey Results
3. Review 2013 School Culture Survey status
4. Discuss Best Practices for managing change
5. Discuss Teacher Leadership Articles
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, Secretary

Matthew Stuck, Chairperson

Bourne School Committee
Culture Sub Committee
May, 20, 2013

2014 MAR 10 AM 10 42

TOWN CLERK'S OFFICE
BOURNE, MASS

(no) Accepted
6/17/2013

Members Present: Matthew Stuck, Heather DiPaolo and Anne-Marie Siroonian
Others Present: Susan Quick, Ann Marie Strode, Erica Amaral

Minutes accepted as presented

Results of out of District Transition Survey: 72 students accepted at Upper Cape. They did not call 17 going to Sturgis because already had information on those students. Survey results are Upper Cape only. Sturgis feedback included siblings already attending, students shadowed for a day and teachers were absent, math program was a disappointment because they could not take a math class at the high school while in 8th grade. Survey is result of 70 contacts and 46 responses. That reflects about 65% of respondents. Also need returning students statistics from 2011 and 2012. Susan will ask administrators to compile that data. See attached survey results. Take aways. Imbed into the curriculum an experience in the community, additional programming in engineering, health sciences, environmental sciences. Making more clear what the high school does really well with SPED services. Consolidation alignment of BMS and BHS (experience at BMS will be the same experience at BHS). Capturing positive experiences at the High School and making it known to elementary, utilize media (cable especially). District is looked at as 4 separate schools and not a continuum. What is Bourne all about? Need a Bourne identity. Need to honor the voices of our children more than we have been, stronger student voice. Students have leadership opportunities in the district but not a strong voice within those opportunities.

Future Agenda Items:

What is Bs Identity?

How do we honor student voices

Culture Survey Results

Sharing of SC/Teacher Communication Forums

Discuss best practices for managing change

Next meeting date: June 17th at 6pm in Central Office

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

DATE: JUNE 17, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Discuss summary from SchComm/Teacher discussion
3. What is Bourne's school identity?
4. How can we better understand student perspectives?
5. Review 2013 School Culture Survey
6. Discuss best practices for managing change
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, Secretary

Matthew Stuck, Chairperson

**Bourne School Committee
Culture Sub Committee
June 17, 2013**

2014 MAR 10 AM 10 41

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Others Present: Liza Barr, AnneMarie Strode, Cyndy Beaudoin, Christine Borning,
Lauri Gilbert, Maureen Fuller, Catherine Lyons, Susan Quick

Meeting called to order at 6:13pm
May minutes accepted as presented.

What is Bourne's school identity: What is it that we do best, what is it that we are about, what is it that makes us special? What does the community want, need to solidify what we are all about, what we would want to tell them about our district? need to emphasize the enrichment experiences that we can offer, theatre, arts, sports, etc.. What is the first thing that comes to mind when you hear Bourne. District: drama and music, child centered at BMS and diversity of the programs at BMS, teachers are connected to students, know them really well, teacher advocates, safety, class size, lack of pride in the community in the town itself that effects the schools, willingness to embrace technology and become more innovative in our curriculum, in flux, older thoughts and newer thoughts, changing times, science fair, fine tradition but has not worked for all students, small district, need and growth of your student will be met here because of its size, experiences with their coaches, relationships with their teachers.

SchComm/Teacher discussion: Would like to continue the conversation meetings to work to improve healthy communication throughout next year. one possible topic is what is the process when feedback is given to an SC member? Is there a plan to bring administrators on board?

Table Agenda item #4 until July.

Review School Culture Survey: Matt stressed that this data is not to be replicated or duplicated in any way or distributed to others outside of this meeting. Need to reformat student survey for 5th and 6th graders. Felt that some of the questions did not fit for students. See attached sheets for results. Need to take away themes from the data to get an idea of what students want or perceive. Liza, Laurie, Anne-Marie Siroonian, Catherine, Maureen and Christine will summarize the staff survey results. Matt, Heather, Susan, AnneMarie Strode and Cyndy will summarize the student results.

Move Agenda item #6 to July.

Future Agenda Items

Define BPS identity
Student Perspectives
Culture Survey Review
Dress Code Discussion

Next meeting date is July 15, 2013 at 6:00pm in the Central Office

**BOURNE SCHOOL COMMITTEE
SCHOOL CULTURE SUBCOMMITTEE MEETING**

DATE: JULY 15, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

- 1. Review & Accept Minutes
- 2. Define Bourne schools' identity
- 3. Review culture survey summaries
- 4. Discuss dress code proposals
- 5. Discuss ways to better understand student perspectives
- 6. Discuss future objectives

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Members:

Heather DiPaolo
Anne-Marie Siroonian, Secretary
Matthew Stuck, Chairperson

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 JUL 11 AM 8 59

**Bourne School Committee
Culture Sub Committee
July 15, 2013**

2014 MAR 10 AM 10 41
TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting called to order at 6:06pm in the Central Office conference room
Minutes accepted by consensus

Members Present: Matthew Stuck, Anne-Marie Siroonian, Heather DiPaolo
Others Present: Anne-Marie Strode, Thelma Mellon, Susan Quick, Maureen Fuller,
Laurie Gilbert, Liza Barr, Paul Gately, Cyndy Beaudoin

2. Define Bourne's School Identity: Matt reviewed what we had discussed at the previous meeting by posing the question: What do we see as our identity? What do we want to get better at offering, what do we want for our kids? Welcoming community, smaller district, teachers work hard to connect with the students, teams, cooperative, familiar feel, community school, strive to improve and be innovative, progress, student centered, continuous improvement for student achievement, some unique offerings at middle and high school level, our job is to serve the community and we have the answers to meet the needs of our students at the highest level. Deep ties to this community and is a source of strength in our district. Decision making is becoming more collaborative.

3. Review of Culture Survey:

Student Feedback: Matt presented a summative of the student feedback. See attached summative. Strengths from student survey: response inconsistent but found a rhythm and could sort out BMS from BHS, team, collaborative, fun, problems get solved, not too many positives for BHS, teachers are helpful and focused on learning, look out for students, I have good relationships with my teachers, fine arts and extracurricular activists, thread of hope for change at the high school level. BMS improvement; bullying and distraction of behaviors, BHS improvements; inconsistent policies, bullying, favoritism, also did not feel were connected, lack of student voice, more communication desired, too many rules, want more respect. No complaints about seminar at the middle school. Desire to be challenged, internships, more focused on academics instead of sports.

Staff Feedback: some percentages didn't match the comments, teachers did not feel they had a voice as often as they would like and were not being heard, BHS; feelings of constantly watching their back, questioning students, guarded and cautious, equal percentage of feeling good as opposed to not feeling so good, release the results or any results come of it, collaboration. Concerning words, fear, retribution, disrespect, intimidation, happy with collaborative environment with CD teams and BBTLT, supportive of each other as a team but not consistent among other areas. "All stake holders are responsible for the climate." Opportunities to communicate but some were superficial, face to face discussion were replaced by e-mails, environment was welcoming but not as much at the high school. Majority of the system was on the right track.

Parent and Community survey results were distributed and will be reviewed at the next subcommittee meeting.

14 Discuss dress code: Cyndy presented on dress code proposal at the middle school level. Looking to standardize the dress code. Involve student council in the process, **30** student groups, parent and community feedback, a tally system of information on how many infractions take place, draft plan/policy.

5. Better Understand Student Perspectives: table until next meeting

6. Discuss Future Objectives: What kind of outcomes do we want from the group? What kind of things can we do to improve district culture? What do we want to aspire to and how can we get there? What should this group be focusing on for outcomes and how do we get there?

Future Agenda Items:

Better Understand Student Perspective

Parent Survey summaries

Discuss Future Objectives

Next meeting date: August 19, 2013 at 6pm in central office

BOURNE SCHOOL COMMITTEE

SCHOOL CULTURE SUBCOMMITTEE MEETING

2013 AUG 15 AM 9 17

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: AUGUST 19, 2013

TIME: 6:00PM

PLACE: BPS ADMINISTRATION BUILDING

AGENDA

1. Review & Accept Minutes
2. Better Understand Student Perspective
3. Parent Survey summaries
4. Discuss Future Objectives

"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, Secretary

Matthew Stuck, Chairperson

Town of Bourne Education Committee Meeting

2013 MAR 15 PM 3 15

Saturday, March 23, 2012

SB
3/23/13

TOWN CLERK'S OFFICE
BOURNE, MASS 10:30 am in the Bourne School Administration Building,
36 Sandwich Road, Bourne, MA 02532

Agenda:

1. Introduction of new members, Lauren Freed and Trish Lubold. Review of committee guidelines and goals.
2. Review of finances for current school year.
3. Review of applications for the Spring 2013 grant cycle and selection of grant recipients.

Submitted 3/15/13

Patricia Parker

Chairman-Town of Bourne Education/Scholarship Committee

~~Not 2012~~
But
2013

2014 JAN 29 PM 2 40

TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING

DATE: JANUARY 7, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GAB: Staff Hiring
3. Policy GBA: Equal Employment Opportunity
4. Policy GCA: Professional Staff Positions
5. Policy GCCC: Professional Staff Family and Medical Leave
6. Policy GCCC-E: Family and Medical Leave
7. Policy GCCD: Employee Attendance
8. Policy GCE: Professional Staff Recruiting/Posting Vacancies
9. Policy GCF: Professional Staff Hiring
10. Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services , Director of Business Services
11. Policy GDA: Support Staff Positions
12. Policy GDF: Support Staff Hiring
13. Policy IKAB: Reporting to Parents/Caregivers
14. 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

2014 JAN 29 PM 2 40

Bourne School Committee
TOWN CLERK'S OFFICE
Policy Sub Committee
BOURNE, MASS
January 7, 2013

04 S M 29 ES KAL HIC
TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Matthew Stuck, Jay O'Hara, Anne-Marie Siroonian

Others Present: Steven Lamarche, Catherine Lyons

Meeting called to order at 5:32pm in the Central Office Conference Room

Minutes accepted as presented.

Steven made recommendations to retire the following policies, GAB, GCCC-E, GCE, GDA, GDF based on his research with other districts and their policies.

Policy GAB: Staff Hiring – Matt suggested removing criteria section of the policy with the reason that those criteria should be part of the job description as well as the job application process. Committee agrees to retire Policy GAB.

Policy GBA: Equal Employment Opportunity – strike the words “creed” and “handicap.” Add “place of residence” to be consistent with other policies. Committee approves policy GBA with noted changes and will be ready for release to the full school committee in February.

Policy GCA: Professional Staff Positions – Committee recommends retirement of GCA with the content of paragraph two be inserted into Policy GCF: Staff Hiring.

