# Bourne Public Schools

# BOURNE SCHOOL COMMITTEE

## Regular Meeting Minutes

**DATE:** Wednesday, November 1, 2023
**TIME:** 6:30PM Regular Session
**PLACE:** Bourne High School Media Center, 75 Waterhouse Rd., Bourne, MA

### ATTENDANCE

***SCHOOL COMMITTEE MEMBERS PRESENT:*** Chair Emily Berry; Donel Beals; Maureen Fuller; Kendellynn Gagne; Paul McMaster; Kerrie Scofield; Student Representative MacKenzie McMaster

***SCHOOL COMMITTEE MEMBERS ABSENT:*** Kari MacRae

***OTHER ATTENDEES PRESENT:*** Dr. Kerri Anne Quinlan-Zhou, Superintendent; 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.

# Bourne Public Schools

## 4. REPORTS AND PRESENTATIONS

- **STUDENT ADVISORY REPORT,** *MacKenzie McMaster, School Committee Student Representative*
  - **Presentation/Report:** Student Spotlight: Bourne Middle School-Ms. McMaster introduces BMS students to present the Bourne MIddle School Student Spotlight on the Theatre and Drama program. Heide Vanderstaay and Grace Henson share their experiences and demonstrate techniques taught in 6th grade Theater. Jackie Battles, Cam Russell, Bradey Russell, Lucas Rooney share their experiences with the BMS Drama Club program. Oliver Tribuzio and James Mckenna share their experiences performing "Hoodie" in the METG Junior Festival. Shea Reilly and Alana Nalbandian share their experiences with the METG Monologue contest as well as other METG offerings.
  - **Presentation/Report:** Student Spotlight: College and Career Day & BHS Showcase-Dr. Maguire introduces Jillian Allen, Leah Barlow, Cassidy Bonzagni, Logan Broadway, Heer Patel and Elena Timo, Jadyn Morrell, Peter Scannel and Sophia Sheehy to share their experiences on the College and Career Day field trips and as BHS Ambassadors at the BHS Showcase. Mrs. Borning asks Shea Reilly and Alana Nalbandian to offer their feedback on the BHS Showcase as BMS students. Chair Berry thanks the presenters, principals, Dr. Starkie, and the Nye Grant for all their efforts helping to make the day such a success. Dr. Maguire adds her thanks to all the businesses that welcomed students and Jordan Geist thanks Sue Downing for coordinating the transportation.
- **CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*
  - Announcements/Correspondence:
    - Joint Budget Planning meeting takes place Nov. 14th, 7PM at the Police Station Training Room
    - MASC Conference takes place next week. Chair Berry says everyone is attending at least one day and asks members to take a few notes on workshops they attend to report back to the committee at the next meeting.
- **SUPERINTENDENT'S REPORT**, *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
  - C & I Spotlight on WIN & Benchmarking-Dr. Zhou presents an overview of the WIN program and the progression of benchmark testing. Jessee Clements says each admin team will present a roadmap for each of their schools highlighting their WIN programs, benchmarking data, and what next steps are. Mrs. Clements and Dr. Maguire begin with the high school information. Mrs. Borning and Mrs. Clements continue with BMS. Lisa Dix, Jane Norton and Liz Carpenito share BIS and BES overview. Dr. Zhou adds that it takes 3-5 years to embed these practices and the growth shown in year 3 demonstrates that they're doing a great job. Chair Berry says the committee appreciates the presentation and after hearing about it year after year, seeing the Benchmark Notables slides showing a lot of progress demonstrates that benchmarks are working. Kristin Donahue shares a message from Dr. Starkie that she sends kudos to Mrs. Clements, Mrs. Dix and the principals. Maureen Fuller says that the mindset of students being involved in their own WIN and wanting to measure their growth with benchmarking as well as teacher and staff support to get everything in place takes time and it's great to hear that it's progressing.
  - Teaching and Learning Update

- MA Life Science Grant Announcement-Dr. Zhou says the Healy-Driscoll Administration announced their support of life science initiatives and STEM education throughout Massachusetts and awarded BPS a grant for $108,557.43 to be split between BHS and BMS for supplies including 3D printers, virtual dissection table, robotics supplies, and clay.
- HQIM Grant Announcement-Dr. Zhou says the district has been awarded a High-Quality Instructional Materials Implementation Grant Continuation of $87,400 which will be used to support ongoing work with math coach Allison Mello and any additional math PD.

- Budget and Facilities Update
  - Jordan Geist says they are in the preliminary stages of discussion on the FY25 budget and will go to the town with a level-services budget with no changes to staffing at this point.
- Technology Update
  - Chris Oliver thanks Deb Bisnette and Nik Outchcunis for their dedication getting everything up and running through September and October. He says most summer projects are complete with the exception of a few items on the BMS PA system punch list which should be complete in the next week. The door safety equipment purchased with the Safer Schools and Communities grant money is being installed on egress doors at BHS and BMS with the majority of the work, including installation of fob access equipment, to be completed over the holiday break. Mr. Oliver notes that he is in the process of applying for E-Rate funds which are federal funds that subsidize the internet connection as well as internal equipment and will also go after a Basic Maintenance portion of E-Rate for the FY25 SY that would provide reimbursement for programming that needs to be hired out.
- Student Services and Special Education Update
  - Kristin Donahue says she and the Special Education Coordinators at each school attended Training the Trainer sessions for the new IEP and have started to discuss the PD they will be rolling out. They have also implemented DocuSign and some of the first IEPs using DocuSign have gone out. A Pre-K assessment was completed this month and a full report should be received shortly.
- Announcements & Correspondence
  - District-wide-
    - Dr. Zhou says the first round of District Learning Walks have been completed.
    - The Admin team is undertaking professional development around DEIB working with Tonya Fewell to experience it themselves before rolling out anything bigger to the whole district.
    - Dr. Zhou shares an enrollment update showing a total enrollment of 1586 students with 113 school choice students.
  - Past and Upcoming Events Preview-
    - BES-Liz Carpenito highlights upcoming events at BES including the PTA Dance Fit Fundraiser that exceeded their fundraising goal of 15k, Letters to Vets in honor of Veterans Day, PTA Glow Run on 11/9, Book Nook on 11/16, and first trimester closing at the end of November.

