Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, March 3, 2021
TIME: 6:00 PM
PLACE: Remote Access Meeting

ATTENDANCE

SCHOOL COMMITTEE MEMBERS PRESENT: Chair Emily Berry; Paul McMaster; Erin Perry; Steven Strojny; Chris Hyldburg; Maureen Fuller; Ryan Bagdonas

SCHOOL COMMITTEE MEMBERS ABSENT:

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; Melissa Ryan, Assistant Superintendent of Learning and Teaching; Jordan Geist, Director of Business Services; Dr. Ryan Place, Director of Special Education and Student Services

1. CALL TO ORDER

Chair Emily Berry calls the meeting to order at 6:00 PM.

2. PUBLIC INPUT

3. REPORTS AND PRESENTATIONS

a. Superintendent's Report, Kerri Anne Quinlan-Zhou, Superintendent of Schools

- Updates on Reopening
    - Bournedale Moving to Cohort C Tentative Timeline and Current Planning – Dr Zhou talks about the efforts and timeline it took to make this happen. Their priority has always been the youngest learners. She states at the next meeting there will be more information to share.
    - Principal Liz Carpenito follows the Power Point presented to the School Committee. She talks about the survey sent to remote, hybrid and homeschool families to get an idea of who needs transportation. There was an overwhelming response to this survey. She shares the number of students that will return to in-person and those that will remain as remote only along with the students that require transportation.
    - Principal Carpenito talks about the staff questions and responses to the same. She gives specific information on the next steps and timelines.

- Chair Berry asks if there will be an information session for parents before the return to in-person. Ms. Carpenito states that yes, there will be information relayed to parents in advance of the return. She says that they are looking at this return to school as if it was a "first day" of school.
- Maureen Fuller asks about class size. Ms. Carpenito states that Kindergarten classes are around 17, but that this can depend on the size of the space, first graders are about 13-14 and second graders are about 16 students per class.

- DESE Transportation Guidance changes – Dr. Zhou speaks to the link regarding transportation. On February 11th it was amended and this document includes the new added guidance. Thankfully, with DESE guidance, we were able to make the necessary changes to stay within guidelines. Kerri notes that once we know the number of students that will need transportation, there may be adjustments to routes and pick up times, etc.

    - Paul McMaster asks about the capacity of students on buses for middle and high schools if there is a high spread of the virus. Dr. Zhou states that community spread can play a part in the transportation needs of middle and high school students.

- Commissioner "On the Desktop" 2/23/2021; Physicians' Letter – Dr. Zhou talks about the announcement made by the Commissioner that he was requesting a change to student's learning time. He is asking the Board of Education to not count hybrid learning after a certain time. More clarity and information is expected on Friday. For elementary students, the board of Education would like to see students back in the buildings on March 5th.
- Dr. Zhou talks about the physicians letter that agrees with the return of students to in-person learning.

    - Chair Berry notes that even though the Commissioner has made these requirements, the CDC has not changed the 6 ft. separation guidance. Kerri says that there is still conflicting guidance and expects to see additional resources soon.
    - A BPS staff member asks what is considered elementary grades. Kerri states that she does not have a clear answer right now but initially they were talking about PK to grade 6 - indicative of a school building, for us that would be PK to 5.
    - Kerri talks about lunches and the guidance of 6 ft. apart when children are eating. She is hoping to have answers Friday about this as well.

- Planning of a BPS Vaccination Clinic – Dr. Zhou speaks to the vaccine clinic that has been planned for all BPS staff members. The plan is to have an educator's clinic which will be set up and taken care of by Upper Cape Cod Tech. We would not have to go through the appointment process and we would be able to schedule the shot ourselves.
- Kerri also brings to everyone's attention that the Governor has opened up availability of the vaccine for educators on March 8th.

    - Paul McMaster wants to make sure he understands correctly, the State says we must allow all children to return to in-person learning but will not necessarily make the vaccine available for all. Kerri notes that this is correct and that Paul said it in a very nice way.
    - Chair Berry is concerned that sending students and staff back to school is a risk when not everyone has been vaccinated. Kerri shares Emily's concerns and feels as though we are being put between a rock and a hard place in that there may be financial implications for the district if they do not follow the guidance.
    - Emily asks Kerri if she would update the Committee on the vaccine clinic before the next school committee meeting if there is updated information. Kerri states that she will inform BPS staff, committee members and the public when there is additional information to share.

- Kerri updates the Committee on last night's Bourne Selectman's Meeting. She reminds everyone of the request the school department put in regarding a transfer of $100,000 from the Special Education Reserve

Fund . She tells everyone that it was unanimously approved last night. Many thanks to everyone for their confidence and trust that the monies are needed and going to an appropriate cause.

B. Chairperson's Report

- Correspondence

  - Town of Bourne Election and Calendar Documents – Chair Berry discusses the documents received from the Town; the town election and the calendar can be found on the town's website. The Election is scheduled for May 18, 2021, nomination papers were released in February, and the last day to obtain papers is March 26th.
  - She announces that anyone who may be interested in serving on any of the Committees, Boards or for Town Clerk should go get nomination papers at the Town Hall.