Policy GCCC: Professional Staff Family and Medical Leave – Insert language about FML guide being available at the Superintendent's office.

Policy GCCD: Employee Attendance – on hold until further legal consultation

Policy GCE: Professional Staff Recruiting/Posting Vacancies – current policy violates OCR. Committee recommends the policy be retired.

Policy GCF: Professional Staff Hiring – nothing has really changed with the exception that gender identity be added, job description piece, remove certification for licensure as well as re-work some of the language. Change the Policy title to Staff Hiring. Matt made a recommendation for paragraph two to make reference to the districts vision and mission language – should there be some sort of guidance/screening process within the policy? Would it be a screening group? Who determines the screening group? Take out the word “practical.” Strike #3 in the policy. Recommended language - “Shall establish a process that includes staff pertinent to the position.” Steven will update the language for the next meeting.

Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services - Change policy title to Guidelines for Hiring Central Office Administrators. Change the file lettering to GCF-A.

Policy GDA: Support Staff Positions – recommended for retirement

Policy GDF: Support Staff Hiring – recommended for retirement

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JANUARY 7, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GAB: Staff Hiring
3. Policy GBA: Equal Employment Opportunity
4. Policy GCA: Professional Staff Positions
5. Policy GCCC: Professional Staff Family and Medical Leave
6. Policy GCCC-E: Family and Medical Leave
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9. Policy GCF: Professional Staff Hiring
10. Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services , Director of Business Services
11. Policy GDA: Support Staff Positions
12. Policy GDF: Support Staff Hiring
13. Policy IKAB: Reporting to Parents/Caregivers
14. Future Agenda Items

2012 DEC 19 PM 2 06
TOWN CLERK'S OFFICE
BOURNE, MASS

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JANUARY 7, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GAB: Staff Hiring
3. Policy GBA: Equal Employment Opportunity
4. Policy GCA: Professional Staff Positions
5. Policy GCCC: Professional Staff Family and Medical Leave
6. Policy GCCC-E: Family and Medical Leave
7. Policy GCCD: Employee Attendance
8. Policy GCE: Professional Staff Recruiting/Posting Vacancies
9. Policy GCF: Professional Staff Hiring
10. Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services , Director of Business Services
11. Policy GDA: Support Staff Positions
12. Policy GDF: Support Staff Hiring
13. Policy IKAB: Reporting to Parents/Caregivers
14. 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

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 34

Bourne School Committee
Policy Sub Committee
January 7, 2013

Members Present: Matthew Stuck, Jay O'Hara, Anne-Marie Siroonian

Others Present: Steven Lamarche, Catherine Lyons

Meeting called to order at 5:32pm in the Central Office Conference Room

Minutes accepted as presented.

Steven made recommendations to retire the following policies, GAB, GCCC-E, GCE, GDA, GDF based on his research with other districts and their policies.

Policy GAB: Staff Hiring – Matt suggested removing criteria section of the policy with the reason that those criteria should be part of the job description as well as the job application process. Committee agrees to retire Policy GAB.

Policy GBA: Equal Employment Opportunity – strike the words “creed” and “handicap.” Add “place of residence” to be consistent with other policies. Committee approves policy GBA with noted changes and will be ready for release to the full school committee in February.

Policy GCA: Professional Staff Positions – Committee recommends retirement of GCA with the content of paragraph two be inserted into Policy GCF: Staff Hiring.

Policy GCCC: Professional Staff Family and Medical Leave – Insert language about FML guide being available at the Superintendent's office.

Policy GCCD: Employee Attendance – on hold until further legal consultation

Policy GCE: Professional Staff Recruiting/Posting Vacancies – current policy violates OCR. Committee recommends the policy be retired.

Policy GCF: Professional Staff Hiring – nothing has really changed with the exception that gender identity be added, job description piece, remove certification for licensure as well as re work some of the language. Change the Policy title to Staff Hiring. Matt made a recommendation for paragraph two to make reference to the districts vision and mission language – should there be some sort of guidance/screening process within the policy? Would it be a screening group? Who determines the screening group? Take out the word “practical.” Strike #3 in the policy. Recommended language - “Shall establish a process that includes staff pertinent to the position.” Steven will update the language for the next meeting.

Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services - Change policy title to Guidelines for Hiring Central Office Administrators. Change the file lettering to GCF-A.

Policy GDA: Support Staff Positions – recommended for retirement

Policy GDF: Support Staff Hiring – recommended for retirement

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TOWN CLERK'S OFFICE
BOURNE, MASS

Policy IKAB: Reporting to Parents/Caregivers- ready to release to School Committee in January with the recommended edits: In the second paragraph change the word "child" to "student" and change "three times a year" to "two times a year." Remove the words " and reports: from #1. Insert "to students and parents/caregivers" in #2. Change the word "ten" to "twenty" in #4. Insert the word "classroom" in #5 after the word "in" and add "to students and parents/caregivers" after the word "communicated."

Future Agenda Items:

GCF - Staff Hiring

GCF-A Guidelines for Hiring Central Office Administrators

GCF - GA Guidelines for Hiring Principals

Next Meeting Date: January 14, 2012, Central Office at 5:30pm

Meeting adjourned at 6:32.

Policy IKAB: Reporting to Parents/Caregivers- ready to release to School Committee in January with the recommended edits: In the second paragraph change the word "child" to "student" and change "three times a year" to "two times a year". Remove the words "and reports: from #1. Insert "to students and parents/caregivers" in #2. Change the word "ten" to "twenty" in #4. Insert the word "classroom" in #5 after the word "in" and add "to students and parents/caregivers" after the word "communicated."

2014 JAN 29 PM 2 40
TOWN CLERK'S OFFICE
BOURNE, MASS

Future Agenda Items:

GCF - Staff Hiring

GCF-A Guidelines for Hiring Central Office Administrators

GCF - GA Guidelines for Hiring Principals

Next Meeting Date: January 14, 2012, Central Office at 5:30pm

Meeting adjourned at 6:32.

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JANUARY 14, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB - Reporting to Students and Parents/Caregivers
3. Policy GCF-G - Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
4. Policy GCF-GA - Guidelines for the Hiring of a Principal
5. Policy GCG - Philosophy of Staff Development
6. Policy GCIB - Professional Staff Visitations and Conferences
7. Policy GCJ - Professional Teacher Status
8. Policy GCK - Professional Staff Assignments and Transfers
9. Policy GCL - Professional Staff Time Schedules
10. Policy GCO - Evaluation of Professional Staff
11. Policy GCO-R Evaluation of Professional Staff
12. 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

2013 AUG 9 AM 10 35
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

2013 JAN 10 AM 8 51

DATE: JANUARY 14, 2013 TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB - Reporting to Students and Parents/Caregivers
3. Policy GCF-G - Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
4. Policy GCF-GA - Guidelines for the Hiring of a Principal
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11. Policy GCO-R Evaluation of Professional Staff
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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE
2011 JAN 29 PM 2 40
POLICY SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS
DATE: JANUARY 14, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB - Reporting to Students and Parents/Caregivers
3. Policy GCF-G - Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
4. Policy GCF-GA - Guidelines for the Hiring of a Principal
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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Bourne School Committee
Policy Sub Committee Meeting
January 14, 2013
2:28 PM

2014 JAN 29 PM 2 40

TOWN CLERK'S OFFICE

BOURNE, MASS

Members Present: Jay O'Hara, Matthew Stuck, Anne-Marie Sirobian

Other's Present: Steven Lamarche, Christine Borning

Meeting commenced at 5:32pm in the Central Office Conference Room
Minutes accepted as presented with the addition of adjournment time.

IKAB: Reporting to Students/Parents/Caregivers – 3rd read for sub committee – Pre-school must, by law, report a minimum of three times a year and not two. Change was noted in the policy. Only feedback was concern for additional workload. Still a concern for workload, should it be stated what the pre-established forms of communication should be? Steven suggested adding in the third paragraph the word “students” in front of parents/caregivers. Committee agrees to release the Policy to full School Committee, with the noted change above, for a vote in March. Effective date of Policy implementation will be 2013-2014 School year.

GCF-G: Staff Hiring–recommendation for #3 to include at least one other interviewer. Want to be clear that the principal is responsible for hiring staff for their building and flexibility in the process – should we add language for consistency with the process. Add the word “consistent” in #3 after the word “a” and before the word “process.” Move the last sentence in paragraph three to be the first sentence in paragraph 3. The committee agrees to release Policy GCF to full committee in February.

Policy GCCD: Independent Medical Evaluation Policy - Steven would like to bring Policy GCCD back for policy sub in the future and would like to impact bargain or negotiate the process with BEA prior to bringing said policy to the policy sub committee.

Policy GCA: Professional Staff Positions, Policy GDA: Support Staff Positions, Policy GDF: Support Staff Hiring, Policy GCE: Professional Staff Recruiting/Vacancies and Policy GAB: Staff Hiring can be retired because of the new GCF Policy- Staff Hiring. Need to wait to retire these policies until final approval of Policy GCF.

Policy GCFA: Guidelines for Hiring Central Office Administrators and Principals - (formerly GCF-G & GCF-GA) Recommendations;

- move paragraph #2 to be paragraph #1
- Take out the original first paragraph and move it to the second paragraph to read “The Superintendent will appoint a search committee that includes representatives, etc...”
- List: 2 School Committee members, 1 Administrator from Central Office, 1 Principal, 2 teachers, and 2 parents. (strike the bottom three from the list)
- Add to the policy language to speak to honoring internal candidates
 - o “Superintendent will interview internal candidates etc...”

Bourne School Committee
Policy Sub Committee Meeting
January 14, 2013

Members Present: Jay O'Hara, Matthew Stuck, Anne-Marie Siroonian

Other's Present: Steven Lamarche, Christine Borning

Meeting commenced at 5:32pm in the Central Office Conference Room
Minutes accepted as presented with the addition of adjournment time.

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 - o “Superintendent will interview internal candidates etc...”

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 35

- o "If the superintendent identifies a highly qualified internal candidate ???? then move on to say something about the process
- Language- "The Superintendent will screen the applicants and forward no less than three and no more than five to be interviewed by the Search committee."
- Language - "The Search committee will then recommend candidates to the Superintendents for final consideration."
- Strike "if possible" from second to the last sentence.
- Language - For Central Office section – the Superintendent will facilitate the process and for Principals, a designated administrator will facilitate...

Steven will draft some language and combine hiring of Central Office administrators as well as Principals in regards to internal candidates.

