Bourne School Committee Summer Workshop
7.19.2023
BIS Library

In attendance:
Kerri Anne Quinlan- Zhou
Maureen Fuller
Emily Berry
Donel Beals
Kerrie Scofield
Kendellynn Gagne
Kari MacRae
Paul McMaster (via zoom)

Meeting called to order at 9:10am

Overview of Workshop
Communication is centerpiece of school committee-superintendent relationships.
See slide set attached to agenda

Governance vs. Management
We establish educational goals and policies for schools in the district
We act only as a body
Oversee Curriculum, budget/facilities and policy sub-committtees
Support district-based subcommittees (SEPAC, DEIB, Technology)
Follow guidelines set by MA Dept. of Ed

Management side is handled by administration
Hire & evaluate staff members
Implement school improvement plans
Design and implement prof. development
Oversee building based issues
Oversee daily curriculum
Approve & manage after school activities, clubs and sports

Roles and responsibilities

Policy
Establish and periodically review educ. Goals and policies for the schools in the district
Meet monthly prior to regular session to review policies and make updates or changes in order to provide recommendations for full committee approval

Finance
Review and approve a budget for education in the district

Work to ensure that necessary funds are appropriated for the district and that a balance is maintained between needs and resources
Oversee operation of annual school budget
Meet monthly with bus. Manager to review budget and facilities

Curriculum
Adopt major adoption or revision of curriculum
Meet monthly to review curricular needs of district

Collective bargaining/negotiations
Act as employer of school employees
Designate a negotiator or negotiating team
Receive advice from superintendent
Bargaining units include staff, support staff, admin. Assistants and custodians

Staffing
Appoint the superintendent and set compensation
Appoint assistant superintendent, business manager, head of spec. ed and district physician based upon recommendation of superintendent
Evaluate the performance of the superintendent
Establish, upon recommendation of the superintendent, the performance standards for teachers, and other employees of the school district.

Professional development
Approve District improvement plans
Approve school improvement plans
Engage in advocacy on behalf of students
Conduct self-evaluation of committee's effectiveness
Provide and encourage resources for school committee professional development

Communication
Support the development and promotion of the vision, mission goals and strategies of the school system
Review prior to all school committee meetings the info. provided by the superintendent
Consult and confer with the superintendent on all matters as they arise that concern the school system and on which the school committee may take actions
Maintain open communication between the community and the schools by scheduling public meetings on a regular basis.

Working together to benefit the district
Follow chain of command
Forward questions received by community or staff to appropriate individual
We are only a school committee together
Be careful of open meeting law

Follow “no surprises” rule
Remember why we are here

Subcommittee positions
Will need to formally vote in chair, vice chair and secretary at Aug 8th meeting
Addition of two new town committee positions

Chair -- Emily
Vice Chair -- Paul
Secretary – Kerrie
Student School Committee Member – Mackenzie McMaster
Policy subcommittee – Emily (chair), Donel, Kari
Budget/facilities/safety -- Paul (chair), Maureen, Kendellynn
Curriculum – Maureen (chair), Kerrie, Emily
SEPAC liaison -- Kendellynn
DEIB liaison -- Donel
Technology liaison -- Paul
Cape Cod collaborative liaison – Maureen
Town Rail Trail committee – Kerrie
Town financial policy committee -- Paul, Kari
Student advisory -- Emily
Community engagement -- Emily

2022 – 2023 School Committee Goals
Increase communication and engagement across our school community
- Did you know? Campaign
- SC member attendance at school events
- Inclusion of more students at monthly meetings
- Navigator awards

Build trust and maintain a positive culture between the school committee and staff
- Successfully negotiated contracts for all units
- Maintained professionalism throughout the negotiation process

Discussion on school enrollment

2023 – 2024 School Committee Goals

Continue community engagement and outreach through hosting opportunities for discussion and attending community events
- Hosting open public forum
- Back to school night attendance
- Networking at community events

Utilize student advisory group

Budget 101

Quick overview of school budgeting 101. Committee members can review full presentation as attached on the agenda.

School and District Improvement Planning
Each of our 4 schools has a yearly school improvement plan with one goal from each of the 3 pillars that needs to be approved by the school committee. Measurable metrics are identified.

Focus Indicators established for teachers and administrators that align with each other. Superintendent goals to be presented at Aug meeting. Superintendent will be evaluated after 18 month cycle. More information to be presented at future meetings

Motion to adjourn 1:15pm