Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, September 7, 2022
TIME: 6:30 PM
PLACE: Bourne High School Media Center

ATTENDANCE

SCHOOL COMMITTEE MEMBERS PRESENT: Chair Emily Berry; Ryan Bagdonas; Maureen Fuller; Kari MacRae; Paul McMaster; Erin Perry; Kerrie Scofield; Student Representative Isabella Palumbo

SCHOOL COMMITTEE MEMBERS ABSENT:

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; Dr. Barbara Starkie, Assistant Superintendent of Learning and Teaching; Jordan Geist, Director of Business Services; Kristin Donahue, Director of Special Education and Student Services; Chris Oliver, Director of Technology

1. CALL TO ORDER

Chair Emily Berry calls the meeting to order at 6:30 PM.

2. PLEDGE TO THE FLAG

All stand for the Pledge of Allegiance

3. PUBLIC INPUT

No public comments are made.

4. REPORTS AND PRESENTATIONS

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Chair Berry introduces the new School Committee Student, Representative Isabella Palumbo. Isabella introduces the new Student Advisory group which includes Seniors Hannah Wenzel and Ashley Souto and Juniors Anna Conlon, Mackenzie McMaster, and Sophia Sheehy.

Dr. Zhou introduces Celeste Sullivan the new Executive Assistant for Human Resources and Communications who will be the liaison to the school committee, and Kristin Donahue the new Director of Special Education and Student Services.

a. TRANE presentation on IGA performance contracting

- Dr. Zhou introduces TRANE account executive, Morgan Perras. Ms. Perras says she will discuss the comprehensive energy management services project for municipal and school buildings and facilities. She explains that she'll present why we're doing this, how we go about doing this, what the project entails, and what the benefits to the community are. She says the reasons for the project include years of deferred maintenance, addressing growing capital needs, desire to reduce energy consumption, and demand for significant Indoor Environmental Quality and that Performance Contracting is how these issues are addressed. She explains Performance Contracting as a well-established procurement and contracting method in which a qualified firm provides design, installation, service, and guaranteed energy savings. She notes that the projects are funded independent of the capital budget and are paid for over time, in part by energy savings. Ms. Perras says the proposed project will drop energy spend by about 17%. She presents the full scope of improvements across all Town Buildings and what they are recommending as Phase 1, including Building Envelope, High School roof replacement, kitchen refrigeration controls, High School unit ventilators, and full TRANE building automation systems for a gross project cost of 5.2 million dollars with the schools being 3.7 million of that. She shares a financial pro forma modeled over 15 years showing the project 58% paid for using energy savings, capital investments, and utility rebates. Ms. Perras closes by summarizing the fiscal, social and environmental benefits to the community.
- Maureen Fuller asks why the Middle School roof would not be included in Phase 1. Jordan Geist answers that it has to do with the timeline of when the solar agreement is done and getting this first phase off the ground. Mrs. Fuller comments that the roof project seemed dire and Mr. Geist says a considerable amount of money was spent on emergency repairs. Dr. Zhou adds that there was a lot of discussion on this topic as it was a top priority but ultimately it would delay the entire project so they felt it was best to move it to Phase 2.
- Marlene McCollem speaks about the solar issue, saying she is working with Town Counsel to analyze the power purchase agreement that is in place and understand the different scenarios and what it would cost to remove the panels early or relocate them and they are still working on that as well as figuring out what the budgetary impact would be to abandon the array. She says the contract is up in 2025 but there is an option for a 5-year extension which they are also analyzing and hope to be able to present a complete understanding of the costs of all scenarios.
- Maureen Fuller asks whether once Phase 1 is complete, the responsibility for upkeep is ours. Dr. Zhou says there will be warranties and guarantees on new equipment along with training and as part of Performance Contracting we can choose to get maintenance agreements but it is not a requirement and is an issue for later discussion with the larger team. Paul McMaster asks if maintenance plans were

chosen they would be an operational expense. Ms. Perras says yes, and it would be required to be included in the pro forma if it's new equipment but if it's replacement equipment it is considered to be maintenance that would already be happening. Mr. McMaster asks whether it is automatically built in for new equipment and Ms. Perras says it can be included but it is not automatic and would need to be added.

● Emily Berry asks if the audit is complete and Ms. Perras says it is but is still being finalized and will be submitted later in October before closing on the contract.

● Ryan Bagdonas asks if the financing is all set for this. Marlene McCollem says a 15-year tax-exempt lease purchase (TELP) is looking like the way to structure this. She says the TELP does not need Town Meeting approval but the 20-year contract does. She explains that Town Meeting will need to authorize the term and then there will be an annual appropriation to cover the TELP. She says it is important to them to keep the TELP payment under 500k dollars which is helping to drive what's included in each phase.