Future Agenda Items:

GCCD: Employee Attendance,
GCG: Philosophy of Staff Development,
GCIB: Professional Staff Visitation and Conferences ,
GCF: Professional Staff Hiring
GCK: Professional Staff Assignments and Transfers
GCL: Professional Staff Time Schedules
GCO: Evaluation of Professional Staff
GCO-R: Evaluation of Professional Staff
IHCB: Private School

Meeting adjourned at 6:50pm

Next Meeting Date: February 4, 2013 at 5:30 in the Central Office Conference room

2014 JAN 29 PM 2 40

TOWN CLERK'S OFFICE
BOURNE, MASS

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22AM
- o. "If the superintendent identifies a highly qualified internal candidate ??? then move on to say something about the process
 - Language- "The Superintendent will screen the applicants and forward no less than three and no more than five to be interviewed by the Search committee."
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GCL: Professional Staff Time Schedules
GCO: Evaluation of Professional Staff
GCO-R: Evaluation of Professional Staff
IHCB: Private School

Meeting adjourned at 6:50pm

Next Meeting Date: February 4, 2013 at 5:30 in the Central Office Conference room

2014 JAN 29 PM 2 40
TOWN CLERK'S OFFICE
BOURNE, MASS

Policy Information

Series G - Personnel

Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Education Services, or Director of Business Services
Policy # GCF-G

2014 JAN 29 PM 2 40
TOWN CLERK'S OFFICE
BOURNE, MASS

FILE: GCF-G

GUIDELINES FOR HIRING AN ASSISTANT SUPERINTENDENT, DIRECTOR OF STUDENT AND SPECIAL EDUCATION SERVICES, DIRECTOR OF BUSINESS SERVICES

The School Committee will establish a search committee for the hiring of an Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services.

Once the position of Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services is vacant the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The School Committee will appoint a search committee that includes representatives from the various groups listed below:

- Two School Committee members
- An administrator from Central Office
 - A Principal
 - A Teacher
 - A PTA Member
- A Member From One of Our School Councils
- A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one School Committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then recommend his/her choice to the School Committee for appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services

Policy # GCF-G

FILE: GCF-G

GUIDELINES FOR HIRING AN ASSISTANT SUPERINTENDENT, DIRECTOR OF STUDENT AND SPECIAL EDUCATION SERVICES, DIRECTOR OF BUSINESS SERVICES

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Once the position of Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services is vacant the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The School Committee will appoint a search committee that includes representatives from the various groups listed below:

- Two School Committee members
- An administrator from Central Office
 - A Principal
 - A Teacher
 - A PTA Member
- A Member From One of Our School Councils
- A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one School Committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then recommend his/her choice to the School Committee for appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Guidelines for the Hiring of a Principal

Policy # GCF-GA

FILE: GCF-GA

GUIDELINES FOR THE HIRING OF A PRINCIPAL

The Superintendent will establish a search committee for the hiring of a Principal.

Once the position of principal is vacant, the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The Superintendent will appoint a search committee that includes representatives from the various groups listed below:

- One School Committee Member
- An Administrator from Central Office
- A Principal
- A Teacher from the Particular Building
- A PTA Member
- A Member from that Buildings School Council
- A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one school committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then make the appropriate appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2001
G - Personnel

Policy Information

Series G - Personnel

Part-Time and Substitute Professional Staff Employment

Policy # GCG

FILE: GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers:

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers:

Each building principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. **An approved substitute list is available through the office of the Superintendent.**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Professional Staff Visitations and Conferences

Policy # GCIB

FILE: GCIB

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

The Bourne School Committee wants its professional staff to stay abreast of current trends and developments in education.

Employees authorized by the Superintendent to represent the school system at such educational meetings, visitations, and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement.

Absence for the purpose of attending area, state, or national meetings must be approved by the Superintendent within amounts budgeted for such purposes. Any leave for visitations or conferences involving exceptional expenses will require prior School Committee action.

Policy References:

Collective Bargaining Agreement

Adoption Date: 12/6/2000

G - Personnel

Policy Information

Series G - Personnel

Professional Teacher Status

Policy # GCJ

FILE: GCJ

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the school district for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the principal, may award such status to a teacher who has served in the principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth of Massachusetts. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to the School Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15th or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employment of the school system in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

Policy References:

Collective Bargaining Agreement

M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

Adoption Date: 12/6/2000

G - Personnel

Policy Information

Series G - Personnel

Professional Staff Assignments and Transfers

Policy # GCK

FILE: GCK

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

Policy References:

BEA Collective Bargaining Agreement

Adoption Date: 12/6/2000

G - Personnel

Policy Information

Series G - Personnel

Professional Staff Time Schedules

Policy # GCL

FILE: GCL

PROFESSIONAL STAFF TIME SCHEDULES

Administrators:

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special scheduling arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members except those who work only on teacher work days are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

Teachers:

The working year for teachers will be established through the BEA Collective Bargaining Agreement and with the School Committee's adoption of the school calendar.

Policy References:

M.G.L. 71:80

BEA Collective Bargaining Agreement

Adoption Date: 12/6/2000

G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff

Policy # GCO

FILE: GCO

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

Policy References:

BEA Collective Bargaining Agreement
BPS Professional Supervision & Evaluation Document
M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff

Policy # GCO-R

FILE: GCO-R

EVALUATION OF PROFESSIONAL STAFF

M.G.L. 71:38 reads in part:

Performance standards for teachers and other school district employees shall be established by the School Committee upon the recommendation of the Superintendent, provided that where teachers are represented for collective bargaining purposes, all teachers' performance standards shall be determined as follows:

The School Committee and the collective bargaining representative shall undertake for a reasonable period of time to agree on teacher performance standards.

Prior to said reasonable period of time, the school district shall seek a public hearing to comment on such standards.

In the absence of an agreement, after such reasonable time teacher performance standards shall be determined by binding interest arbitration.

Either the school district or the teachers' collective bargaining representative may file a petition seeking arbitration with the Commissioner of Education.

The performance standards developed either by mutual agreement or as a result of arbitration will be incorporated in the collective bargaining agreement and may be used in decisions to dismiss, demote or remove a teacher or administrator pursuant to M.G.L. 71:42; 71:42A and 71:63.

Policy References:

M.G.L. 71:42; 71:42A; 71:63

Adoption Date: 12/6/2000

G - Personnel

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: FEBRUARY 4, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

- 1. School Security
- 2. Approval of Minutes
- 3. GCCD: Employee Attendance
- 4. GCG: Philosophy of Staff Development
- 5. GCIB: Professional Staff Visitation and Conferences
- 6. GCF: Professional Staff Hiring
- 7. GCK: Professional Staff Assignments and Transfers
- 8. GCL: Professional Staff Time Schedules
- 9. GCO: Evaluation of Professional Staff
- 10. GCO-R: Evaluation of Professional Staff
- 11. IHCB: Private School
- 12. Future Agenda Items

2013 JAN 29 AM 8 35
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

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: FEBRUARY 11, 2013

TIME: 5:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL

REVISED AGENDA

1. Approval of Minutes
2. Discuss school security policies
3. GCCD: Employee Attendance
4. GCIA: Philosophy of Staff Development
5. GCG: Part-Time and Substitute Professional Staff Employment
6. IHCB: Private School Approval
7. GCF: Professional Staff Hiring
8. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
9. GCF-GA: Guidelines for Hiring a Principal
10. JLC: Student Health Services and Requirements
11. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE, MASS.
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 35

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

2013 FEB 6 PM 2 43

DATE: FEBRUARY 11, 2013

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL

AGENDA

1. Approval of Minutes
2. Discuss school security policies
3. GCCD: Employee Attendance
4. GCIA: Philosophy of Staff Development
5. GCG: Part-Time and Substitute Professional Staff Employment
6. IHCB: Private School Approval
7. GCF: Professional Staff Hiring
8. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
9. GCF-GA: Guidelines for Hiring a Principal
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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, Chairman
Anne-Marie Siroonian
Matthew Stück

Cancelled

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

2013 FEB 7 AM 9 33

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: FEBRUARY 11, 2013

TIME: 5:30 PM

PLACE: BOURNE DALE ELEMENTARY SCHOOL

REVISED AGENDA

1. Approval of Minutes
2. Discuss school security policies
3. GCCD: Employee Attendance
4. GCIA: Philosophy of Staff Development
5. GCG: Part-Time and Substitute Professional Staff Employment
6. IHCB: Private School Approval
7. GCF: Professional Staff Hiring
8. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
9. GCF-GA: Guidelines for Hiring a Principal
10. JCL: Student Health Services and Requirements
11. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Cancelled

2013 APR 4 PM 3 10
BOURNE SCHOOL COMMITTEE
 TOWN CLERK'S OFFICE
POLICY SUBCOMMITTEE MEETING

DATE: APRIL 8, 2013

TIME: 5:30 PM

2013 APR 4 PM 3 20
 TOWN CLERK'S OFFICE
 BOURNE, MASS

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCCD: Employee Attendance
3. GCIA: Philosophy of Staff Development
4. GCG: Part-Time and Substitute Professional Staff Employment
5. GCF: Professional Staff Hiring
6. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
7. GCF-GA: Guidelines for Hiring a Principal
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
 Anne-Marie Siroonian
 Matthew Stuck

OP S M9 ES NAL HIOE

2014 JAN 29 PM 2 39

BOURNE SCHOOL COMMITTEE

TOWN CLERK'S OFFICE
BOURNE, MASS

POLICY SUBCOMMITTEE MEETING

DATE: APRIL 8, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCCD: Employee Attendance
3. GCIA: Philosophy of Staff Development
4. GCG: Part-Time and Substitute Professional Staff Employment
5. GCF: Professional Staff Hiring
6. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
7. GCF-GA: Guidelines for Hiring a Principal
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE
POLICY SUB COMMITTEE
APRIL 8, 2013
CENTRAL OFFICE

2014 JAN 29 PM 2 40

TOWN CLERK'S OFFICE
BOURNE, MASS

Accepted
m 4/22

Meeting called to order at 5:35pm in the Central Office Conference Room

Members Present: Jay O'Hara, Anne-Marie Siroonian, Matthew Stuck (arrived at 5:50pm)

Other's Present: Steven Lamarche, Christine Boring, Ann Marie Strode, Erica Amaral, Jane Hathaway (m)

GCCD: Independent Medical Evaluation Policy - Steven presented a background on this Policy. Decision was made to have a policy that covers all. It was brought to BEA on March 5, 2013. BEA has not responded to the policy as of this date. Add "consecutive" after the word 14. Question whether the Superintendent has the ability to randomly ask for medical requests. Request for some type of language around HIPPA. For example...medical privacy laws will be adhered to. The committee recommends Policy GCCD for distribution at the May school committee meeting.

