Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, January 6, 2021
TIME: 6:30 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 6:30 PM.

2. PUBLIC INPUT

3. REPORTS AND PRESENTATIONS

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

- Updates on Reopening – Dr. Zhou begins with a short presentation on the reopening and COVID updates.
    - Kerri highlights the changes made to the COVID plan. She talks about quarantining regulations, close contact definitions, contact tracing, and vaccine roll out. Kerri explains the Phases of the vaccination schedule and announces that notification will go out when our staff is eligible for the vaccine.
    - Melissa Ryan, Assistant Superintendent of Learning and Teaching, talks about the RAVE Guardian App. Mrs. Ryan explains that this downloadable app allows staff, students and parents to complete a daily brief health screening before coming to school. More detailed information will be sent out later this week to everyone.
    - Dr. Zhou speaks to the MCAS changes that are in resonse to the pandemic. She explains that for Seniors, approved courses that students have passed will be used to demonstrate competency. For students grades 3-8 they will use a sampling approach.

- New Structured Learning Time Requirement – Kerri explains the amendment that established the minimal levels for live instruction and synchronous instruction for districts. She explains that Bourne has met these standards and explains what we have in place for remote and hybrid learning.

    - Chair Berry asks about the RAVE app. She asks if this app is for each child, specifically if you have 3 students in three schools would there be an app for each child? Melissa Ryan states that there is one more session that she is having with them and will get clarity on this. She states that this is one app but you may have to log in separately for each child.
    - Emily asks what happens if a parent does not do it? Melissa states that they are still working on this aspect of this. If someone doesn't do it, a push notification will be sent out as a reminder to complete.
    - Maureen Fuller asks what the success rate is so far with self screening? Mrs. Ryan states that this initially was a signed agreement between familes that they would complete a daily screening.
    - Paul McMaster asks if this app will be an enforced requirement that it be done every day? And, is it set that only one parent can complete it? Mrs. Ryan is expecting the family to be involved in this process. There will be students or families that would have a resistance and in those cases we will work with the individual families.
    - Paul asks if this RAVE app is being used by other districts. Melissa is unsure, though they did give her names of districts that are using it. Dr. Zhou says they were looking for an app that would sync with PowerSchool and that RAVE works with PowerSchool.

- Special Education students in Cohort C – Dr. Ryan Place, Director of Special Education and Student Services

    - Dr. Place begins his report stating that they are on track to have the Cohort C students back in the building full time on January 19th. He thanks the administrative team and teachers for making this happen.
    - Dr. Zhou hopes to convene the administrative team together tomorrow to finalize the different aspects in order to get this ready for students next week.
    - Kerri states that one major factor is knowing that we have enough staff in the buildings. She states that they are monitoring very closely the different aspects to make sure there are enough staff in the buildings.

        - Chair Berry reminds families that she knows how they feel when it comes to getting students in the buildings full time but notes that there must be enough staff in the school buildings. We are a smaller district and this can make it more difficult.

- Updates on Budget Planning – Jordan Geist, Director of Business Services

    - Jordan Geist begins by noting the attachment link on the Agenda about the education aid update that was published in December. He suggests that everyone review the document as there is much information in this large document.
    - Jordan reports that the Student Opportunity Act is not being implemented which will not impact us greatly. It will be posted to the website once it is ready.
    - The Town Administrator presented the budget last night at the Board of Selecmen Meeting. One budgetary change was a joint agreeement made with the Town to reduce gas prices. The Town will be taking over payments of the gas bills which will be a significant decrease in our budget. The end result was a 1.28% increase in the school budget.

        - Chris Hyldburg states that it is important for everyone to understand that this is an increase in our operating budget which really is not a lot of money for us to work with.

    - Mr. Geist notes that the CARES act has been extended to December 21, 2021. There was a question on how we would supplement the new staff hired and other mitigations for COVID. Dr. Zhou adds that their

will be more information forthcoming on the new stimulus funds which is being talked about now. She states that there are still some unknowns and that this is not a done deal at this point.

- Other Announcements – Mrs. Melissa Ryan, Assistant Superintendent of Learning and Teaching

  - Inclusion and Equity Committee (IEC) Organizational Meeting 1/12/2021 - Melissa Ryan tells everyone that there are 32 members including parents, staff and community members. She has been able to connect with local community organizations willing to work with us. She expects that this will become a standing agenda item to update the Committee on the great works.
  - SEPAC upcoming meeting – Dr. Place states that they got a lot of feedback from their survey regarding scheduling their first meeting on January 25th. They received 41 responses and he has reached out to several people who are interested in volunteering to work on this Committee.