● Paul McMaster asks how many years TRANE guarantees the audited savings and Ms. Perras for however long the contract is for.

● Dr. Zhou notes two benefits to performance contracting include not having to seek out RFQs for every piece of the project as well as being able to see the whole district at the same time through the new controls. She adds that students will be able to use the dashboards which will provide environmental education opportunities.

Ryan Bagdonas motions to support Phase 1 as presented; Seconded by Paul McMaster; Roll call vote passes 8-0-0

b. CHAIRPERSON'S REPORT, *Emily Berry, School Committee Chair*

● Announcements and Correspondence

○ Chair Berry says that a school committee goal this year is to support initiatives that contribute to the Bourne Advantage and to increase awareness of all the district offers, so they will be starting a "Did You Know..?" campaign at different events around the schools. She says the first one will take place tomorrow at BMS Back To School Night and they will be set up at a table with information on a program or initiative that community members can read a little about and members will be there to answer any questions.

c. SUPERINTENDENT'S REPORT, *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*

● Opening of School Update

○ Dr. Zhou says they had a fantastic opening of school with many people commenting on how normal it felt. Dr. Starkie takes over and thanks Ted Buckley and the custodial, maintenance, and grounds crew for all their hard work over the summer preparing the buildings. She also thanks Chris Oliver and the tech department for successfully installing TouchView boards in the High School and BES, a Mac computer lab, and getting Chromebooks out to all students and staff. She says opening day across the district was great: BES held a Welcome Night before opening which was great to get families and students acclimated and opened with their theme for the year, "Bee Amazing, Bee You"; BIS held a Grade 3 Orientation and a Welcome Back NIght which helped kids come back acclimated to the geography of the school and excited to get started; 3

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BMS students seemed to appreciate the return to a normal school year and on the first day students were already conducting science experiments and discussing summer reading and upcoming Civics projects; BHS students also appreciated a normal start to the school year and class meetings occurred and exceptions regarding academics and behavior were laid out and the new cell phone policy of focusing on engagement instead of distraction was discussed, Pre-AP classes, internship sign-ups, and athletics are all underway. Dr. Starkie thanks everyone involved in a great opening particularly the Principals, Assistant Principals, Lisa Dix, and Jessee Clements. ● Facilities & Technology Update

- ○ Jordan Geist thanks the custodial and maintenance staff for all their hard work all summer especially with the challenges of having summer programs to work around. He also thanks Food Services Manager Darlene Grealish for working through new routines and schedule changes. He also thanks Transportation Coordinator, Sue Downing for all her hard work, especially with the challenge of working around the driver shortage. He notes that the shortage will have an impact on athletic buses and he is working on the possibility of having the Cape Cod Collaborative pick up some of those routes with other towns like Falmouth and Mashpee as well as advocating with the MIAA to possibly change the start times of games or move some to weekends. Ryan Bagadonas asks if the athletic transportation issues are being conveyed to parents to avoid misinformation. Mr. Geist says the issue is nothing new and is being conveyed as best they can.
- ○ Chris Oliver says that, with the collaboration of all administrators, they were able to get scheduling done and Powerschool rolled over earlier than in the past in addition were able to install 43 TouchView screens at the High School and 9 at BES, upgrade Firewalls, get new Chromebooks for staff and all of Grade 8, and, with the help of Ted Buckley, install a new three-phase UPS power supply in the data center which greatly reduces any potential risk to any servers and equipment. He mentions the clocks, bells, and PA system at the High School are being installed starting on Monday which was pushed back from August due to supply chain issues.

● Health & Safety Update

- ○ Kristin Donahue says there are no longer any state-mandated covid reporting, test and stay, or at-home testing programs moving forward and she met with nurses to make sure they had all the PPE they needed and to update the website to reflect what was included in the DESE memo. Dr. Zhou adds that it's important for parents to understand that if a child has a fever they will be sent home just as they were before Covid. Mrs. Donahue notes that DPH and DESE are still requiring students and faculty who test positive for Covid stay home for 5 days and are encouraged to wear a mask for an additional 5 days upon return.
- ○ Jordan Geist thanks the Bourne Police Department for their commitment to the district with 2 SROs assigned to the district full time whose overall support has been amazing. He also thanks Dr. Starkie for taking the lead on some training that will be coming up with the Police Department, as well as Chris Oliver for working with the Police Department on some changes to regulations with 911 and testing the system to make sure everything works the way it should. He expresses appreciation for the Police Department getting out on the roads with the buses to bring awareness to car and bus safety. Emily Berry asks whether there are 2 SROs now and Dr. Zhou says there are 2 full-time SROs covering 5 schools including UCT, but both are at our disposal and they cover the whole school days and are flexible to do night events.