Policy GCIA: Philosophy of Staff Development - Is this policy for a good reason? Is it an over arching objective with what is in contract? This falls as a guide policy, how do we want the district to guide? Change the title - Policy on Professional Development. Change the first paragraph - The BSC values and supports professional development for the purpose of continuous growth for student achievement. There will be a Professional development committee is comprised of professional staff members. The PD team will help determine the nature of professional development in the district. The PD team will be tasked with annual goals. BSC supports and wants the sharing of growth amongst staff members???? Keep next sentence.

1. Delete from "offered" on.
2. Remove
3. Release time to observe in other classrooms and schools (new #2)
3. Released time for attendance at conferences, workshops, and other professional meetings. (New #3)
4. Remove
5. Remove
6. Remove

Keep the last sentence. Not ready for distribution. Review edits for next Policy subcommittee meeting.

Next Policy Sub Meeting on April 22, 2013 at 5:00pm at Central Office

Future Agenda Items

GCIA - Staff Development

GCG - Part time and Substitute Staff Employment

GCF - Staff Hiring

GCF-G - Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services, GCF-GA - Guidelines for the Hiring of a Principal

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: APRIL 8, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCCD: Employee Attendance
3. GCIA: Philosophy of Staff Development
4. GCG: Part-Time and Substitute Professional Staff Employment
5. GCF: Professional Staff Hiring
6. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
7. GCF-GA: Guidelines for Hiring a Principal
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2013 APR 9 9 AM 10 35
TOWN CLERK'S OFFICE
BOURNE, MASS

Accepted
(m) 4/22/13

Bourne School Committee
Policy Sub committee
April 8, 2013

Meeting called to order at 5:35pm in the Central Office Conference Room

Members Present: Jay O'Hara, Anne-Marie Siroonian, Matthew Stuck (arrived at 5:50pm)

Other's Present: Steven Lamarche, Christine Boming, Ann Marie Strode, Erica Amaral, Jane Holloway (m)

GCCD: Independent Medical Evaluation Policy - Steven presented a background on this Policy. Decision was made to have a policy that covers all. It was brought to BEA on March 5, 2013. BEA has not responded to the policy as of this date. Add "consecutive" after the word 14. Question whether the Superintendent has the ability to randomly ask for medical requests. Request for some type of language around HIPPA. For example...medical privacy laws will be adhered to. The committee recommends Policy GCCD for distribution at the May school committee meeting.

Policy GCIA: Philosophy of Staff Development - Is this policy for a good reason? Is it an over arching objective with what is in contract? This falls as a guide policy, how do we want the district to guide? Change the title - Policy on Professional Development. Change the first paragraph - The BSC values and supports professional development for the purpose of continuous growth for student achievement. There will be a Professional development committee is comprised of professional staff members. The PD team will help determine the nature of professional development in the district. The PD team will be tasked with annual goals. BSC supports and wants the sharing of growth amongst staff members???? Keep next sentence.

1. Delete from "offered" on.
2. Remove
3. Release time to observe in other classrooms and schools (new #2)
3. Released time for attendance at conferences, workshops, and other professional meetings. (New #3)
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5. Remove
6. Remove

Keep the last sentence. Not ready for distribution. Review edits for next Policy subcommittee meeting.

Next Policy Sub Meeting on April 22, 2013 at 5:00pm at Central Office

Future Agenda Items

- GCIA - Staff Development
- GCG - Part time and Substitute Staff Employment
- GCF - Staff Hiring
- GCF-G - Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services, GCF-GA - Guidelines for the Hiring of a Principal

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 35

Policy Information

Series G - Personnel

Philosophy of Staff Development

Policy # GCIA

FILE: GCIA

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.
6. Educational research is encouraged.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Part-Time and Substitute Professional Staff Employment

Policy # GCG

FILE: GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers:

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers:

Each building principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. **An approved substitute list is available through the office of the Superintendent.**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Adoption Date: 12/6/2000
G - Personnel

2013 APR 18 PM 12 54

TOWN CLERK'S OFFICE
BOURNE SCHOOL COMMITTEE
2013 APR 18 BOURNE, MASS

POLICY SUBCOMMITTEE MEETING

BOURNE, MASS
DATE: APRIL 22, 2013

TIME: 5:00 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

REVISED AGENDA

1. Approval of Minutes
2. GCIA - Staff Development
3. GCG - Part time and Substitute Staff Employment
4. Policy GBA - Equal Employment Opportunity Statement
5. GCF - Staff Hiring
6. GCF-G - Guidelines for Hiring Asst. Superintendent, Dir. of Student Special Ed Services, Director of Business Services
7. GCF-GA - Guidelines for the Hiring of a Principal
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2013 MAY 9 AM 8 19
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: MAY 13, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCIA - Professional Development
3. Policy GCF - Staff Hiring
4. Policy GCFA - Guidelines for the hiring of a principal, asst supt, dir bus
5. Policy GCCD - Medical Evaluation
6. Policy GCG - Part time and Substitute Staff Employment
7. Policy GBGC - Photo Identification Badges
8. Policy GCL - Professional Staff Schedules
9. Policy GCO and GCO-R Staff Evaluation Policies
10. Policy surrounding public outreach
11. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2013 MAY 9 AM 8 19
TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: MAY 13, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCIA - Professional Development
3. Policy GCF - Staff Hiring
4. Policy GCFA - Guidelines for the hiring of a principal, asst supt, dir bus
5. Policy GCCD - Medical Evaluation
6. Policy GCG - Part time and Substitute Staff Employment
7. Policy GBGC - Photo Identification Badges
8. Policy GCL - Professional Staff Schedules
9. Policy GCO and GCO-R Staff Evaluation Policies
10. Policy surrounding public outreach
11. Future Agenda Items

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: MAY 13, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCIA - Professional Development
3. Policy GCF - Staff Hiring
4. Policy GCFA - Guidelines for the hiring of a Principal, Assistant Superintendent, Director of Business Services
5. Policy GCCD - Medical Evaluation
6. Policy GCG - Part time and Substitute Staff Employment
7. Policy GBGC - Photo Identification Badges
8. Policy GCL - Professional Staff Schedules
9. Policy GCO and GCO-R Staff Evaluation Policies
10. Policy surrounding public outreach
11. Future Agenda Items

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2013 AUG 9 9M 10 35
TOWN CLERK'S OFFICE
BOURNE MASS

Bourne School Committee
Policy Sub Committee
May 13, 2013

Policy GClA: Professional Development - BEA feels as though there are sections of this policy that is subject to bargaining. Last paragraph and sections 1,2,3. BEA would like more time with this policy. The SC would remove the last paragraph and take recommendations from the BEA on this policy. BEA would also like a notification on policies that may affect the contract. Matt recommends that we revisit this policy again with recommendations from the BEA. Anything that is going to run afoul with the contract we will not address in the policy. Questionable that it may be against the law to solicit information from the staff if the policy has contract implications and are subject to bargaining.

Policy GCF: Staff Hiring - Concern as to how the Coordinators position will be hired. They would fall under the Policy GCF-G and not Policy GCF. #3 is of concern because of have to have an additional professional staff member and that may cause conflict with members of union on committee's hiring other union members. Recommends language that reflects staff members not interviewing with their peers. Add after staff member in #3 "as long as the professional staff member is outside the association of the applicant." This policy will go for revised distribution. Policy GCK addresses transfers.

Policy GCF-A: Guidelines for Hiring of Principal, Assistant Superintendents, Director of Special Education and Student Services, Director of Business Services. Should we add Coordinators into this policy because they will be hired by Central Office? Do we want to name the policy Guidelines for Hiring Administrators? What about the hiring of an Assistant Principal? For positions that report to the Superintendent, the Superintendent has to have final say. BEA believes that the committee should do all of the screening first then interview and then make recommendation to the Superintendent. #1 says the opposite. Need to determine who the coordinator reports to. What is the legal authority when it comes to #1? Possibly add language to #1 based on licensure, certification and possible more. Add to #5 the rest of the positions from the title of the policy.

Tabling the remaining agenda items and adding GCK to the Agenda for the next meeting.

Meeting adjourned at 7:08pm

Next Meeting date is June 3, 2013 at Central Office

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 AUG 9 AM 10 35

Policy : GCIA

update

Approved for SC-	04.22.2013, Policy SubComm
Distribution -	05.01.2013, SchComm
Action Item	TBD, SchComm
Effective Date	TBD, SchoComm

Professional Development

The Committee values and supports professional development for the purpose of continuous growth for student achievement. All staff members will be provided opportunities for the development of professional practice beyond those they may attain through the performance of their assignment or through the assistance from evaluators.

The District will establish a Professional Development (PD) Committee comprised of professional staff members. The PD committee will help determine the nature of professional development within the district by establishing annual goals.

Opportunities for professional growth will be provided through such means as the following:

1. Planned in-service programs and workshops
2. Released time to observe in other classrooms and schools
3. Release time for attendance at conferences, workshops, and other professional meetings.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purposes of professional development.

Policy : GCF

Approved for SC-	04.28.2013, Policy SubComm
Distribution :	05.01.2013, SchComm
Action :	TBD, SchComm
Effective Date :	TBD, SchoComm

retires policy: GAB, GCE, GDE, GDF

STAFF HIRING

Each time a new position is established by the School Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the job holder's qualifications and the job's essential duties and responsibilities. The Superintendent will maintain, review and periodically update a comprehensive set of job descriptions.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position for which the nomination is made.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. The District's goal is to employ and retain personnel who are enthusiastically committed to empower students and peers to achieve personal goals and demonstrate life-long professional growth.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, religion, color, age, sex, gender identity, national origin, disability, sexual orientation, homelessness or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member is directed to establish a screening interview process with a minimum of one additional professional staff member.
4. The administrator has the final say in determining who will be hired.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B

Massachusetts Board of Education Requirements for Licensure of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

603 CMR 7:00 and 44:00

Policy : GCFA

retires policy: GCF-G, GCF-GA

Approved for SC-	04.28.2013, Policy SubComm
Distribution	05.01.2013, SchComm
Action	TBD, SchComm
Effective Date	TBD, SchComm

GUIDELINES FOR THE HIRING OF A PRINCIPAL, ASSISTANT SUPERINTENDENT, DIRECTOR OF SPECIAL EDUCATION AND STUDENT SERVICES, AND DIRECTOR OF BUSINESS SERVICES

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. The District's goal is to employ and retain personnel who are enthusiastically committed to empower students, staff and peers to achieve personal goals and demonstrate life-long professional growth.

There will be no discrimination in the hiring process due to race, religion, color, age, sex, gender identity, national origin, disability, sexual orientation, homelessness or place of residence.