    - Chair Berry asks how frequently the meetings will be held. Dr. Place states every two months right now but hopes to schedule more.

  - English Learning Tiered Focus monitoring complete – Melissa talks about the audit that was done from DESE this year. One of the points is that not all of our staff has completed the SEI endorsement. Secondly we need to have more professional development, in district, specifically to the english language. She states that we are working on these two aspects of the audit.

B. Chairperson's Report

- Correspondence – Chair Berry talks about the correspondence received by the School Committee.

  - The first is the report from the DESE on the Structured Learning Time. This was talked about earlier in the meeting by Dr. Zhou. A huge shoutout to the BIS for their work in changing schedules in order for us to meet these guidelines.
  - The MCAS test will be shortened and modified for the 12th graders and that the District will not be held accountable for the scores.
  - MASS/MASC Open Letter – this was discussed at the December SC meeting and is available to see via the link on the Agenda.

C. School Committee Sub Committee Reports

- Policy Sub Committee – Erin Perry updates the Committee on the meeting held December 8th. She announces that students were at this meeting and hopefully joining us this evening. The items discussed were student representation on the School Committee and three job descriptions.

  - The student representative discussion focused on creating a new policy or amending the existing one. They determined that they would amend the current student involvement policy to incorporate the rules of participation on the School Committee.
  - Erin talks about the review and creation of three new job desciptions, physical therapist, speech and language therapist and substitute teacher.

    - Maureen Fuller asks if there were any changes made from the previous job descriptions to these? Mrs. Ryan tells her that we did not have job descriptions for these positions.
    - Maureen asks if any of the current people in those positions gave input on the job descriptions? They were shared with the special education dept. and others over the summer in order to get feedback.

- Maureen asks about the training for substitute teachers. When do they get the training, in the fall or when they have been approved as a substitute? Melissa states that the training given this year was more for our teachers. She has been thinking about this for a while and has given trainings to subs, especially regarding the COVID changes or updates. Her thought process is to do an annual training for subs.
- Chris Hyldburg asks if these job descriptions would have an impact on the hiring process. Mrs. Ryan doesn't believe that they will as they are pretty broad.

Maureen Fuller votes to approve the three job descriptions; seconded by Paul McMaster; Roll call vote 7-0-0

- Facilities and Budget Sub Committee - Jordan Geist, Steven Strojny, Chris Hyldburg
  - Jordan references the FY21 December Budget update which is a quarterly update. He speaks to the specifics of the document.
  - Jordan talks about the Middle School roof project and the issue that was found. They have received new HVAC filters for the air quality at the High School. We are also looking at getting a monitoring system for the High School. He notes that the temperature modulation at the Middle School has greatly improved. The HEPA air filters were received a few weeks ago and will be deployed to the Bournedale and Middle schools.
  - Mr. Geist states that they are still having the construction meetings for the Intermediate School. Due to weather additional leaks were found and are being addressed.
    - Chris Hyldburg thanks Jane Norton for being on top of any issues at the BIS.
- Curriculum Sub Committee – Melissa Ryan
  - Melissa Ryan talks about the meeting today with HS guidance staff which presented their work on developing curriculum guidance based upon the college and career readiness framework. She talks about specific items that would encompass a student's whole high school career. At some time, Melissa would like to see the guidance counselors present their work to the Committee.
  - The December meeting was a review of the School Improvement Plans. The Principals are ready to share their Improvement Plans.
    - Principal Elizabeth Carpenito talks about the School Improvement Plan and presents a slide show highlighting aspects of the school plans.
    - Principal Jane Norton tallks about the work they have done with MTSS and how they concentrate on negative behaviors in order to provide a positive climate. She notes that the work at each school may be different but have all the same goals.
    - Principal Christine Borning states that her team concentrates on building culture in the schools for both staff and students. They set goals as three year goals which had a large impact on all the buildings. The work looked a little different at each of the buildings and is tied to MTSS.
    - Principal Amy Cetner states that they used the District goals to propel their school plans. She believes these Plans closely follow the goals in the District plan. The final goal is centered around aligning curriculum and academic interventions for students at every level. She mentions the use of benchmark testing as a part of this goal. She goes into specifics regarding the curriculum.
    - Emily Berry asks if the slide show is available on the website. Mrs. Ryan states that this information was placed in the School Committee folder.

