

PROVINCETOWN SCHOOL COMMITTEE MEETING

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

November 5, 2013 - 5:30 P.M.

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

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

There were no public comments.

Kerry Adams read a letter from Jamie Kryszkiewicz stating that personal issues were not permitting her to maintain the level of commitment necessary for the School Committee.

The minutes of July 9th and September 10th were both indefinitely postponed. This was moved by Anthony Brackett and seconded by Cass Benson, and voted 4-0-0. The minutes of October 8th were accepted as read with one possible correction of a spelling of a name. This was moved by Cass Benson and seconded by Shannon Sawyer, and voted 4-0-0.

Performing Arts Teacher, Eleanor Lincoln, reported that the school received a generous donation of three pianos, including a six foot grand, which is housed in the auditorium. It is hoped that we will be able to use this gift to foster community involvement, and for our own programs. She invited students, family members, and the public to the Winter Concert on December 11th from 5:30 to 6:30 p.m. She also stated that all of the pianos are in good working order, and two of them are housed at the VMCC Building, and four are at the school.

A PYP presentation was led by teacher Beth Francis with all her colleagues present in the audience. She stated that the reports have been received on the PYP Program. We are the second PYP school in Massachusetts. A collaborative goals handout was shared (see handout). We are able to have closer interactions because of our small size. Students are able to cross grade levels and help other students. Teachers are able to cross through and over grade levels, helping each other. One of the goals is a site visit to another PYP school. Interacting on a personal level with other schools that are in our geographical reach can foster better connections and growth to both students and teachers. Mrs. Francis also mentioned a redesign of the media so it could be more user friendly, and make it a lively

interactive place, utilizing all the space well for all the various grade levels. She passed out a gift of books from Julia Whorf Kelley which was used as part of a program given by the author. We are now listed in IB schools with Google. A letter was read from a Chilean teacher asking to work with our teachers in one of the Provincetown schools. Ms. Francis says she will correspond with this teacher. Kim Pike, Principal, mentioned that she had received an inquiry from a teacher at the Merrimack New Hampshire Schools. Both academic, as well as personal goals, are planned for our students. They will be leading discussions, and taking ownership of these goals.

Val Valdez, fourth grade teacher, mentioned the use of the media center, and a bit of competition for the space. On professional development, she mentioned going to an exhibition with another teacher with whom she was able to share and reinforce the information received at the exhibition. It is a wonderful experience for both teachers and students. It is a collaborative inquiry, and will occur on May 2nd. It will encompass the process as well as the journey. Positive change can result from individual action. The School Committee expressed gratitude and admiration for the PYP group.

Provincetown Police Department Sr. Sgt. Carrie Lopes presented the No Place for Hate Program. She said that she trained new police officers who need to have the training that we have in Provincetown. We have become a community policing town which includes how we handle hate crimes from beginning to end. We had a working group doing outreach, defining all hate crimes, stalking, bullying, and harassment. We then partnered with the ADL who is not providing as much funding for the community, but more for the schools. Sgt. Lopes states that the Selectmen have been approached on the possibility of making it more a community based group again. She offered accessibility to the School Committee.

Superintendent Update:

Dr. Singer stated that we are behind schedule on the scope of work. The roof is three weeks late, and on the second opening for the second half, we had a deluge, and it rained afterwards for many days. Weather is becoming a problem. We are well within budget, and Dr. Singer expects this to remain so even after all the change orders. Dr. Singer states that a new committee, the Community Communication Committee, made up of students, teachers, parents, and community members, is working diligently with the goal of familiarizing the community with where the school is, what it's about, and that it is an outreach program, established to offer us the chance to interact with many members of the town who are not normally involved in the school. To make a personal connection, Provincetown residents

have been invited to learn about the schools and tour facilities. The first group visited on October 25th with the next group scheduled for November 12th from 10 – 11 a.m.

Our 5th grade now has 16 students (18 would be an ideal class size). We have kept 5th grade, and established a waiting list for that grade. We have heard from families who have been placed on the waiting list. We have had to cap choice in order to have the slots available for Provincetown students.

An anti-harassment training schedule was handed out with all invited to attend. The anti-bullying policy revision second reading, attachment B, with the main change of adding every possible school employee is mentioned as part of the anti-bullying policy. Passed 4-0-0.