The following guidelines will be used in the selection of personnel:

1. The Superintendent will screen the applications for the opening and select semi-finalist(s) to be interviewed by the search committee.
2. The Superintendent will appoint a search committee that includes but is not limited to representatives from the various groups listed below:
 - School committee
 - Central office
 - Building level administrator
 - A member of staff from the particular school
 - Parent-Teacher Association
 - School Council
3. The search committee will then select candidate(s) to recommend to the Superintendent for final consideration.
4. The Superintendent will interview and at his or her discretion may conduct a site visit(s) with at least one school committee member.
5. The Superintendent has the final say in determining who will be hired as principal.
6. The Superintendent will recommend his or her chosen candidate for the position of Assistant Superintendent, Director of Special Education and Student Services and, Director of Business Services to the School Committee for appointment.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position for which the nomination is made.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:41, 71:45; 71:55B; 71:59; 71:59B;

Massachusetts Board of Education Requirements for Licensure of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

603 CMR 7:00 and 44:00

Policy : GCCD

Approved for SC-	04.08.2013, Policy SubComm
Distribution	05.01.2013; SchComm
Action Item	TBD; SchComm
Effective Date	TBD; SchComm

INDEPENDENT MEDICAL EVALUATION POLICY

The Superintendent of Schools has a responsibility to students and staff to ensure that all employees are fit to perform the duties and responsibilities associated with their work assignment(s). Acting in the capacity of employer, the Superintendent of Schools has the discretion to request and/or require a medical opinion from a medical practitioner of his/her choosing if there is a reasonable, progressive basis for questioning whether the employee is fit to perform his or her duties, and/or to determine whether the employee is fit to return to work after more than fourteen (14) consecutive days absence from work.

HIPAA compliance reference; Department of Health and Human Services, Office of the Secretary, Federal Register, 45 CFR Parts 160 and 164
Standards for Privacy of Individually Identifiable Health Information; Final Rule

Policy Information

Series G - Personnel

Part-Time and Substitute Professional Staff Employment Policy # GCG

FILE: GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers:

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers:

Each building principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. **An approved substitute list is available through the office of the Superintendent.**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Photo Identification Badges

Policy # GBGC

FILE: GBGC

PHOTO IDENTIFICATION BADGES

To support a learning community and environment that is safe for students and employees by clearly identifying badges for all employees and volunteers in any and all Bourne education facilities and fields as the Superintendent deems necessary and appropriate.

Such school badges will be worn by all employees in the designated Bourne education facilities and fields during and after the regular student day. Other guidelines may apply to evening hours, vacations, and other times as developed by the Superintendent or his/her designee.

This system will provide one original and one replacement badge at no cost to each employee each school year and will provide a convenient system for replacement at the employee's expense at a rate set by the Superintendent or his/her designee.

In issues regarding the implementation of guidelines the principal shall have full decision making authority, with appeal to the Superintendent.

Adoption Date: 10/1/2003

G - Personnel

Policy Information

Series G - Personnel

Professional Staff Time Schedules

Policy # GCL

FILE: GCL

PROFESSIONAL STAFF TIME SCHEDULES

Administrators:

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special scheduling arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members except those who work only on teacher work days are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

Teachers:

The working year for teachers will be established through the BEA Collective Bargaining Agreement and with the School Committee's adoption of the school calendar.

Policy References:

M.G.L. 71:80

BEA Collective Bargaining Agreement

Adoption Date: 12/6/2000

G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff

Policy # GCO

FILE: GCO

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

Policy References:

BEA Collective Bargaining Agreement
BPS Professional Supervision & Evaluation Document
M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff

Policy # GCO-R

FILE: GCO-R

EVALUATION OF PROFESSIONAL STAFF

M.G.L. 71:38 reads in part:

Performance standards for teachers and other school district employees shall be established by the School Committee upon the recommendation of the Superintendent, provided that where teachers are represented for collective bargaining purposes, all teachers' performance standards shall be determined as follows:

The School Committee and the collective bargaining representative shall undertake for a reasonable period of time to agree on teacher performance standards.

Prior to said reasonable period of time, the school district shall seek a public hearing to comment on such standards.

In the absence of an agreement, after such reasonable time teacher performance standards shall be determined by binding interest arbitration.

Either the school district or the teachers' collective bargaining representative may file a petition seeking arbitration with the Commissioner of Education.

The performance standards developed either by mutual agreement or as a result of arbitration will be incorporated in the collective bargaining agreement and may be used in decisions to dismiss, demote or remove a teacher or administrator pursuant to M.G.L. 71:42; 71:42A and 71:63.

Policy References:

M.G.L. 71:42; 71:42A; 71:63

Adoption Date: 12/6/2000

G - Personnel

2014 JAN 29 PM 2 39
BOURNE SCHOOL COMMITTEE
TOWN CLERK'S OFFICE
POLICY SUBCOMMITTEE MEETING
BOURNE MASS

DATE: JUNE 3, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCCD - Medical Evaluation
3. GCG - Part time and Sub Staff employ
4. GBGC - Photo Identification badges
5. GCL - profession staff schedules
6. GCO and GCO-R Staff Evaluation
7. Policy surrounding public outreach
8. GCK - Staff Assignments and Transfers
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:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Bourne School Committee
Policy Subcommittee
June 3, 2013, Administration Building

2014 JAN 29 PM 2 39

TOWN CLERK'S OFFICE
BOURNE, MASS

Minutes

Present: Matt Stuck, Jay O'Hara

Others Present: Superintendent Lamarche, Erica Amaral, Ann Marie Strode, Christine Borning

The committee came to order at 5:30pm.

The committee approved the minutes of May 13th with the following addition: "Present: Anne-Marie Siroonian, Matt Stuck, Jay O'Hara. Others Present: Laurie Gilbert, Anne-Marie Strode, Christine Borning, Erica Ameral"

Policy GCCD - The committee agreed to Mr. Lamarche's recommendation to put work on this policy on hold.

Policy GCG - First paragraph, strike the second sentence. Add " with compensation proportionately consistent with the Collective Bargaining Agreement." to first sentence.

Second paragraph second sentence - De-bold.

KEY QUESTIONS: What level of pre-requisite would we want to have for substitute for educational requirements? What is the pay-rate for substitute teachers - when does rate go up, when does it go to first step, when does it require licensure?

Mr. Lamarche will come back at the next meeting with a new substitute policy which will be inclusive of nurses and ESPs and address the difference between long term and short term substitutes. Superintendent notes that a handbook for substitutes is set to be written this summer.

Policy GBCG - strike 2nd paragraph, strike 3rd paragraph, strike 4th paragraph.
1st Paragraph: add the concept of security. add that badges should be outwardly visible. sentence establishing the sticker check-in and check-out process for visitors.
Change title of policy GBCG to "Identification Badges"

Policy GCL - Subcommittee recommends to full committee for the retirement of GCL "professional staff time schedules" because these are covered by the Collective Bargaining Agreement.

Policy GCO - The Subcommittee recommends retirement of GCO-R and GDO with the rewriting of GCO.

Subcommittee approves renaming policy GCO to "Employment Evaluation". Strike everything but first sentence. Add: "During successive negotiations for Collective and individual employment agreements, evaluation procedures shall be reviewed."

Policy surrounding public outreach. KEY QUESTIONS: what sort of pathways do we want to have for sharing of what happens in the schools. a central point of contact? providing training and outlines for individual teachers and administrators?

Next meeting 5PM at Admin, June 17th. Proposed Agenda:

GCG - Part time and Substitute staff employment

GCO - Evaluation of professional staff

KA, KDD, Policy surrounding public outreach

GCIA - Professional Development

The meeting adjourned at 6:45pm.

2013 JUN 11 PM 2 55

TOWN CLERK'S OFFICE
BOURNE, MASS

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JUNE 17, 2013

TIME: 5:00 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCG – Part time and Substitute Staff Employment
3. Policy GCO – Evaluation of Professional Staff
4. Policy GCIA – Professional Development
5. Policies KA, KDD – Policy surrounding public outreach
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, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING

2014 JAN 29 PM 2 39
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JUNE 17, 2013

TIME: 5:00 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCG – Part time and Substitute Staff Employment
3. Policy GCO – Evaluation of Professional Staff
4. Policy GCIA – Professional Development
5. Policies KA, KDD – Policy surrounding public outreach
6. Future Agenda Items

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: JUNE 17, 2013

TIME: 5:00 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

REVISED AGENDA

1. Approval of Minutes
2. Policy GCG – Part time and Substitute Staff Employment
3. Policy GCO – Evaluation of Professional Staff
4. Policy GCIA – Professional Development
5. Policies KA, KDD – Policy surrounding public outreach
6. Mandatory Mouth Guards for BHS athletics
7. MGL c.149 s.185 - protecting whistleblowers
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE, MASS
TOWN CLERK'S OFFICE
2013 JUN 13 PM 2 51

Bourne School Committee
Policy Sub Committee
June 17, 2013

2014 JAN 29 PM 2 39

TOWN CLERK'S OFFICE
BOURNE, MASS

Members Present: Matthew Stuck, Anne-Marie Siroonian

Others Present: Steven Lamarche, Anne-Marie Strode, Christine Borning

Policy GCG - Part time and Substitute Staff Employment: On hold until we administratively decide how to handle substitute teachers - remove part time staff from the policy - covered in the BEA contract.

Policy GCO - Evaluation of Professional Staff - on hold, acknowledge that it is part of the collective bargaining agreement or an individual contract, combine the process for other professional staff members on individual contracts with those covered by the CBA. Committee is recommending to retire GCO-D and GCO-R.

Policy GCIA- Philosophy of Staff Development: Steve review all policies related to professional staff. add " in accordance with the CBA." to the final paragraph.

Policy KA: School- Community Relations Goals: table KA indefinitely.

Policy KDD - News Media Relations/News Releases: need to know if should centralize the process for news releases, how to reach out, getting information from newspapers as to how they want the information formatted. Perhaps have a round table discussion with local media professional to help in formulating a process. In #1 take out "to the superintendent" and add "to others." In #2: take out first "of", take out "or" and add "of" and a comma after the words "system wide." Rework #3 to address just news releases. Strike out the last sentence in number three. Strike out "or to an organization of one school," and strike out "only." Distribute KDD at July SC meeting for feedback.

Mandatory Mouthguards: Steven presented on requirement on mouth guards, PTA brought this policy to his attention, policy would be outside MIAA and would be exclusive to Bourne, mouthguard policy will be placed on the July agenda.