- Maureen Fuller states how proud she is of how all of this is implemented across all four schools, how it is moving in the right direction and the sharing of common goals. She thanks principals, ESPs, teachers and directors for what they have done together.
- Chris Hyldburg says that the Principals did a great presentation in that they incorporated all the schools in their presentation and not just focus on their individual school.
- Each Principal talks a bit about the work done by all and thanks Lisa Dix and Kelly Cook.

D. Certification of the End of Year Report – FY2020

- Dr. Zhou reminds everyone that this is a continuation from an earlier meeting and that a vote is required in order to forward this information to the DESE. Jordan Geist states that this report is an indepth report which accounts for all funds coming in and going out.

Chris Hyldburg motions to approve the FY2020 End of Year Report ; seconded by Steven Strojney; Roll call vote 7-0-0

e. Capital Requests for FY22: 5 Year Capital Plan; Capital Outlay Requests FY22

- Mr. Geist notes that he did not present these to the Sub-Committee in advance of this meeting. He talks about specific yearly items on the 5 Year Capital Plan. Chris Hyldburg says it is also important to have some of these items as placeholders so that the Town is aware of them.
- Dr. Zhou talks about having universal PreK which could require more classrooms and possibly an early learning center. Current projections are that this grade level will continue to grow.

  - Maureen Fuller asks if the touch screens at the Middle School will be mounted or on platforms. Mr. Geist says that they will be mounted as the platforms take up a lot of space.

Steven Strojney votes to approve FY22 5 Year Capital Plan; Capital Outlay Requests; seconded by Paul McMaster; Roll call vote 7-0-0

4. DISCUSSION ITEMS

a. Continued discussion about appointing a student representative to the School Committee

- Chair Berry talks about the recommended policy revisions to original policy JIB and the proposed revision JIB.

  - Maureen asks that if the President or Chairperson of the Student Council is the representative on the School Committee or is it an elected or appointed position? Dr. Zhou is in discussions with Principal Amy Cetner. Kerri shows what the old policy and the revisions being made look like and talks about the specifics of changes/updates.
  - Emily would like clarification that the revisions have not been discussed with the student council yet, and when would that happen? Dr. Zhou explains the timeline of discussion with both the Student Council and Principal Cetner.
  - Chris Hyldburg would like to review the revisions as he has questions that he would like to have answers to.
  - Paul McMaster states that he is for having a student representative but would like to see it brought back to the committee with more clarifications.
  - Erin Perry asks Dr. Zhou for additional clarification on this policy. Kerri notes both versions of the policy is in the SC folder. She gives them more information on this issue.

5. ACTION ITEMS

a. Vote to approve Executive and Regular Session School Committee Minutes

Paul McMaster motions to approve the Executive Session Minutes; Seconded by Maureen Fuller; Roll call vote 7-0-0

Paul McMaster motions to approve the Regular Session Minutes with correction; Seconded by Maureen Fuller; Roll call vote 7-0-0

b. Vote to approve FY20 End of Year Report
c. Vote to recommend the FY22 Capital Requests
d. Vote to approve Warrants and Payroll

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

6. FUTURE AGENDA ITEMS

Future agenda items are discussed including:
Student Representative Policy
RAVE Guardian App
Guidance Curriculum

7. CHRIS HYLDBURG MOTIONS TO ADJOURN FOR THE PURPOSE OF EXECUTIVE SESSION AND RETURN TO REGULAR SESSON; SECONDED BY STEVEN STROJNY; ROLL CALL VOTE 7-0-0

Meeting ended at 9:03 PM

RESPECTFULLY SUBMITTED,
Teresa Vicente
Recording Secretary

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

Agenda Item	Document
	School Committee Meeting Agenda
3a	Assessment and Accountability Update January 5, 2021
3a	FY21 Budget Analysis
3b	Structured Learning Survey Report
3b	MASS/MASC Open Letter

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3b	FY21 December Budget Update
3c	School Improvement Plans Slideshow, BES, BIS, BMS, BHS
3e	FY22 5 Year Cash Flow
3e	FY22 BPS Capital Outlay
5	School Committee Executive Minutes: 8/26/20, 9/8/2020, 9/16/2020
5	School Committee Regular Minutes: 10/2/2020, 11/4/2020