  - CCC Legislative Breakfast and MASC Division Equity Workshop – Chair Berry was able attend the first half of the Legislative Breakfast and workshops. She felt it was great to be able to go into breakout rooms and talk about enrollment in Bourne. Emily asks Kerri if she would like to talk about this since she is the advocate for the use of June 2020 enrollment numbers versus using current enrollment figures.
  - Kerri felt that this breakout session was more of a "how can we help you" type of conversation. Emily states that she found it was very well run and organized as a virtual event.
  - Dr. Zhou did attend the second half of the event which was organized by Division; Bourne falls within Division 7. Our Division initiated a panel discussion on equity and diversity, student voices were included and it was great to hear their perspective. She talks more about the different things districts are doing and the sharing of information that was a great part of this workshop.
  - Maureen Fuller also attended and notes how great it was to listen to the comments from the students. It was good to have their voices added to the discussion.

D. School Committee Sub Committee Reports

- Policy Sub Committee: N/A
- Facilities and Budget Sub-Committee: Report from 2/24/21

  - Jordan Geist, Director of Busines Services, begins his update with the meeting of the Facilities and Budget Committee meeting last week. The biggest part of the Agenda was the Middle School's Emergency Envelope Repairs. They have had walkthroughs with several contractors. He discusses the timeline which includes the selection of a contractor. He notes that construction should begin the last week in April and last through June 4th. There will be weekly construction meetings which will include Principal Christine Borning so that distractions in the classrooms are limited during this time.
  - Another agenda item was the amendment proposal done by Gail Engineering who did the design and specs for the project. Chris Hyldburg talks about the amendment proposal by Gail for additional work needed. Chris notes that it is benificial to have an Owner's Project Manager or OPM to oversee these projects.

Chris Hyldburg motions to enter into an agreement with Gail Enginerring to include additional services in the amount of $73,350 for the purpose of BMS Emergency Envelope Repairs; seconded by Steven Strojny

- Maureen Fuller asks if these monies will still fit within parameters of what Town Meeting granted us. Jordan and Chris state that it does fall with the Capitol Outlay.

Roll Call Vote: 7-0-0

- Another item that was discussed at the meeting were the other capitol projects. He lists and gives additional details on each request.
- Principals Borning and Cetner thank Jordan for all his support and work done for their schools and thank Ted Buckley, the Town of Bourne and the School Committee.

- Curriculum Sub-Committee: Report from 3/3/2021

  - Melissa Ryan updates the Committee on two items. The first is that they are looking at the assessment data from the benchmarking assessments particularly at the secondary level data. They looked at a small snapshot of the data which created good conversations to better inform our instruction. She gives details and information of a specific survey that was done at the HS level.

  - Ms. Ryan shared with the Committee the conversation she had with the Wampanoag Tribe. They are asking that we sign an agreement that says we are partners in education as we have a number of students that are native american. This would allow us to work more formally with the Tribe.

E. Other Announcements

- Inclusion and Equity Committee: Report from 3/2/2021

  - Melissa states that they are working on setting up smaller working groups to look for ways to gather information from our students. She lists what each group would focus and survey students on. She is super impressed and proud of the work being done by this large group of members.
  - Chair Berry is impressed at the work done by this Committee and congratulates her on how the group has come together in such a short time.

  - Kerri says that the Commissioner has sent new guidance allowing for singing in schools. There is specific guidance such as wearing tight fitting masks and staying ten feet apart.
  - We are ready for our next athletic season. The following teams will start this season: football, cross country, cheer, volleyball, boys soccer, girls soccer and field hockey. Principal Cetner states that additional information can be found on their Facebook page, Twitter account and school website.

Chris Hyldburg motions to recess in order to enter into the budget hearing then to reconvene into regular session; Seconded by Paul McMaster; Roll call vote 7-0-0

C. FY 22 Bourne Public Schools Budget Hearing MGL Chapter 71, Section 38N

  - Dr. Zhou shares the FY22 Proposed Budget presentation. There are several parts of the presentation which she and others will discuss individually.
  - She begins with the budget development, notes the stakeholders involved, and reviews the timeline so that everyone is informed of when and how the budget is developed. Kerri continues with budget assumptions, such as sources of funding, and the different secenarios which could impact the budget. Priorities is an important point as every decision is student centered, aligned with SIPS an DIP and supports recovery and acceleration.

  - Bournedale Elementary – Principal Liz Carpenito talks about the FY 22 budget for her school building. Kelly Mooney, Director of Student Services at Bournedale, talks about the specifics of the budget and how it impacts both enrollment and student supports. Lisa Dix, Curriculum Director of both Bournedale and Intermediate schools, speaks about ARC, Benchmark Assessments and Adaptive Learning Technology.

- Bourne Intermediate School – Principal Jane Norton talks about the FY 22 budget for her school building. Her discussion mirrors specific budget items presented by Bournedale. Ms. Norton is thrilled about the addition of an Interventionist to establish flexible groups for intervention and enrichment. Jane is looking forward to continuing STEM education through the re-opening of the IDEA Lab.