● Enrollment Update

- ○ Dr. Zhou says enrollment has not increased but the decline has stabilized. She says school choice students have increased at the Middle School and High School level and the overall number is

currently 113 compared to 94 at this time last year. She notes that there is also reimbursement for school choice special education so the numbers won't always match up with a per-child allotment. Dr. Zhou shares some historical enrollment information and Chair Berry comments that there are a third fewer Kindergarteners than in 2015 which is the trajectory forecasted by NESDEC even before Covid. Dr. Starkie adds that current home school numbers are back to pre-Covid numbers with 41 which Dr. Zhou says is a good indicator that the students who chose to stay home during the pandemic have returned to school.

● Announcements & Correspondence:

○ Grants Awarded - MCLC Life Science Grant, Skills Capital

■ Dr. Starkie says last Spring they applied for a Life Science Grant to fund science equipment at the Middle School and High School and more information will be available on that at the next meeting. She says that a Skills Capital Grant for $75,000 was awarded and will support the development of the Business Pathway at the High School by
creating a business suite to mimic a work environment where students can develop their skills. She thanks Ann-marie Strode and the team at the High School for bringing that in. ○ MA DESE Accountability Review

■ Dr. Zhou says the district was randomly chosen for a DESE Accountability Review which is already underway with Dr. Starkie being appointed as the primary district liaison and starting the self-assessment. She says it's a large-scale, comprehensive, time-consuming review but can ultimately be a good thing. She notes that there are 6 indicators that they look at and once they review the self-assessment they may choose to only look deeply at three.

○ “Building Bridges” Engagement Initiative

■ Lisa Dix says that when she started teaching she realized that a key to success is family engagement and developed a family engagement program at her previous district. She explains that the idea came about when she and a colleague noticed that the students who needed support were often the ones whose families were not okay with coming to
school for any event so they began holding events off campus so that they could get more people to come. She says they solicited restaurants and businesses to provide food and enlisted high schoolers to come babysit so parents could engage in whatever the topic was. She says this led her to think about what she could do coming out of Covid to help with enrollment and showcase all the wonderful things that are going on in the Bourne community. She says the first event in what will hopefully be a series is the Community Resource Fair which will take place at BIS on September 29th, and she already has over 50 groups willing to come, bring literature, set up games, etc. for
families to come and learn about what they do. Ryan Bagdonas asks if there will be activities geared toward the kids and Lisa answers that there will be and she is
contacting the High School to help pull that together. Dr. Zhou says they are also
planning a speaker series, Coffee with the Superintendent and Canal Walks with faculty. ○ Upcoming Events

■ Liz Carpenito highlights some events happening at BES including the Book Fair and Back To School Night on September 22nd; Welcome Night that took place the Thursday before school started allowing families to come in and see the building and students dropped off school supplies; Cape Kid Meals is back up and running and the partnership is
growing this year; Safe Routes to School is also back up and running and looking forward 5

to more events this year teaching bike and pedestrian safety; the Best Buddies program have a list of activities planned for this year.

- Jane Norton says BIS had a great start to the year at their 3rd Grade Orientation with over 85% of students and families in attendance as well as Welcome Night held the same week. She says they have been reaching out to their community partners and have Cape Kid Meals back as well as Big Brothers/Big Sisters. She highlights upcoming activities: Scholastic Book Fair and Back To School Night next Thursday night, an ARC Family Night via Zoom run by Lisa Dix on the 21st, the Community Resource Fair, Cataumet Schoolhouse field trip, and a field trip to the Barnstable Music Center for the Youngperson's Concert for the first time in person since being in BIS, and All-Star Revue will be back as Fall production. Mrs. Norton thanks the PTA for helping with every event at BIS and the teachers for hitting the ground running.
- Christine Borning says BMS Back To School Night is tomorrow night with some great presentations and the traditional Washington DC trip meeting which hasn't happened in a long time and is very exciting for the eighth graders. She says the PTA has hit the ground running and would welcome some additional support. They are also bringing back the VIPS mentoring program, after school activities will begin September 9th, and auditions for the musical begin September 19th which was moved from the Spring to the Winter so they can participate in the Junior Festival in the Spring, 8th graders are participating in high school level sports. Mrs. Borning thanks Chris Oliver and the tech team for all their hard work over the summer to open up some space in the building so they could adjust their schedule, as well as the cafeteria staff for their patience as the schedule change has caused some backup at lunches. Maureen Fuller asks if there is just one PTA and Dr. Zhou answers that each school has a group and there is an overarching PTA. Chair Berry adds that each school's PTA group fundraises on its own and those funds go to events in their school.
- Amy Cetner says they had a great start to the year at BHS hosting a Freshman Orientation with outstanding attendance. She highlights some upcoming events including Academic Awards on September 22nd, new pathway program is up and running, a new internship course with 36 students registered, an ambulance simulator put in last Spring will be used by First Aid and CPR and Personal Training, parent-teacher conferences take place on October 6th. She says they need a Freshman class advisor and they will be putting out some information on that to try to solicit some support. Auditions are starting for the Fall production of Our Town. She shares that guidance counselor Mrs. Ianucci was selected as a recipient of the 2022 Yale Educator Award which recognizes educators from around the world that inspire their students to perform at high levels to achieve excellence. She thanks Mrs. Strode for continuing to find grant opportunities and funding to support all the new programs being rolled out.
- Scott Ashworth talks about a volleyball tournament trip that takes place during Indigenous Peoples Day weekend at American International College in Springfield, MA. He says it is an elite-level tournament and will be beneficial for the team to participate in. He notes that bus transportation would cost over $2000 but he has 4 parent volunteers, all CORI checked, and car and liability insurance on file, willing to drive.

