

PROVINCETOWN SCHOOL COMMITTEE MEETING

Provincetown High School
Elmer I. Silva Learning Center
12 Winslow Street
Provincetown, MA 02657

October 8, 2013 – 5:30 p.m.

Board Members Present: Kerry Adams, Cass Benson, Anthony Brackett, Shannon Patrick

Others Present: Dr. Beth Singer, Superintendent and Principal Kim Pike

Absent: Jamie Kryszkiewicz

Speakers: Nancy Flascher, Betty White, Alma Swanson

1. Meeting was called to order by Kerry Adams at 5:30 p.m.
2. Roll was called
3. Public Comments: None
4. Minutes: The minutes from August 13th were reviewed with one correction noted.
Correction: the last line #8 was corrected to say: we did sell 100 tickets at \$100 each.
Motion to accept by Cass Benson, and seconded by Anthony Brackett. Motion passed.
4-0-0 The reading of the minutes from July 9th and September 10th were waived until the next meeting.

Presentation/Discussion:

The presentation by Carrie Lopes was postponed.

Nancy Flasher spoke regarding the Middle Year Program (MYP). Before October 1st, an application was sent, and a response should be known in about a month. Parent/Teacher Conferences are leading toward student led conferences and will give students ownership of learning and ability to articulate goals academically as well as organizationally.

1. Academic goals – in core subjects
2. Specialist areas – i.e. music, arts
3. Personal goals – possibly outside activities or in school activities
Can share goals with parents and teachers

Parent/Teacher Conferences will be on the 23rd and 24th of October.

Kim Pike shared an overview on Intervention Extension Block – referred to as a Walk About. She shared plan to identify struggling students, and the realization that it is difficult to find time to assist in needed areas and time for specific interventions. A master schedule with staffing has been created - working with time clusters, i.e. K, 1, 2 and 3, 4. There are different level teachers that work as a team. Reviewing how to improve and develop plans for 2-3 week periods. Grades can work together in some areas and work on special skills, i.e. reading, math – a walk about. Feedback shows plan is really helping students. Teachers have goals based on student achievement. Plan has improved collaboration and teachers are excited. Tony commented that this is a very valuable program.

5. Superintendent's Update:

- Exterior renovation: Dr. Singer stated that exterior renovation of the high school building is on time and slightly ahead of schedule. Cast stone will be delivered on Thursday, and removed stones will be removed. Date projected for completion is 11/4/13, and that 29% of the budget has been spent thus far. Sees Costa Rica Mission possible as fundraising for 7th and 8th grade trip – in the bank is \$19,000 plus. Next fundraiser is underway from Gift Sales, mostly organic products. Students are taking orders – 40% of proceeds go to fundraising efforts. Goal is \$2500. Total to be raised is approximately \$12,000. On Saturday candy bars were sold at the Firehouse and sold out (more have been ordered to sell).
- Costa Rica:Mission Possible: There was a meeting with Art Association with the trip in mind. Lynn Stanley talked with 7th and 8th graders. Lynn has written a grant. The students have shown enthusiasm. Shannon Patrick shared that candy bars were sold at the Firehouse.
- Community Partnerships: Students will stay out in Ray Wells Dune Shack. It is geared toward grades 6th, 7th, and 8th graders for overnights, and 5th graders will have day hikes. Staff will chaperone, and letters are being sent out to advise parents. The Finance Committee members will be notified. The kids in Community Project Class – PTV will work with 8th grade students in preparing for their dune shack time. The 6th graders interviewed Brandon Motta from the Recreation Department, and 5th graders will speak with the Council on Aging.

- Dr. Singer shared that PTV has a new staff member (Amy Davies) who is working on a series of broadcasts to educate the community about IB. Lynn Stanley has written a grant – a black light instillation. A fact sheet on IB is being developed.

6. Unfinished Business:

Infant/Toddler Assistant Teacher Job Description was discussed. Vote was asked for and motion was made by Cass Benson and Seconded by Shannon Patrick. Motion passed.

Budget Meetings: Selected Plan A – Separate Adoption Meeting on October 19th at 5:15 p.m. Motion not needed. Finance Committee will be notified. The PSC will have two budget meetings scheduled for October 21st and November 4th.

7. New Business:

- Anti-Bullying Policy – See Attachment C and revision pages for changes in the Bullying Prevention Guidelines. Motion was made by Anthony Brackett and Seconded by Cass Benson and carried 3-0-0.
- CIP-FY'15 – On CIP request for town budget meetings, Shannon Patrick moves that we request \$29,900 (see quote from Cape Cod Excavating) to repair stairs between buildings, that we request \$62,000 for a generator (see quote from Almeda Architects - which we believe has already been allocated to us), and that we request \$150,000 for the heating system (see quote from Rise Engineering). Cass Benson seconds the motion. The motion carried 4-0-0.
- Provincetown High School Name Change: Betty White stated that changing the name of Provincetown High School (an historic building) is disturbing. She shared concerns about removal of the stone which would deface the building in addition of the cost of removal. Tony stated that a person (not wanting to be identified) spoke of a name change. He stated the name identifies a building (a structure) not a body of students. Shannon stated the name should stay Provincetown High School with no changes. Cass stated she did not want a name change, and that people need to know that the building is not empty – there is a viable school. Alma Shannon discussed that the Provincetown High School Building should keep the name but stated that signage should be created to identify the building as the elementary school to save the integrity of the building. Tony also stated he agreed the name should not change, but that it is difficult to get people to understand the building is called Provincetown High School Building. He discussed the need to have conversations with the community to

remind people there is a school there. He shared that he felt there would be a difficult time with discussions with the Finance Committee, and that cost to run the school should not matter. Kerry added that he does not favor a name change, and stated that the Provincetown High School Building has a school in it. Dr. Singer stated it should be noted that the School Board discussed and rejected a name change. It was agreed that no vote would be taken.

