

TOWN OF PROVINCETOWN
SCHOOL COMMITTEE

Meeting Minutes

of

August 31, 1999

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Members Present: Lois Borgesi (Chair), Frank Wills (Vice-Chair), Adrienne Duncan (Secretary), William Rogers, Dana Berry

Members Absent: None.

Others Present: Dr. Susan Fleming (Superintendent), Mr. Marino (PHS Principal), Rachel Crosby (Recording Secretary), parents, students and staff.

Call to Order: Chair Lois Borgesi called the Regular Session to order at 7:05 P.M.

REGULAR SESSION

VISITORS STATEMENTS

Mr. Fox asked that it be noted that the Chairman of the Student Advisory Committee to the School Committee was not present at the School Committee meeting as required under MGL 5 1. Mr. Fox asked that it also be noted that minutes of previous meetings of the School Committee also did not indicate that the Chairman had been present. Frank Wills said that it was the Liaison from the Student Advisory Committee that was not present.

Peggy Sheehan asked if there was a procedure for dealing with adults that interfered with school group meetings. She also asked about validating parking for persons attending the School Committee meetings.

MPWTES

April 13, 1999, Executive Session - postponed until the next Executive Session.

June 8, 1999, Executive Session - postponed until the next Executive Session.

August 10, 1999, Regular Session - Dana Beny moved to approve with minor corrections and changes, Adianne Duncan seconded, and it was voted, 5-0.

COMMUNICATIONS

1. Superintendent's Evaluation 1998-99 - postponed.

2. History of Grace Hall Parking Lot - Dr. Fleming reported on the results of her research into the history of the parking lot. Dr. Fleming said she would continue to try and find how and when the custodial authority of the lot had been transferred to the Town. Lois Borgesi confirmed that the Town no longer rents the lot from the School.

Dr. Fleming also presented the following:

A document entitled "Roles and Responsibilities for School Committees and Superintendents Notice of a Joint Conference on September 30, 1999

Notice of Planning Board hearing for a proposed development on Shank Painter Road. Letter from Dr. Fleming to staff concerning the start of the school year

Letter from Department of Education (DOE) containing the decision on the complaint from Mr. Fox concerning student records.

Letter from DOE with notification that teachers Eric Beck and Mary Beck have been nominated for consideration for the Massachusetts Teacher of the Year 2000 Award.

Letters from the Massachusetts Association of School Committees (MASC) congratulating Provincetown on having two presentations selected for the "Share the Success" showcase in November.

A 'Fact Sheet 99' from the Department of Education, dated August 99.

EDUCATIONAL UPDATE

GRANT UPDATES / TBE EMERGENCY RVIMIGRANT EDUCATION GRANT - Dr. Fleming referred to a list of grants applied for this year and mentioned that there was a good possibility of receiving a Emergency Immigrant Education Grant to help with the cost of educating the Kosovo students. Dr. Fleming also referred to a list of Professional Development Opportunities and Programs in which Provincetown staff have recently participated.

UNFINISHED BUSINESS

FOOD SERVICE DIRECTOR: WORK HOURS - Dr. Fleming referred to a memo sent to the School Committee

concerning the status of the School Lunch Revolving Accounts and the availability of funds to pay for the increase in hours, *Frank Wills moved to increase the hours of the Food Service Director from 5 hours to 6 hours per day, Dana Berry seconded* At a suggestion from Lois Borgesi, *Frank Wills amended his motion to include the conditions of approval with one-year trial basis and an evaluation at the end of the year. Dana Berry seconded the amended motion. The motion was approved by a vote of 5-0.*

BUILDING USE FORM - Dr. Fleming referred to copies of the various forms, both old and in use by the School and the Town. *Adianne Duncan moved to approve the proposed new Building Use Application Form, Dana Berry seconded and it was so voted 5-0.* Dr. Fleming recommended that the School Committee bring an article to Town Meeting to establish a revolving account for the income and expenses associated with School Facility Use.

CAMPUS PROVINCETOWN - Dr. Fleming referred to letter from Ed Lenox, School Counsel, concerning the legal issues involved in granting the use of school property to Campus Provincetown. Representatives from Campus Provincetown, the Fine Arts Work Center and the Center for Coastal Studies spoke about the various programs and their desire to use school classrooms in the 1999-2000 school year. The School Committee discussed the proposed uses and associated issues. Dr. Fleming clarified that the organizations could apply via the Building Use Form and applications would be decided on a case-by-case basis. Such an approach would eliminate the need to consider declaring the Annex or other school building to be surplus. William Rogers asked that Dr. Fleming be required to bring each individual Building Use Application Form to the School Committee for approval Frank Wills suggested that it might be enough to have Dr. Fleming simply inform the School Committee of granted uses. By consensus, the School Committee agreed that receiving copies of the Building Use Applications in their meeting folders was sufficient notice.

"PHILOSOPHY, DEFINITIONS AND PROTOCOL THAT SUPPORT PROTECTING STUDENTS FROM HARASSMENT AND HATE CRIMES: SECOND READING - Dr. Fleming thanked the Provincetown Police for their help in developing the Philosophy and Protocol. Mary Ellen Springler spoke concerning the fact that the Philosophy and Protocol had not been mailed to parents. Dr. Fleming clarified how the Philosophy and Protocol would be distributed and Lois Borgesi clarified the document's intent. Ms Trovato suggested that a provision for mediation be included. Police Chief Anthony emphasized how important he felt the Philosophy and Protocol was and how necessary it was to begin the school year with it in place. Mr. Fox asked whether the Philosophy and Protocol was considered School Committee policy. Mr. Fox also asked if any school governance body had been included in the development of the Philosophy and Protocol and whether it had come before the School Committee Policy Sub-Committee. Lois Borgesi responded that the Philosophy and Protocol was not a School Committee policy, but that it would be attached to the Harassment Policy. Lois Borgesi said that the Philosophy and Protocol had been mailed to the School Councils and Mr. Marino said that the High School Council had not yet met to discuss it.