Ryan Bagdonas motions to approve the overnight field trip as presented; Seconded by Erin Perry; Voice vote passes 8-0-0

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d. District Strategy Action Plan Presentation

- Dr. Zhou presents the District Strategy Action Plan starting with the "why" which is to stay within the mission, vision, and core values and beliefs. She says a lot of the district strategy is centered around alignment. She says part of being a new Superintendent in MA is to go through this strategic planning process which starts with the Entry Plan, continues to the District Strategy, then the Strategy Action Plan, and lastly School Improvement Plans and Real-Time Planning. She walks through how the Action Steps were developed and presents the District Strategy. Types of Action Steps include Professional Development, Analysis and Research, Refinement and Continuation, and Create/Re-create. She walks through 3 different examples of how an Action Plan goes out across the 3 years and finishes with Next Steps which include School Improvement Plans. Chair Berry asks if staff had a chance to provide feedback and Dr. Zhou says they did but she did not receive a lot possibly due to the timing and there will be lots of opportunities in the future to ask questions and provide clarity and input. Mauren Fuller asks, regarding bringing MTSS teams together to create a district team, whether all the schools have the same number of members on their MTSS teams and Dr. Starkie answers yes. Mrs. Fuller follows up by asking whether the members change over time and Dr. Starkie says it's an annual application, much like most stipended positions in the contract, and it looks like a good number of people who served before are looking to continue. Mrs. Fuller comments that it's great that it is evolving into a district team and Dr. Starkie says the idea was driven by the people who have been serving on the committee who were looking to streamline communication. Mrs. Fuller asks what action step includes technology support for teachers looking for more support in how they could integrate technology into their daily practice. Chris Oliver answers that the technology committee has been discussing what they can do to infuse more technology into the classroom and to integrate it at a level the classroom teachers are comfortable with and they will continue to have that conversation at technology committee meetings. He says some ideas will be brought forward for consideration as they work to develop the FY24 budget. Dr. Starkie adds that there is a person earmarked at each building to help teachers with instructional technology using the train-the-trainer model and she has talked to Mr. Oliver about using some time on early release days to offer opportunities for people looking to learn about technology. Mrs. Fuller suggests adding action plan numbers to agenda item

Ryan Bagdonas motions to approve the District Strategy Plan as presented; Seconded by Erin Perry; Roll call vote passes 8-0-0

e. Student Handbooks Revision Presentation

- Christine Borning says there were some heavy edits to the handbooks this year but nothing that changed any intention of the handbook. She says these edits included: adding Chris Oliver and Kristin Donahue to the applicable sections; tweaking the mission, vision, and core values to make the handbook match all the current documents; removing some items that are linked on the website, such as school schedules and the district calendar, to eliminate any possibility of inaccurate documents being out there; updating the language around behavior expectations to be more student and parent friendly; making the attendance policy more clear; aligning behavior expectation to make sure that the B2B values were mentioned and in the correct alphabetical order; and updating the cell phone policy to be more in line with what cell phones can do. Chair Berry asks who makes the changes and updates to the handbooks. Mrs. Borning says the Principals and Dr. Starkie along with some feedback from school councils. Paul McMaster asks about the section on class disruption and whether there is a guaranteed consequence for