MGL c.149s.185 - Protecting Whistleblowers: Should be on the labor law posters in all buildings. Steven recommended putting it in the staff handbook, no policy currently exists, recommend establishing a policy for review. Steven will draft a policy surrounding this law for the July meeting

Future Agenda Items:

Policy GCG-Part time and Substitute Staff Employment

Policy GCO- Evaluation of Professional Staff

Policy GC- Professional Staff Philosophy

Policy GCIA - Professional Development

Mouth Guards for BHS Athletics

MGL c. 149 s. 185 - Protecting Whistleblowers

Next meeting date July 8, 2013 at 5:30pm in Central Office

Bourne School Committee
Policy Sub Committee
June 17, 2013

2014 MAR 10 AM 10 40

TOWN CLERK'S OFFICE

Members Present: Matthew Stuck, Anne-Marie Siroonian
Others Present: Steven Lamarche, Anne-Marie Strode, Christine Borning
BOURNE, MASS

Policy GCG - Part time and Substitute Staff Employment: On hold until we administratively decide how to handle substitute teachers - remove part time staff from the policy - covered in the BEA contract.

Policy GCO - Evaluation of Professional Staff - on hold, acknowledge that it is part of the collective bargaining agreement or an individual contract, combine the process for other professional staff members on individual contracts with those covered by the CBA. Committee is recommending to retire GCO-D and GCO-R.

Policy GCI A- Philosophy of Staff Development: Steve review all policies related to professional staff. add " in accordance with the CBA" to the final paragraph.

Policy KA: School- Community Relations Goals: table KA indefinitely.

Policy KDD - News Media Relations/News Releases: need to know if should centralize the process for news releases, how to reach out, getting information from newspapers as to how they want the information formatted. Perhaps have a round table discussion with local media professional to help in formulating a process. In #1 take out "to the superintendent" and add "to others." In #2: take out first "of", take out "or" and add "of" and a comma after the words "system wide." Rework #3 to address just news releases. Strike out the last sentence in number three. Strike out "or to an organization of one school," and strike out "only." Distribute KDD at July SC meeting for feedback.

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Future Agenda Items:

Policy GCG-Part time and Substitute Staff Employment
Policy GCO- Evaluation of Professional Staff
Policy GC- Professional Staff Philosophy
Policy GCI A - Professional Development
Mouth Guards for BHS Athletics
MGL c. 149 s. 185 - Protecting Whistleblowers

Next meeting date July 8, 2013 at 5:30pm in Central Office

BOURNE SCHOOL COMMITTEE

2013 JUN 28 AM 9 57

POLICY SUBCOMMITTEE MEETING

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JULY 8, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCG – Part time and Substitute Staff Employment
3. Policy GCO – Evaluation of Professional Staff
4. Policy GC – Professional Staff Philosophy
5. Policy GCIA – Professional Development
6. Mandatory Mouth Guards for BHS athletics
7. MGL c.149 s.185 - protecting whistleblowers
8. Future Agenda Items

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Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

BOURNE SCHOOL COMMITTEE PM 2:39

POLICY SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: JULY 8, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCG – Part time and Substitute Staff Employment
3. Policy GCO – Evaluation of Professional Staff
4. Policy GC – Professional Staff Philosophy
5. Policy GCIA – Professional Development
6. Mandatory Mouth Guards for BHS athletics
7. MGL c.149 s.185 - protecting whistleblowers
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stück

2014 JAN 29 PM 2 39

**Bourne School Committee
Policy Subcommittee
July 8, 2013 - Minutes**

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

Present: Matt Stuck, Jay O'Hara

Others Present: Superintendent Lamarche, Anne-Marie Strobe

1) Minutes of June were accepted.

2) Moved to agenda item number 8, Future Agenda Items:

We need to look at dress code related policies, as per movement at BMS

The committee considered whether looking at policies, graduating requirements, including policy IL, that impact the culture at BHS in light of the drop in

Through the course of the conversation we noted that we should focus on a particular few questions: What does the graduating BHS student look like?

And how did all those pieces in the school fit together to create that student? We connect really well with BHS students on a personal level, but how do we connect with them academically?

The committee agreed that much of this work should be more thorough discussed at the School Committee retreat July 26. We should also look at policies that would facilitate Early Childhood Education at BHS for the 2014-2015 school year.

GCIA next meeting, with final edits, to recommend approval.

3) GCG - Part Time and Substitute Staff Employment. This is on hold awaiting development a handbook for part-time and substitute teachers.

4) GCO - ON HOLD PENDING COLLECTIVE BARGAINING OUTCOMES

Retire GDO, recommended at June 17 Meeting

Retire GCO-R, recommended at June 17 Meeting

5) GC - Professional Staff Philosophy -

The committee agreed to recommend retirement for policy GC.

6) GCIA - this will come back to next meeting for a vote on final recommendation to SC.

7) Committee discussed MIAA's decision not to change current protocols for mouth-guards. Including the possibility of piloting an individual sport at PBS. The committee evaluated the pros and cons of students being directed to wear them as opposed to being voluntary. At this time policy Sub is not recommending action by the full committee.

8) Whistleblowers - We were unable to find any other districts, or MASC, with recommended policies to this effect.

The committee has asked the supt. to include language protecting ~~2011 JAN 29 PM 2 39~~ posters and handbooks.

Next Meeting August 12, 5:30PM at Administration Building

TOWN CLERK'S OFFICE
BOURNE, MASS

Meeting adjourned at 6:55

**Bourne School Committee
Policy Subcommittee
July 8, 2013 - Minutes**

2014 MAR 10 AM 10 40
TOWN CLERK'S OFFICE
BOURNE, MASS

Present: Matt Stuck, Jay O'Hara

Others Present: Superintendent Lamarche, Anne-Marie Strode

1) Minutes of June were accepted.

2) Moved to agenda item number 8, Future Agenda Items:

We need to look at dress code related policies, as per movement at BMS

The committee considered whether looking at policies, graduating requirements, including policy IL, that impact the culture at BHS in light of the drop in

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And how did all those pieces in the school fit together to create that student? We connect really well with BHS students on a personal level, but how do we connect with them academically?

The committee agreed that much of this work should be more thorough discussed at the School Committee retreat July 26. We should also look at policies that would facilitate Early Childhood Education at BHS for the 2014-2015 school year.

GCLA next meeting, with final edits, to recommend approval.

3) GCG - Part Time and Substitute Staff Employment. This is on hold awaiting development a handbook for part-time and substitute teachers.

4) GCO - ON HOLD PENDING COLLECTIVE BARGAINING OUTCOMES

Retire GDO, recommended at June 17 Meeting

Retire GCO-R, recommended at June 17 Meeting

5) GC - Professional Staff Philosophy -

The committee agreed to recommend retirement for policy GC.

6) GCLA - this will come back to next meeting for a vote on final recommendation to SC.

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8) Whistleblowers - We were unable to find any other districts, or MASC, with recommended policies to this effect.

The committee has asked the supt. to include language protecting whistleblowers in labor law posters and handbooks.

2014 MAR 10 AM 10:40

TOWN CLERK'S OFFICE

Next Meeting August 12, 5:30PM at Administration Building BOURNE, MASS

Meeting adjourned at 6:55

Policy Information

Series G - Personnel

Professional Staff Hiring

Policy # GCF

FILE:

GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon an awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screen committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority resets with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his recommendation to the School Committee.

NOTE: School committees may determine the size and composition of the screening committee.

Policy References:

MASC Policy

M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:SSB

Massachusetts Board of Education Requirements for

Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
BESE regulations 603 CMR 7:00, 26:00, and 44:00

Adoption Date: 1/1/1901, Revised: 10/6/1999
G - Personnel

Policy Information

Series G - Personnel

Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services

Policy # GCF-G

FILE: GCF-G

GUIDELINES FOR HIRING AN ASSISTANT SUPERINTENDENT, DIRECTOR OF STUDENT AND SPECIAL EDUCATION SERVICES, DIRECTOR OF BUSINESS SERVICES

The School Committee will establish a search committee for the hiring of an Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services.

Once the position of Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services is vacant the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The School Committee will appoint a search committee that includes representatives from the various groups listed below:

- Two School Committee members
- An administrator from Central Office
- A Principal
- A Teacher
- A PTA Member
- A Member From One of Our School Councils
- A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists

to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one School Committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then recommend his/her choice to the School Committee for appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Guidelines for the Hiring of a Principal Policy # GCF-GA

FILE: GCF-GA

GUIDELINES FOR THE HIRING OF A PRINCIPAL

The Superintendent will establish a search committee for the hiring of a Principal.

Once the position of principal is vacant, the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The Superintendent will appoint a search committee that includes representatives from the various groups listed below:

- One School Committee Member
- An Administrator from Central Office
- A Principal
- A Teacher from the Particular Building
- A PTA Member
- A Member from that Buildings School Council
- A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one school committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then make the appropriate appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2001
G - Personnel

2013 APR 17 PM 1 33
TOWN CLERK'S OFFICE
BOURNE, MASS

BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING

DATE: APRIL 22, 2013.

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCIA - Staff Development
3. GCG - Part time and Substitute Staff Employment
4. GCF - Staff Hiring
5. GCF-G - Guidelines for Hiring Asst. Superintendent, Dir. of Student Special Ed Services, Director of Business Services
6. GCF-GA - Guidelines for the Hiring of a Principal
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, Chairman
Anne-Marie Siroonian
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: AUGUST 12, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

2014 JAN 09 PM 2 39
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approval of Minutes
2. Policy GCO-R – Evaluation of Professional Staff
3. Policy GDO – Evaluation of Support Staff
4. Policy GC – Professional Staff Philosophy
5. Policy GCIA – Professional Development
6. Discuss Dress Code Review Process from BMS BBTLT
7. MGL c.149 s.185 - protecting whistleblowers
8. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

2014 JAN 29 PM 2:39

TOWN CLERK'S OFFICE
BOURNE, MASS

**Bourne School Committee Meeting
Policy Sub Committee
August 12, 2013**

Members Present: Matthew Stuck, Jay O'Hara, Anne-Marie Siroonian
Others Present: Steven Lamarche, Paul Gately, Jim Kinsella

Meeting called to order at 5:35pm

Request to move agenda item number 6 to number 1 - Discuss Dress Code Review Process from BMS BBTLT. Matt updated the committee on the initial conversations through culture sub in regards to implementing a change in the dress code policy for the middle school. Question was raised as to what happens when an infraction occurs. First and foremost it is looked at from a health perspective, pattern of behavior, etc. BBTLT will use this year to gather data and information for policy sub. Expect an update late fall.

Approval of Minutes: Minutes of July 8, 2013 were approved. Minutes of July 31, 2012 - November 5, 2012 - February 4, 2013 - March 4, 2013 and April 22, 2013 were approved as presented.

Policy GCO- R: Evaluation of Professional Staff - will re-assess it's retirement after completion of CBA's

Policy GDO: Evaluation for support Staff - will re-assess its retirement after completion of CBA's.

Policy GC: Professional Staff Philosophy - agree to recommend for retirement

Policy GCIA: Philosophy of Staff Development - add a line after the last paragraph: Reference: Collective Bargaining Agreements. Committee approves policy GCIA with recommended edits to the full school committee for action at the August meeting.