Dana Berry moved to modify the Philosophy and Protocol to change any instance of the word 'office' to 'Protocol,' *Adianne Duncan seconded and it was so voted, 5-0.*

Mr. Fox asked about the potential for an incident not being directly observed by a staff member, but rather reported to a staff member or the Human Rights Officer and Dr. Fleming clarified the procedure to be followed. Frank Wills suggested that the public provide further input in the form of written comments. *Dana Berry moved to accept the Philosophy and Protocol for a second reading, Adianne Duncan seconded and it was so voted, 5-0.*

PHS HANDBOOK - Mr. Marino reported that the draft Handbook had been revised per suggestions from the School Councils and the School Committee. The School Committee discussed other corrections and revisions.

Dana Berry moved to approve the PHS Handbook, as revised, for the 1999-2000 school year, Adianne Duncan seconded and it was so voted, 5-0.

STAFFING:

School Nurse - Dr. Fleming referred to her memo recommending Susan Baker be hired as School Nurse. *Frank Wills moved to approve the hiring of Susan Baker as the School Nurse, Dana Berry seconded, and it was so voted, 5-0.*

Director of Student Services - Dr. Fleming reported that a viable candidate had been found and would be coming for a second interview. William Rogers recommended having a plan should a new Director not be found and Dr. Fleming said she would discuss that possibility at an Administration meeting.

SCHOOL CHOICE - Dr. Fleming referred to a School Choice Status Balance Sheet as of August 1999, which shows anticipated expenditures for FY 2000 and discussed it with the School Committee. *Adianne Duncan moved to approve the FY 2000 school choice budget, Frank Wills seconded and it was so voted, 5-0.*

PSC POLICY: IKB, HOMEWORK POLICY, SECOND READING - The School Committee and Mr. Marino discussed how homework and the time required to do it should be defined. Dana Berry offered a draft Homework Policy and a schedule of homework times by grade levels. By consensus, the School Committee agreed to return this policy to the sub-committee for reconsideration.

OTHER -None

NEW BUSINESS

PSC Policies: First Reading

IHBE-A English as a Second Language

IHBF, Home Schooling

IHBF-E Home Schooling -

IHBF Alternative School Programs -

IHBH-B Magnet Schools -

IRCA Summer Schools -

Adrienne Duncan moved to approve all of the above School Committee policies for a first reading, Dana Berry seconded and it -was so voted, 5-0.

PROFESSIONAL DEVELOPMENT - Dr. Fleming referred to a document entitled "Provincetown School District Professional Development Plan 1999-2000" and clarified that it needed to be submitted to the State. *Dana Berry moved to approve the Provincetown School District Professional Development Plan 1999-2000 ". Adrienne Duncan seconded, and it was so voted 5-0.*

Work with National Faculty - Dr. Fleming proposed a special workshop, to be facilitated by staff from the National Faculty, for members of the School Committee to discuss various issues. After discussion, the School Committee decided to hold such a workshop on October 26th and 27th.

GOALS:

Dr. Fleming referred to a document entitled "District and School Five-Year Goals for Provincetown: July 1999 - June 2004". The School Committee discussed the Goals and Mr. Marino and Dr. Fleming clarified how the goals would translate into concrete actions and how the progress would be measured and reported.

Adrienne Duncan moved to continue the meeting past 10. 00 P.M., Frank Wills seconded, and it was so voted, 5-0.

SCHOOL COMMITTEE SUB-COMMITTEES:The following School Committee members volunteered for the following sub-committees:

Negotiations - William Rogers and Lois Borges. Budget - Frank Wills and Adrienne Duncan. Building - William Rogers and Lois Borges. Policies - Dana Berry and Frank Wills.

Job Descriptions - Dana Berry.

PAE Discussion - Lois Borges and William Rogers.

SCHOOL COUNCIL PROPOSALS: FORMATION AND MEMBERSHIP: Dr. Fleming referred to a document prepared by Mr. Marino entitled "Process for the Composition and Formation of the PHS School Council." Dr. Fleming and Dana Berry confirmed that the proposal conformed to the appropriate MGL statutes. By consensus, the School Committee changed the word "Process" to "Plan". *Frank Wills moved to approve the Plan, Dana Berry seconded and it was so voted, 5-0.*

VENTILATION ENGINEERING BID - Dr. Fleming reviewed the bids received and explained her recommendation. *Adrienne Duncan moved to accept the bid from TCI Engineers for a total of \$5,600, Dana Berry seconded and it -was so voted, 5-0.*

OTHER - Dr. Fleming distributed a memo on Student Accident Insurance, 1999-2000. By consensus, the School Committee postponed discussion.

CLOSING STATEMENTS

Dr. Fleming stated that she was very positive about the upcoming school year.

ADJOURNMENT

Adrienne Duncan made a motion to adjourn at 10.22 P.M. and it was so voted unanimously.