being ejected from class. Mrs. Borning says every school would probably handle it differently and it would also depend on whether a student was asked to step into the hall for a conversation with the teacher and given a teacher consequence or sent to the office for repeatedly disrupting class in which case they would receive a consequence of some kind. Dr. Zhou adds that there's also a lot that's happening behind the scenes including having SWIS data to see where infractions are happening and trying to analyze whether that environment can be changed and also lots of conversations between Assistant Principals and the team to see where behaviors are happening and why they're happening, creating a tight feedback loop. Maureen Fuller comments that when the handbooks get redone she hopes they can be more applicable to each school. Mrs. Borning says she agrees that this is not a student-friendly document and hopes to create more school-specific handbooks, possibly having the first pages be school-specific followed by an overarching appendix of all the legal things required to be in a handbook. Mrs. Fuller asks if all the legal stuff needs to be printed or if it could be linked and Dr. Zhou says many policies need to be printed out and signed off on but thinks the things that can be linked will be. Erin Perry notes that policy AF needs to be updated to the recently adopted policy and says she had the same question since many policies are in the process of being updated and links would make it easier.

Erin Perry motions to approve the Student Handbook revisions with the intention of replacing any updated policies; Seconded by Ryan Bagdonas; Voice vote passes 8-0-0

e. SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS

- Curriculum Sub Committee
  - Ryan Bagdonas says the Curriculum sub-committee met Jessee Clements who started as the 6-12 curriculum director in July and she pointed out that Lisa Dix is going to take the literacy lead for PK-12 and Jessi is going to take the Math lead for PK-12 playing on their strengths. Dr. Starkie updated the sub-committee on summer academies, enrichment opportunities, the 2-day new teacher orientation, and PD.
- Policy Sub Committee
  - Erin Perry says the sub-committee met at the end of August to update policy JKAA regarding physical restraint of students and the policy is now consistent with what DESE is looking for as a result of Tiered Focus Monitoring. She says the sub-committee voted to recommend the adoption of the updated policy JKAA.

Maureen Fuller motions to accept the Policy JKAA on school restraint; Seconded by Kari MacRae; Voice vote passes 8-0-0

- Budget and Facilities Sub Committee
  - Paul McMaster reports that the sub-committee met tonight and most of what was discussed has already been presented by Jordan and Chris. He says they also approved their meeting minutes and reviewed the line item closures, encumbrances, and close-out letters which were all approved for discussion and vote by the full committee.

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Ryan Bagdonas motions to approve the line item transfers, FY22 encumbrances and FY22 turn back to the Town of Bourne; Seconded by Paul McMaster; Roll call vote passes 6-0-0 (Erin Perry stepped away and Student Representative Bella Palumbo not eligible to vote)

Maureen Fuller motions to accept warrants and payroll; Seconded by Paul McMaster; Roll call vote passes 6-0-0 (Erin Perry stepped away and Student Representative Bella Palumbo not eligible to vote)

- SEPAC
  - Kristin Donahue says SEPAC met today for a brief planning and organizational meeting about how to reinvigorate SEPAC and talked about different options for possibly partnering with other communities as well as how to revitalize the Facebook page to help increase parent engagement. ● Student Advisory
  - Chair Berry says Student Advisory has its first meeting on 9/21 and will be a great opportunity for her to talk to the Student Advisory Board, hear their ideas and come up with a plan for their first presentation which will take place at the next school committee meeting.
- District Diversity, Equity and Inclusion Committee
  - Dr. Starkie says the Diversity, Equity and Inclusion Committee will meet on 9/19 at 4:30.
- District Technology Committee
  - Chris Oliver says the Technology Committee will meet on 9/22.

5. DISCUSSION ITEMS

- n/a

6. ACTION ITEMS

g. Vote to approve regular session minutes of: 4/6/22

Ryan Bagdonas motions to approve the meeting minutes from 4/6/22; Seconded by Kerrie Scofield; Voice vote passes 8-0-0

7. FUTURE AGENDA ITEMS

a. School Improvement Plans
b. Overview of Benchmark Data
c. SY 2022 MCAS Data Analysis
d. Personnel Update

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8. ADJOURN-*PAUL McMASTER MOTIONS TO ADJOURN; RYAN BAGDONAS SECONDS; MOTION APPROVED 8-0-0*

Meeting ended at 9:00 PM

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

Agenda Item	Document
0	School Committee Agenda
4c.	MA DESE Accountability Review
6f.	Policy JKAA
6g.	SC Meeting Minutes 4/6/22
6h.	Volleyball Tournament trip request
6i.	BES School Handbook
6i.	BIS School Handbook

6i. BMS School Handbook

6i. BHS School Handbook

RESPECTFULLY SUBMITTED,

Jessica Moerman
Recording Secretary