BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: DECEMBER 10, 2012

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

REVISED AGENDA

1. Approval of Minutes
2. Policy GCCD – Employee Attendance
3. Policy IKAB – Reporting to Parents/Caregivers
4. Policy BEC: Executive Session
5. Policy GCF: Professional Staff Hiring
6. Policy GCA: Professional Staff Positions.
7. Policy GDA: Support Staff Positions.
8. Policy GCEE: Social Networking Policy of the BPS.
9. Policy IHCB: Private School Approval
10. Future Agenda Items

"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 Public Schools
Policy Sub Committee
December 10, 2012

Members Present: Jay O'Hara, Anne-Marie Siroonian, Matt Stuck via conference call.
Others Present: Steven Lamarche, Catherine Lyons, Christine Borning

Policy GCCD: Employment Attendance: Minutes accepted by consensus: Steven will look for an employment law reference for #3 of Policy. Matt recommended committee to look at the feedback and see what concrete first changes need to be addressed and then ask the public for additional thoughts. Fundamental question: Is everyone fundamentally able to do the job. Make sure that people who are able to work are doing diligence to the job. Need to address the legality of the policy. **Recommendation from Policy sub:** Keep language as is and make reference to any law in regards to said policy. Stephen will work with legal council on correct language.

Policy IKAB: Reporting to Parents/Caregivers: One of the questions brought forth is should this be tabled until we get our SIS in place. Matt feels strongly about having a timeline of grades given back because students need to know where the mistakes were made. More open to extending the time limit for those teachers who have thesis papers to correct. Timeframe protects both teachers and students. Teachers know they have that time and can relay that to parents who expect it sooner. Needs to be a realistic time expectation. In regards to technology, this will be a shift and we need to relay that this will be a change and support ALL involved to the best of our ability. Roll it out incrementally and modify the policy next year. Put language in to encourage on-line communication with the expectation that it will happen in the near future. Separate the difference between homework, quizzes etc. with communication on-line. The word reports need to be more specific. Fear of forcing teachers giving formative assessments that are less quality because they have a timeline. Stephen is comfortable with removing Principal approval to place emphasis on communication with parents by teachers. Have reports in a separate section of the policy.

Recommendation for Policy IKAB: Strike "in writing." and "on-line" in the first sentence. Strike the word "reports" from the first line. Revise second sentence to read: Teachers will communicate to parents any assignments for which grades will not be returned within ten days (e.g. lengthy papers, large scale projects, etc.)

Second paragraph: Replace the "three" times a year for preschool to "two times a year."

New #2: All grades for a given semester will be made available by the close of the grading period. Renumber accordingly.

#2Recomendation: replace the word "available" with "communicated" add "detrimental to the student's success" to replace "that does not.....completion."

#3 Recommendation: Replace "ten" with "twenty" and the word "letter" and add the word "full" in front of grades

#5 Recommendation: end the sentence at "administrator." Replace all "child/children with "student" throughout the policy. Rephrase the end of the sentence to read " by the administrator in consultation with the teacher. Remove "using on-line... to the end. Remove "or school activities" in first sentence. Add another sentence: "If for any reason a student is excluded from any special school events, the teacher, in consultation with the administrator, will communicate the occurrence to the parent."

Remove #6 completely

Last paragraph will become the new #7: after the word "using" add "utilizing pre-established communication systems." Remaining sentence is deleted as well as the following sentence in that paragraph.New sentence should read...."Teachers will communicate when student performance/behaviors improve based on above actions utilizing pre-established communication systems."

Move to table remaining agenda items #4 through #9.

Meeting adjourned at 7:30pm

Future Agenda Items:

GAB, GBA, GCE, GCA, GCF, GCF-G, GDA and GDF, MFLA recommended policy change

Next Meeting Date: January 14, 2013 at 5:30 in Central Office

Summary of recommended changes for Policy:IKAB reporting to Parents/caregivers

Second Paragraph: replace the word "three" with the word "two" in the second sentence.

#1 – All grades from homework, quizzes and tests will be made available for parents/caregivers and students within ten school days of the material being handed in to the teacher. Teachers will communicate to parents/caregivers and students when any assignments will not be returned within ten days for a grade (e.g. lengthy papers, large scale projects, etc.).

New #2 – all grades for a given semester will be made available by the close of the grading period.

#3 (old #2) – A pattern of missing homework assignments or homework detrimental to the student's success will be communicated to parents/caregivers and students.

#4 (old#3) – When a student's performance has a significant decline, dropping twenty points or two full grades between formal reporting periods, communication by the teacher will be initiated with the parent/caregiver. Teachers will offer parents/caregivers the opportunity to meet to discuss the change in performance and to develop an improvement plan for said students.

#5 (old #4) – NO CHANGE

#6 (old #5) – If a student is removed from the classroom for any reason, parents/caregivers will be notified on the day of the occurrence by the principal in consultation with the teacher. If for any reason a student is excluded from any special school events, the teacher, in consultation with the administrator, will communicate the occurrence to the parent.

REMOVE OLD #6 COMPLETELY

New #7 – Teachers will communicate when student performance/behaviors improve, based upon above actions, utilizing pre-established communication systems.