- Bourne Middle School – Principal Christine Borning begins her presentation of the budget by highlighting the re-establishment of 7th Grade World Language (Spanish) program, resources for Civics and increasing the Library/Media Specialist position to full time. The Middle School will continue benchmark and writing assessments, SEL and inclusive practices. Ms. Borning thanks Kelly Cook, Curriculum Director at both the Middle and High schools, for her work and support.

- Bourne High School – Principal Amy Cetner talks about the budget priorities at the HS. They will continue the rigorous coursework and AP programs, continuing benchmark and writing assessments, and enhancing college and career readiness through their guidance curriculum and financial literacy and career exploration.
- Kelly Cook highlights the need for a full time library/media specialist who will focus on research and will collaborate with teachers. Kelly also talks about the Civics Action Project, the work with MTSS, and to diversify the reading program.
- Mrs. Cetner thanks Kelly and teachers for the incredibly hard work they do for our students.

- Teaching, Learning and Technology – Melissa Ryan discusses specifics in her presentation. She highlights the curriculum updates, requested technology supports and MTSS.
- Melissa thanks Lisa Dix for the continued implementation of the ARC program for the elementary students and the School Committee for their generous support of the same.

- Meeting the Needs of All Learners – Dr. Ryan Place discusses social emotional learning and counseling, special education and student services, and english language learners.

- Budget Summary – Jordan Geist talks about the expenditures categorized by line item. He notes that the vast majority of the budget goes to salaries.
- He details the funds that make up the Operating Budget, Total Offsets and the Town Additional monies. The year over year increases are explained along with the specific details of each year's increase.
- Jordan presents the spreadsheet which is linked in the Agenda. He states that the math behind this is pretty straight forward. He explains the details of dollar figures for each line item.
- He thanks Melissa Ryan and the Curriculum Directors for their assistance on getting solid numbers on some line items. He thanks Mrs. Cetner for the Early College funding decrease.
- The full proposed operating budget is $24,251,247.00 which is a 1.28% increase over last year.

- Dr. Zhou talks about the next steps involved before the proposed FY 22 Budget is accepted.

    - Maureen Fuller asks if the Interventionist included in the budget for next year will be working directly with students or if not, how they are being put to use. Dr. Zhou states that this position would be part of a flexible grouping, meaning they would work with students that would need extra support to fill in gaps. Ms. Norton states that this person would not model a "learning coach", per se, as they would work directly with students but also plan with teachers.
    - Maureen asks about the ARC professional development (PD) and does it end after next year. Mrs. Ryan states that we originally contracted for two years of PD with ARC, this year and next year. Melissa states that after these two years are over, we can contract for additional PD and that they continue to support us in anyway we may need. There is an annual cost for the digital program that is covered within the budget.
    - Maureen asks if there is additional costs in the budget that will support the Civics work. Melissa states that there are curriculum resources available for this and for the library media specialist.

- Paul McMaster asks if there is currently a library/meda specialist in every building now. Dr. Zhou talks about the priorities and notes that an Interventionist is needed at the elementary level the same as the library/media specialist is needed at the secondary level. Ms. Norton hopes that this is something that will be looked at every year in regards to needs.
- Chris Hyldburg notes that this budget hearing was very different from the past and asks the Principals to briefly describe how they were able to come to their priorities. Principal Borning thinks that it was similar to the past and the only difference was the coming together collaboratively. Principal Norton agrees and the implementation of the MTSS helped to see what systems are needed to put in place to maintain our preferences. Principal Carpenito says that they are looking more towards the student versus looking at the separate buildings. Principal Cetner also agrees and feels that we are all looking at getting students going forward by working together as a District. Dr. Zhou states that not knowing how the process was before, she feels the collaboration with all made it a better way going forward.

4. DISCUSSION ITEMS

5. ACTION ITEMS

a. Vote to approve Minutes: Regular Session and Executive Session

Maureen Fuller motions to approve Minutes as presented; Seconded by Steven Strojny; Roll call vote 7-0-0

c. Vote to approve Warrants and Payroll

Chris Hyldburg motions to approve Warrants and Payroll; Seconded by Steven Strojny; Roll call vote 7-0-0

6. FUTURE AGENDA ITEMS

Future agenda items are discussed among Members and Administration

Dr. Zhou thanks everyone for their hard work on this proposed budget and for everyone's help in getting her to the one year mark as Superintendent!

7. STEVEN STROJNY MOTIONS TO ADJOURN; SECONDED BY MAUREEN FULLER; ROLL CALL VOTE 7-0-0

Meeting ended at 8:25 PM

RESPECTFULLY SUBMITTED,

Teresa Vicente
Recording Secretary

Bourne Public Schools

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

Agenda Item	Document
	School Committee Meeting Agenda
3a	SC Update BES Full In-Person Plan2020-2021 Transporation Guide
3a	MOA Between BEA and Bourne School Committee
3a	On the Desktop – Expanding In-Person Learning This Spring 2/23/2021
3a	Physicians Letter 02/22/2021
3a	Vaccination Clinic Announcement
3b	Town of Election and Calendar Documents
3c	BPS FY 22 Budget Presentation
3c	FY 22 Budget Planning Spreadsheet
5a	SC Minutes – January 6, 2021