- Job Description for a personal attendant is submitted in Attachment E – no action is necessary.
- Enrollment statistics have been taken as of October 1st – see Attachment F, and will be updated.

Other Business:

Superintendent Singer discussed a student's transfer out of our system into a residential school situation. This will require additional funds. Information is sent to the Finance Committee, Finance Director, and Town Manager. The funds are non-negotiable for this out of district placement. This requires emergency funds as it is too late to get on the STM FY'14 budget/warrant. We will have some reimbursement available to us from the state.

The regular meeting adjourned at 7:30 p.m. with an executive session to follow.

Respectfully submitted:

Maghi Geary

Approved by the school committee on November 5, 2013.

BULLYING PREVENTION

The Provincetown Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;

- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Provincetown public schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Provincetown school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The District Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school District Principal or their designee.

Investigation Procedures

The District Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school District Principal or designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school District Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the District Principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen workdays (Monday-Friday Holidays not included) from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the District Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the District Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance

The Provincetown Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

File: JICFB

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of Faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Provincetown Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by the EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:370; 265:43,43A; 268:13B; 269:14A

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

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**PROVINCETOWN PUBLIC SCHOOLS
PROVINCETOWN, MASSACHUSETTS**

JOB DESCRIPTION

TITLE: Personal Attendant

JOB GOAL: To assist the Special Education Team in delivering and managing instruction, supervision, and behavioral programs which support the individualized plan for education.

QUALIFICATIONS:

1. Associate's degree or reasonable equivalent.
2. A demonstrated knowledge and ability to assist the Special Education Professionals in the delivery of IEP services.
3. American Sign Language certificate, preferred.
4. Physical strength to lift, maneuver and position up to 75 lbs.

IMMEDIATE SUPERVISOR/REPORTS TO: Special Education Teacher(s)/Appropriate Therapist(s)
EVALUATOR: District Principal, with input from all supervising teachers and therapists

PERFORMANCE RESPONSIBILITIES:

1. Provides input in lesson and classroom planning
2. Performs duties of a personal nature (diapering, toileting, cleaning and/or changing of clothes/undergarments), subject to the appropriate training provided by the school system and performed in the presence of another adult when possible.
3. Implements practice and reinforcement of skills designed and provided by the professional staff.
4. Implements general and specific behavioral management programs and protocols as developed by the professional staff.
5. Escorts student and manages mobility with a variety of equipment, subject to appropriate training provided by the school system.
6. Maintains accurate records of student progress on forms provided by the professional staff and as directed by professional staff.
7. Communicates progress as well as general student information to professional staff.
8. Communicates daily with parent via a checklist with room for comments, provided by the Special Education Teacher.
9. Participates in professional development days, per contract.
10. Maintains appropriate level of ethical behavior and confidentiality of information.
11. Performs other duties related to his/her performance responsibilities, as assigned by the District Principal.

SALARY AND TERMS OF EMPLOYMENT*- (The Personal Attendant position is part of the Paraprofessional Unit.) As Identified in the Paraprofessional Contract with the following exceptions:

1. The work day will be 7 hours.
2. The Personal Attendant will earn a salary enhancement of \$1.50 per hour.
3. The term of employment will be dependent on the period of enrollment of the student. The Personal Attendant will be given notice a minimum of two weeks in advance of the expected end of the student's enrollment.

The Provincetown Public School System does not discriminate in recruitment, hiring or employment practices as relates to age, race, color, gender, sexual orientation, handicap, religion or national origin.

Approved by Bill King Date 9/30/13
Superintendent.

Approved by _____ Date _____
School Committee

Approved by _____ Date _____
President, Provincetown Association of Educators

*The terms of this new job description will be retroactive to the first day of the 2013-2014 school year.

September 2013

10/1/2013 Enrollement

Grade									TOTALS		
	Provincetown	Truro	Wellfleet	Eastham	Brewster	Other	TOTAL	242	SC		
PK	14	5	4	4	1	0	28	14	14		
K	11	0	1	0	0	0	12	11	1		
1	7	0	0	0	0	0	7	7	0		
2	6	0	0	0	0	0	6	6	0		
3	10	2	1	0	0	0	13	10	3		
4	5	1	1	1	0	0	8	5	3		
5	11	0	1	0	1	0	13	11	2		
6	7	0	0	0	0	0	7	7	0		
7	8	0	1	0	0	0	9	8	1		
8	6	0	0	0	0	1	7	6	1		
Subtotal	85	8	9	5	2	1	110	85	25		
IT	5	3	0	0	0	0	8	5	3		
Total	90	11	9	5	2	1	118	90	28		
242=	Provincetown	90									
SC=	School Choice	28									

October 1, 2013 Enrollments

Grade	Provincetown	Truro Tullion	School Choice	Total
PK	14		14	28
K	11		1	12
1	7		0	7
2	6		0	6
3	10		3	13
4	5		3	8
5	11		2	13
6	7		0	7
7	8		1	9
8	6		1	7
	85		25	110
IT	5		3	8

OCTOBER 1 ENROLLMENT DATA PK-8

<u>Year</u>	<u>Provincetown</u>	<u>Choice</u>	<u>Truro Tuition</u>	<u>Total</u>
2005	98	27	16	141
2006	97	30	8	135
2007	90	26	10	126
2008	74	26	8	108
2009	71	29	1	101
2010	77	17		94
2011	64	18		82
2012	76	24		100
2013	85	25		110