- BIS-Jane Norton shares upcoming events at BIS including kickoff for the PTA Fun Run Boosterthon, B2B School Council Food Drive, K-Kids Animal Shelter Supply Drive, after school clubs, All-Star Revue auditions, next round of WIN starting 11/6, Veterans Day Celebration on 11/7, Healthy Action Team's Healthy Harvest Food Tasting and Jingle Jog, last day of the trimester on 11/29, and the launch of Friendship Club.
- BMS-Christine Borning shares events at BMS including the 8th grade band BHS football game performance, 8th grade attending the BHS pep rally, Spirit Week, virtual book talk with Kwame Alexander, PTA Spaghetti Supper, 6th grade and 8th grade Snaprise fundraising for Spring trips, grades close Friday, Military student breakfast, and Turkey Trot.
- BHS-Lisa Maguire highlights BHS events including Spirit Week and Homecoming, anti-vaping assembly, MIAA state tournament play for golf, volleyball, girls' soccer and football, quarter 1 close on 11/3, B2B and academic recognition ceremony, National Honor Society Leadership Conference, NHS Food Drive, Caregiver Coffee Hour on 11/30, and NHS Induction.
    - Dr. Maguire asks the committee to accept a donation of 3- 2001 420 sailboats in good condition valued at approximately $3000 per boat. The boats are being donated by the Wequaquet Lake Yacht Club.

***Emily Berry motions to accept the donation of 3 sailboats; Seconded by Paul McMaster; Voice vote passes 7-0-0***

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
    - Curriculum Subcommittee
        - Maureen Fuller says all topics have already been discussed.
    - Policy Subcommittee
        - Emily Berry asks the committee to approve a revision to policy KCD to state the donations over $500 require a vote.

***Maureen Fuller motions to approve Policy KCD; Seconded by Paul McMaster; Voice vote passes 7-0-0***

- Chair Berry says no revision to policy CBI was required.
- Chair Berry calls for a vote to replace policies IGA and IGD with a combined policy IGA/IGD as recommended by MASC.

***Maureen Fuller motions to replace current Policy IGA and Policy IGD with combined Policy IGA/IGD; Seconded by Paul McMaster; Voice vote passes 7-0-0***

- Chair Berry recommends approval of new MASC policy EFE to comply with Civil RIght laws regarding school lunches.

***Paul McMaster motions to approve Policy EFE; Seconded by Maureen Fuller; Voice vote passes 7-0-0***

- Budget and Facilities Subcommittee
  - Paul McMaster says the subcommittee reviewed the capital outlay plan for the next 5 years and asks to amend tonight's agenda to include a vote to approve the capital outlay plan for FY2 so the administration can have the plan approved by the School Committee before meeting with the town on Monday.

***Paul McMaster motions to amend the agenda to include a vote on the FY25 Capital Outlay plan; Seconded by Maureen Fuller; Voice vote passes 7-0-0***

  - Mr. Geist walks through the capital requests that will be made including BMS compressor replacement, wastewater treatment plant HVAC repairs, and BMS roof replacement. Mr. McMaster says the subcommittee recommends approval of requests.

***Emily Berry motions to approve the FY25 Capital Outlay requests; Seconded by Paul McMaster; Roll call vote passes 7-0-0***

- SEPAC
  - Kristin Donahue reports that she has increased correspondence to special education families and sent out updates from other local SEPACs trying to enlist parents who may be interested.
- Cape Cod Collaborative
  - Nothing to report
- District Diversity, Belonging, Equity and Inclusion Committee
  - Dr. Zhou says the admin team is continuing their PD on DEIB and has been in contact with community members so they know that it's just on pause while they complete the PD and will meet with Tonya Fewell to make a plan to bring the DEIB committee back in.
- District Technology Committee
  - Chris Oliver thanks Lisa Dix for hosting the meeting for him and says there was discussion around how to make PowerSchool more user friendly and changing the dynamics of the tech committee to involve more stakeholders in order to drive the future of technology in the district.

## 5. DISCUSSION ITEMS

- n/a

## 6. ACTION ITEMS

a. Vote to approve Warrants and Payroll

***Paul McMaster motions to approve Warrants and Payroll; Seconded by Maureen Fuller; Roll call vote passes 6-0-0 (MacKenzie McMaster not eligible to vote)***

b. Vote to approve regular session minutes of: October 4, 2023

***Maureen Fuller motions to approve regular session minutes of 10/4/23; Seconded by Paul McMaster; Voice vote passes 7-0-0***

## 7. FUTURE AGENDA ITEMS

a. Student Spotlight: BIS (December)
b. Superintendent Goals (December)
c. FY25 Budget Planning (December)
d. Student Spotlight: BES (January)

## 8. ADJOURN-*PAUL McMASTER MOTIONS TO ADJOURN; KENDELLYNN GAGNE SECONDS; ROLL CALL VOTE PASSES 7-0-0*

**Meeting ended at 8:30PM**

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

| Agenda Item | Document |
|---|---|
| 0 | School Committee Agenda |
| | |

**RESPECTFULLY SUBMITTED,**

Jessica Moerman
Recording Secretary