MGL c. 149 s. 185 - Protecting Whistleblowers: the law will be going into the staff resource handbook and administration is working on getting posters for posting in each facility.

Future Agenda Items

I Policies - related to curriculum

Meeting adjourned at 6:10pm

Next meeting date: September 9, 2013 at 5:30pm in Central Office

2013 SEP 5 AM 8 18 BOURNE SCHOOL COMMITTEE

TOWN CLERK'S OFFICE POLICY SUBCOMMITTEE MEETING
BOURNE, MASS

DATE: SEPTEMBER 9, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

- 1. Approval of Minutes
- 2. School Committee Section "Policies" (see attached index)
- 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:

Jonathan O'Hara, Chair
Anne-Marie Siroom
Matthew Stuck

CANCELLED

BOURNE SCHOOL COMMITTEE
2013 SEP 3 PM 11 58
POLICY SUBCOMMITTEE MEETING
TOWN CLERK'S OFFICE
BOURNE, MASS **DATE: SEPTEMBER 9, 2013**

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. School Committee Section "I" Policies (see attached index)
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:

Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck



Policies Series I - Instruction	
IA	Instructional Goals
IB	Academic Freedom
IC/ICA	School Year/School Calendar
ID	School Day
IE	Organization of Instruction
IGA	Curriculum Development
IGBH	Alternative Programs
IGD	Curriculum Adoption
IHA	Basic Instructional Program
IHAI	Occupational Education
IHAM	Health Education
IHAM-1	Parental Notification Relative To Sex Education
IHAM-1-E	Sample Notice To Parents/Guardians
IHAM-R	Health Education (Exemption Procedure)
IHAMA	Teaching About Drugs, Alcohol, and Tobacco
IHBB	Education Of Students Of High Potential
IHBD	Compensatory Education (Title 1)
IHBE	Bilingual Instruction
IHBEA	English Language Learners
IHBG	Home Schooling
IHBHB	Adult Education Programs
IHCB	Private School Approval
IIAC	Library Resources
IIAE	Reconsideration of Instructional Resources
IJ	Instructional Materials
IJ-R	Instructional Materials - Videos and DVDs
IJJ	Textbook Selection and Adoption
IJK	Supplementary Materials Selection and Adoption
IJL	Library Materials Selection and Adoption
IJL-R	Library Materials Selection and Adoption
IJM	Special Interest Materials Selection and Adoption
IJOA-1	Field Trips
IJOA-R	Out of State and/or Extended Overnight Trips

IJOC	School Volunteers
IK	Academic Achievement
IKB	Homework
IKE	Promotion and Retention of Students
IKF	Graduation Requirements
IKFB	Graduation Exercises
IL	Evaluation of Instructional Programs
ILBA	District Program Assessments
IMA	Teaching Activities/Presentations
IMB	Teaching About Controversial Issues/Controversial Speakers
IMD	School Ceremonies and Observances
IME	Computer/Network/Internet Acceptable Use
IMG	Service Animals In Schools

BOURNE SCHOOL COMMITTEE

2013 SEP 5 AM 8 18 **POLICY SUBCOMMITTEE MEETING**

TOWN CLERK'S OFFICE
BOURNE, MASS

DATE: SEPTEMBER 10, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

- 1. Approval of Minutes
- 2. Norms
- 3. Goals
- 4. Policy IA - Instructional Goals
- 5. Policy IB - Academic Freedom
- 6. Policy IC/ICA - School Year/School Calendar
- 7. Policy ID - School Day
- 8. Policy IE - Organization of Instruction
- 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:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: SEPTEMBER 10, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

2014 JAN 29 PM 2 39
TOWN CLERK'S OFFICE
BOURNE, MASS

AGENDA

1. Approval of Minutes
2. Norms
3. Goals
4. Policy IA - Instructional Goals
5. Policy IB - Academic Freedom
6. Policy IC/ICA - School Year/School Calendar
7. Policy ID - School Day
8. Policy IE - Organization of Instruction
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:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

Bourne School Committee Meeting
Policy Sub Committee
September 10, 2013

Members Present: Laura Scena, Jay O'Hara, Matthew Stuck (arrived at 5:50)
Others Present: Steven Lamarche, Ann-Marie Strode, Jim Kinsella

Meeting called to order at 5:35 PM

Minutes

1. Reviewed and accepted August 12, 2013 minutes.

Discussed norms: Norms:

Jay O'Hara will serve as 2013-14 Chair of Policy Subcommittee – Unanimously approved.
Matt Stuck will serve as Secretary for 2013-14 – Unanimously approved.

Other Subcommittee Norms:

- a. Being prepared and have read policies prior to meeting;
 - b. Meetings not to exceed an hour and half;
 - c. Focus on policies by series and proceed sequentially through them and not to jump around throughout sections (unless necessitated by other factors);
 - d. Maintain a spreadsheet to track the status of policies
2. Goals:
 - a. To ensure that all policies have an operational and functional document that is accessible
 - b. To evaluate how BPS policies are going to impact the students of the district
 - c. To assess the guidance for the Superintendent and the district, and the value of students in the district.
 3. Policy IA (Instructional Goals): Policy IA does not support student achievement or the growth of the district. The MASC no longer supports this policy. Motion to recommend retirement policy IA (Instructional Goals) made by Jay O'Hara and seconded by Matt Stuck. Unanimously approved. Outcome: Will be recommended for retirement at Oct 2013 SC meeting.
 4. Policy IB (Academic Freedom): Intent of policy should be to encourage academic risk-taking and freedom of expression. Goals of policy should include: encouraging students embracing their academic freedom and ask hard questions, and supporting teachers to take risks with their practice to improve learning. Outcome should support strong instructional practice. Academic Freedom case studies from DESE support these aims. Outcome: Superintendent to draft a 2-3 sentence re-write before the October Policy Sub.
 5. Policy IC/ICA (School Year/School Calendar):
 - Rename policy "ICA: School Calendar"
 - Replace 'May 1st' with "the April School Committee meeting"
 - In paragraph 1, add: "in accordance with Massachusetts General Laws and the Code of Massachusetts Regulations." after 'Board of Education.'
 - Delete middle 2 paragraphs (#1 and #2)
 - Keep last paragraph
 - Confirm & hyperlink referencesOutcome: Distribute for first read at October SC Meeting

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6. Policy ID (School Day):

-Add sentence 2: "The school day will be in accordance with the collective bargaining agreements."

-Last sentence, edit: Parents and "caregivers" and "through multiple mediums."

Delete Paragraph 2

Outcome: Superintendent to make edits before the October Policy Sub.

7. Policy IE (Organization of Instruction): Refer to Curriculum Sub for review and feedback before the next meeting.

8. Future Agenda Items

Review Policy Adoption BGB

Review ID draft revision

Review IB draft revision

Action on IC/ICA come back after SC distribution

Review IE feedback Curriculum Sub

Review IGBH feedback from Student Services

Discuss IGA (Curriculum Development)

Discuss IGD (Curriculum Adoption)

Next Meeting: 5:30PM, 10/8 (second Tuesday)

Adjourned: Meeting was adjourned at 6:32 PM.

Rescheduled

BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING ^{2014 JAN 29 PM 2 38}

DATE: OCTOBER 15, 2013
TIME: 5:30 PM
TOWN CLERK'S OFFICE,
BOURNE, MASS

PLACE: BOURNE PUBLIC SCHOOLS
ADMINISTRATION BUILDING

AGENDA

1. Minutes
2. Review Policy Adoption BGB "Policy Adoption"
3. Review Policies BDE and BDE-R on Subcommittees
4. Review ID "School Day" draft revision
5. Review IB "Academic Freedom" draft revision
6. Action on IC/ICA "School Calendar" come back after SC distribution
7. Review IE "organization of instruction" feedback Curriculum Sub
8. Review IGBH "Alternative Programs" feedback from Student Services
9. Discuss IGA (Curriculum Development)
10. Discuss IGD (Curriculum Adoption)
11. Future Agenda Items

Meeting Postponed to Nov. 12

Rescheduled

"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:

Jay O'Hara, Chairman
Laura Scena
Matthew Stuck, Secretary

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

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**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: NOVEMBER 12, 2013**

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

- 1) Review Policy Adoption BGB "Policy Adoption"
- 2) Review Policies BDE and BDE-R on Subcommittees
- 3) Review ID "School Day" draft revision
- 4) Review IB "Academic Freedom" draft revision
- 5) Action on IC/ICA "School Calendar" come back after SC distribution
- 6) Review IE "organization of instruction" feedback Curriculum Sub
- 7) Review IGBH "Alternative Programs" feedback from Student Services
- 8) Discuss IGA (Curriculum Development)
- 9) Discuss IGD (Curriculum Adoption)
- 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:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

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**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
DATE: NOVEMBER 12, 2013**

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

- 1) Review Policy Adoption BGB "Policy Adoption"
- 2) Review Policies BDE and BDE-R on Subcommittees
- 3) Review ID "School Day" draft revision
- 4) Review IB "Academic Freedom" draft revision
- 5) Action on IC/ICA "School Calendar" come back after SC distribution
- 6) Review IE "organization of instruction" feedback Curriculum Sub
- 7) Review IGBH "Alternative Programs" feedback from Student Services
- 8) Discuss IGA (Curriculum Development)
- 9) Discuss IGD (Curriculum Adoption)
- 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:

Jonathan O'Hara, Chairman
Laura Scena
Matthew Stuck

**Bourne School Committee Meeting
Policy Sub Committee
November 12, 2013**

Members Present: Matthew Stuck, Jay O'Hara
Meeting called to order at 5:45 PM

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BOURNE, MASS

Accepted Minutes from 9/10/13

1. Reviewed Policy BGB 'Policy Adoption' with no recommended changes at this time.
2. Reviewed Policy BDE 'Subcommittees of the School Committee'. The latest revision from 05 September 2012 needs to be posted on the web site in place of the existing one. Matt will bring copies of the updated BDE to School Committee meeting for distribution & review. The recommendation will be made to retire BDE-R if it is incorporated in to the existing BDE (dtd 05 Sep 12).
3. Reviewed Policy ID 'School Day' draft revision for changes and edits from the September meeting. Policy will be distributed for School Committee Review at the next meeting. Policy Sub will review feedback at the next Policy Sub meeting. Anticipate Action Item at the December School Committee Meeting.
4. Reviewed current Policy IB 'Academic Freedom'. Superintendent and subcommittee members could find few current samples of substantive policies concerning academic freedom, other than curricular recommendation, and none which contained content other than that which appears on the MASC web site. The current iteration of Policy IB does not add value to the concept of Academic Freedom and Policy Sub recommends that it be retired at next School Committee meeting.
5. Reviewed draft policy revision of ICA: School Calendar following the October distribution at School Committee. No feedback was received from School Committee members, the public or staff. Policy will be recommended for approval at next School Committee meeting. Item 2: Transportation Policy Review.
6. Review Policy IE 'Organization of Instruction' feedback from Curriculum Sub. Laura will bring feedback to the next Policy Sub.
7. Review Policy IGBH 'Alternative Programs' feedback from the Director of Student Services. Jay will email Christina Stuart to collect any recommended changes.
8. Discuss IGA 'Curriculum Development'. Reviewed the existing policy. Policy is a broad statement which generalizes collaboration, with no requirement on curriculum review cycles or other specific expectation in the district. Policy should be redrafted to include definition of terms (curriculum and program of studies, at least) – we may consider drafting policy IG 'Curriculum' first, an appropriate review cycle and

expectations, and desired stakeholders. Redraft at next Policy Sub with intent to fwd to Curriculum Sub for review.