A meeting is scheduled with Dan Hoort and Sharon Lynn about the CIP. We must do a feasibility study in order to apply for the MSBA. Superintendent Singer has spoken with engineers about the cost of the study. In order to apply, we must have a completed study to qualify for the 50% grant. The fees will be impacted by geographical location, asbestos remediation, and the company providing the study among other issues. Superintendent Singer will request \$15,000 for the feasibility study. Upon its completion, we will have a basic design for a new heating system. In order to request monies necessary, we need to rescind the previous vote of October 8th regarding CIP FY15, and remove \$150,000 from previous requests. The motion was made by Tony and seconded by Shannon and passed 4-0-0. Then Tony moved to fund the feasibility study, seconded by Cass, and passed 4-0-0. On previous requests, the amount approved for the stairs will stay as it is. We need to look at the installation of the generator. Dr. Singer spoke to engineer who gave us approximate estimate of \$295,000 which would include the generator and bringing the electric up to code which it is not at this time. For this informational study to determine the cost of the generator and electrical work, the cost is \$4,000 which we will take out of our budget. A motion was made by Tony that Dr. Singer is directed to find funds from our budget for the generator project study, seconded by Shannon, and passed 4-0-0. Tony moved to take \$62,000 previously moved from the CIP and only ask for money for stairs and the feasibility study for the generator. The Chair is absent from his seat at this moment. Cass seconded the motion and it passed 3-0-0. Dr. Singer reports that on November 19th, there is a Board of Selectmen, Finance Committee, and the Provincetown School Committee. The agenda has not been posted at this time.

Principal Statements:

Principal Kim Pike states that the School Committee selects a member to represent them on the Francis Scholarship Group. The Board of Selectmen selects a community member, and the Provincetown School Committee nominates Robert Spicer to be their representative. Moved by Cass, and seconded by Shannon, and passed 3-0-0, with Tony abstaining. Principal Kim Pike continues and discusses the PYP report card which occurs by trimester vs. quarter. It includes two parent-teacher-student conferences. One occurred in October, and the next will be held in May 2014. We are expecting more student led conferences. Students who have more involvement in their personal, academic, and specialist goals perform at a higher level. We have not completed all goals outlined in PYP, but we will before the second conference in May. Principal Pike states that staff needs more training in PYP. Teachers need to be indoctrinated in the IB criteria, which is changing. Until the changes are made, our grading will be fluid. In PYP it will be more standard, but we will be using more IB descriptors. In PYP we are making the transition to more standardized grading. Grades are above standard, at standard, standard, and below standard. Principal Pike is working with teacher Beth Francis on the IB learner profile, and using narratives that IB requires. For example, on the date of this meeting, school was a half day. Teachers spent one hour working on the student and teacher portal in the tech labs. They are covering the basics using this new tool. Principal Pike suggests that the Provincetown School Committee commit time to see work being done by students and teachers in the portal.

Provincetown School Committee Comments:

Tony and Dr. Singer discussed information in the town's charter regarding the school committee's commitments. There is much information in MGL, 71, Section 37 that states the mandates on the school committee. Tony offers to put information together regarding the school committee and the charter for the joint meeting on November 19th. Dr. Singer states that the town charter uses an often unattainable date for budgeting meetings that she suggests should be changed. In further comments by PSC members, Tony suggested using the Facebook page for the Provincetown schools to keep abreast of the children's activities. He thanks Carrie Lopes for promoting the No Place for Hate Program, and presenting it to the committee. He would like to encourage community members to attend PSC meetings and become part of the solution. Cass concurs, and stated that hearing hateful comments about the school impacts the children negatively. She asked that if any affordable housing becomes available, that people with children in our school system be given preference. Shannon thanked Jamie for her time on the Board, and states that on November 15th at 6:30p.m., there is an auction at the school to benefit the Costa Rica trip. Carrie echoes Tony

and suggests more outreach in the community, and that he has been approached by the CCNSS, George Price, who asked him to announce that feeding coyotes in the park and that Herring Cove Beach may be closed if this practice continues.

Meeting was adjourned with a vote of 4-0-0.

Respectfully submitted:

Maghi Geary

Approved by the School Committee on December 10, 2013.

PROVINCETOWN SCHOOLS

PYP TEAM GOALS: 2013-2014

The PYP faculty collaborated and came to consensus on the following team goals for the school year 2013-2014, based on the recommendations of the IB authorization team in their report.

1. Continued collaboration towards a successful 4th Grade Exhibition in May 2014.
2. Collegial observations during inquiry periods, at least one per term.
3. Completion of at least one site visit to another PYP school.
4. Increased transdisciplinary use of media center.

Contributing faculty:

Beth Francis

Kelly Lindsay

Lisa Daunais

Helena Ferreira

Rebecca Yeaw

Michelle Carrera

Nancy Flasher

Judy Ainsworth

Val Valdez

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 intervention 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

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 or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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 apply to students and members of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional and will 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.

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