9. Discuss IGD 'Curriculum Adoption'. Reviewed the existing policy. Current policy provides only general process discussion, and the expectation that the School Committee will be alerted to substantive changes in the curriculum. There is no mention of a BMS program of studies or curriculum at the elementary levels, how the programs of studies supports the curriculum, or that curriculum is expected to be aligned from K-12. Policy should lay out the expectations of what needs to be approved by School Committee and how. Redraft at next Policy Sub with intent to fwd to Curriculum Sub for review.

10. Future agenda items: Review ID 'School Day', Review Curriculum Sub feedback for IE 'Organization of Instruction, Review Student Services feedback of Policy IGBH 'Alternative Programs', Redraft IGA, Redraft IGD, Consider possible IG, Discuss IHA 'Basic Instructional Program', Discuss IHAI 'Occupational Instruction'

Adjourned at 7:05

Next Meeting: Tuesday, 11/19 at 5:30 and Regular Policy Sub on Monday 12/9 at 5:

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**BOURNE SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING**

DATE: NOVEMBER 19, 2013 RESCHEDULED FOR DECEMBER 10, 2013

2014 JAN 29 PM 2 38

TOWN CLERK'S OFFICE
BOURNE, MASS

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

Agenda:

1. Minutes
2. Review Policy ID 'School Day',
3. Review Curriculum Sub feedback for Policy IE 'Organization of Instruction
4. Review Student Services feedback of Policy IGBH 'Alternative Programs'
5. Redraft policy IGA "Curriculum Development"
6. Redraft policy IGD "Curriculum Adoption"
7. Consider new possible IG "Curriculum",
8. Discuss Policy IHA 'Basic Instructional Program'
9. Discuss Policy IHAI 'Occupational Instruction'
10. Discuss Policy IKF "Graduation Requirements"
11. Future Agenda Items

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

Members:

Jonathan O'Hara, Chairman

Laura Scena

Matthew Stuck

Policy Sub

Tuesday, December 10, 2013

School Administration Building

Opened at 5:33PM. Attendees: Matt Stuck; Jay O'Hara, Laura Scena (Department Head), Steve Parnache (Supt.), Buzz Sequeira (Community member)

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1. Accepted Minutes from 11/12/13
2. Reviewed Policy ID 'School Day'. Final draft reviewed. Discussed the emphasis on student arrival not more than 15 minutes ahead of time. Will be distributed at January SchComm. Based on some community/parent feedback and current research findings, the concept of a later start to HS day was raised. Jay will reach out to HS BBTLT.
3. Reviewed Policy IE 'Organization of Instruction'. Curriculum Sub feedback was that we should consider retiring it. Discussed the nature of instruction beginning through grade spans, but the policy is empty of value to teachers or students. Policy Sub concurs and will recommend its retirement to the SchComm.
4. Reviewed Policy IGBH 'Alternative Programs'. Policy contains unspecific content which does not seem to add value to the development of student programs in the district. Director of Student Services will provide also feedback. We will reevaluate in January.
5. 6. and 7. Redraft IGA 'Curriculum Development,' Redraft IGD 'Curriculum Adoption' and Consider new possible IG 'Curriculum.' Curriculum Sub recommended combining IGA & IGD as both are unspecific and included in both the MGL's and Assistant Superintendent's job description. Steve drafted a combination of IGA and IGD to a three paragraph Policy IG 'Curriculum Development and Adoption'. Reviewed, discussed and will distribute at the January SchComm.
8. Discuss Policy IHA 'Basic Instructional Program.' Policy is too vague and does not seem to add value to supporting student growth. We should consider a Policy IH 'Instructional Goals' which address love of learning, habits of mind, critical thinking, strong work ethic, etc. This should combine IHA. Jay will redraft a
9. Discuss Policy IHAI 'Occupational Education.' See above.
10. Discuss IKF 'Graduation Requirements.' Reviewed the existing policy. Jay will reach out to HS Guidance Department for feedback or recommendations on the way ahead for this.
11. Future agenda items: Review feedback from distribution of ID 'School Day', Review Student Services feedback of Policy IGBH 'Alternative Programs', Review feedback from distribution of IG 'Curriculum Development and Adoption', Review proposed IH 'Instructional Goals', Discuss IKM 'Graduation Requirement', Review all IHAMs (relative to health education), Discuss IHBB 'Educating Students of Potential', Discuss IHBD 'Compensatory Education'.

Adjourned at 6:51

Next Meeting: Tuesday, 1/14 at 5:30.

Agenda—January 14, 2013

Bourne SEPAC

Bourne Middle School
6:00 PM - 7:30 PM

1. Introductions
2. Minutes from December 3, 2012
3. PALS presentation by Martha Martin
4. Public comment
5. Adjournment

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Bourne SEPAC meeting

March 18, 2013 Middle School Library 6:00-7:30 PM

1. Introductions
2. Minutes from January 14
3. Notes about Special Olympics
4. Best Buddies presentation by Kim Donnelly, Falmouth High School
5. Election
6. Review of by-laws
7. Public comments

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BOURNE SPECIAL EDUCATION PARENTS ADVISORY COUNCIL

MEETING, MONDAY MAY 20, 2013

OPEN MEETING...ALL INVITED

TIME: 6:00 PM TO 7:30 PM

PLACE: BOURNE MIDDLE SCHOOL....MEDIA ROOM

PROGRAM: PRESENTATION ON THE BEYOND THE CLASSROOM PROGRAM

AGENDA:

1. Introductions
2. Presentation by Laura Perry, Jen Riley and their students about Beyond the Classroom
3. Election—candidate: Susan Schmidt, co-chair, two year term
4. Vote on adoption of revised by-laws
5. Planning for 2013-2014 meetings
6. Public comments
7. Adjournment

2013 MAY 16 PM 8 42
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Bourne Special Education Parents Advisory Council

Meeting, October 7, 2013

Open meeting....All Invited

Time: 6:00 pm to 7:30 pm

Place: Bourne Middle School, Media Room

Program: Parent's Rights Annual Meeting

Agenda:

- 1. Introductions**
- 2. Presentation of Parents' Rights**
- 3. Explanation of activities for meetings**
- 4. Information on Resource Fair for October 19 (need for volunteers)**
- 5. Public Comment**
- 6. Adjournment**

2013 OCT 3 PM 9 15
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Amanda Davis <davis.amanda867@gmail.com>
To: Kody Davis <skaterboy101@gmail.com>
agenda for sepac

November 29, 2013 9:32 AM



Bourne SEPAC meeting December 2, 2013
6:00-7:30 PM in the Bourne Middle School Media Center

Public Welcome

1. Introductions
2. Minutes from May and October meetings
3. Follow up from Resource Fair
4. Presentation from MASS REHAB about transition
5. Public comment
6. Adjournment

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Amanda N. Davis
Director, ASCC Children with Special Needs Support Group
(251) 654-6319

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STURGIS CHARTER PUBLIC SCHOOL

105 West Main Street Hyannis, MA 02601 Room 205

Finance Committee Meeting

Monday January 28, 2013

5:45 PM

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AGENDA:

1. Review Minutes of December 21, 2012
2. DECEMBER EOM Financials
3. Impact of 2013 Banking Regulations
4. Review of Report Format & Presentation
5. Other Business
5. Next Meeting – February 25, 2013
6. Adjourn

STURGIS CHARTER PUBLIC SCHOOL

**Board of Trustees Meeting
105 West Main Street, Hyannis, MA**

**Agenda
Monday, January 28, 2013 at 6:30 p.m.**

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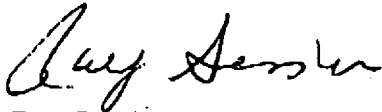
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|---|------------|
| 1. Call to order | |
| 2. Review minutes of December 17, 2012 meeting | Motion |
| 3. Public Comment | |
| 4. Finance Committee Report | Discussion |
| 5. Charter Renewal Inspection Report | Discussion |
| 6. Status Report on 105 W. Main | Discussion |
| 7. Enrollment Report for 2013-14 | Discussion |
| 8. Staff Report | Discussion |
| 9. Board Goal Report: Information, Materials, and Plans for Dissemination | Discussion |
| 10. Board Goal: Replication Story | Discussion |
| 11. Executive Director's Report | Discussion |
| 12. Next Regular Meeting: Monday, February 25 at 6:30 p.m. | Discussion |
| 13. Adjourn | Motion |

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TOWN CLERK'S OFFICE
BOURNE, MASS**PLEASE POST ON THE TOWN HALL BULLETIN BOARD**

Notice of a meeting of the Sturgis Charter Public School Board of Trustees will be held open to the public as required by the Massachusetts General Law, Chapter 39, Section 23B on Monday, January 28, 2013 at 6:30 p.m. at Sturgis Charter Public School, West Campus, 105 West Main Street, Hyannis, MA.

Respectfully submitted,



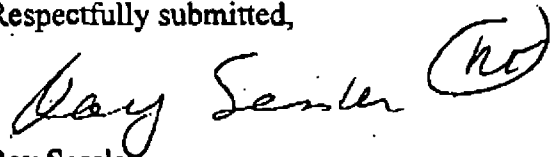
Ray Sessler
President
Board of Trustees



PLEASE POST ON THE TOWN HALL BULLETIN BOARD

Notice of a meeting of the Sturgis Charter School Finance Committee will be held open to the public as required by the Massachusetts General Law, Chapter 39, Section 23B on Monday, May 20, 2013 at 5:45 p.m. at Sturgis Charter Public School, East Campus, located at 427 Main Street, Hyannis, Massachusetts 02601.

Respectfully submitted,



Ray Sessler
President
Board of Trustees

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TOWN CLERK'S OFFICE
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