Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, January 3, 2024
TIME: 6:30PM Regular Session
PLACE: Bourne High School Media Center, 75 Waterhouse Rd., Bourne, MA

ATTENDANCE

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

SCHOOL COMMITTEE MEMBERS ABSENT: Donel Beals

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.

Bourne Public Schools

4. REPORTS AND PRESENTATIONS

- **SPECIAL TOPICS:**
- **STUDENT ADVISORY REPORT,** *MacKenzie McMaster, School Committee Student Representative*
    - **Presentation/Report:** Student Spotlight: Bournedale Elementary School -Student Advisory member Addie Dion presents the BES Spotlight on the Career Hop collaboration with BHS interns. She says BHS students taking part in the internship program visited BES and set up tables with their resumes and information about their internships and 2nd graders visited the tables they were interested in learning more about. Mrs. Carpenito shares the next steps in the collaboration including matching groups of 2nd graders with interns to continue to learn more about a career, ARC unit discussions about careers, hosting a community career fair, and a final presentation to the school committee.
- **CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*
    - Correspondence:
        - ***MASC Bulletin*** recapping the delegate assembly. Maureen Fuller says the last few resolutions were tabled because there were so many to get through and the discussions went so long that they ran out of time. She says the delegates were very vocal and discussions were very spirited. Chair Berry says the bulletin also contained a list of new policies that the policy subcommittee will review and bring to the full committee in the near future.
        - ***Disclosure of Appearance of Conflict of Interest*-**Dr. Zhou explains that since she is the hiring agent for the district she needs to disclose when a family member is potentially interested in working for the district. She states that her daughter is interested in becoming a substitute and presents the disclosure form that she has to sign along with a form that the Chair Berry has to sign. If approved, the forms will go to the town in accordance with ethics laws.

Paul McMaster motions to add to the agenda a vote to approve the Disclosure by Non-Elected Municipal of Financial Interest and Determination by Appointing Authority per M.G.L. c. 268A, Section 19 and authorize the Chair to sign as presented; Seconded by Kerrie Scofield; Voice vote passes 7-0-0

Paul McMaster motions to approve the Disclosure by Non-Elected Municipal of Financial Interest and Determination by Appointing Authority per M.G.L. c. 268A, Section 19 and authorize the Chair to sign as presented; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

- **SUPERINTENDENT'S REPORT**, *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
    - Special topics: **Recognition of Ty Kelley, Otto Graham Award-**Dr. Zhou shares a WCVB news clip highlighting the accomplishments of Ty Kelley. Chair Berry expresses the school committee's pride in Ty's achievements.
    - Teaching and Learning Update-

- Proposed Changes to 24-25 BHS Program of Studies-Jessee Clements presents on behalf of Lisa Maguire. She shares the changes made to the Program of Studies (link) and the proposed final copy of the 24-25 BHS Program of Studies. Mrs. Clements expresses the collaborative nature of the changes made to the Program of Studies and says Dr. Maguire worked closely with department leaders and teachers to make sure everyone was clear on the reasons for any change.

Maureen Fuller motions to accept the Bourne High School Program of Studies for SY24-25; Seconded by Paul McMaster; Voice vote passes 7-0-0

- Budget and Facilities Update
  - Jordan Geist reports that the wastewater treatment plant is running and monthly reports show everything is in compliance. He says they're still fighting leaks at BIS and Brait Builders is engaged in the process and investigating the leaks.
- Technology Update
  - Chris Oliver says the vendor has started installing the security improvements at BMS and BHS and the project should be wrapped up by February. He notes that a RFP was submitted for E-Rate to upgrade the wifi at BES this summer and two-way radios that were part of the fall capital outlay article have been ordered.
- Student Services and Special Education Update
  - Kristin Donahue says they have been working hard on improving the student voice with the new IEP. She says she participated in discussions on different co-teaching experiences with South Shore Collaborative Director's Network.
- Other Announcements
  - Dr. Zhou shares an enrollment update and states that all newcomers have been relocated out of the district to housing that has a provider and is better suited to their situations.She shares that the news came late and it was sad for the students as well as teachers. She acknowledges that having the newcomers was a lot of work, but it was a privilege to have them. Students and staff really rose to the occasion.
- Past and Upcoming Events Preview
  - BES-Liz Carpenito highlights upcoming events at BES including a PTA-sponsored Toe Jam Puppet Jam show, Math Night, the Great Kindness Challenge and Book Nook.
  - BIS-Jane Norton thanks families for their support of December events including the Jingle Jog, music concerts, and spirit days. She highlights upcoming events at BIS including Wet Fest, Math Night, Random Acts of Kindness Week, and Healthy Heart NIght with the Healthy Action Team. She shares the news that BIS is the recipient of a $5000 grant from the Feinstein Leadership Foundation. The Feinstein Leadership Foundation promotes inclusive cultures, kindness, and leadership at elementary schools.
  - BMS-Dr. Starkie presents BMS upcoming events including Grade 8 course selection, mid year benchmark testing in math, ELA, social studies, and science, close of Quarter 2, Grade 7 and 8

Pickleball Night, Grade 8 dance, Grade 6 theater students one-act play performances, and BMS Drama Club's production of *Willy Wonka Jr*.

- BHS-Dr. Starkie says Dr. Maguire would like to acknowledge the hard work of the interns and Mrs. Strode on the BES Career Hop, the excellent performances of *A Chrismtas Carol* by Mr. Burke and BHS Drama Club, and the winter concert by Mrs. Fournier and BHS music students. She also thanks Student Council members, Mrs. Francis, guidance staff, and Lisa Tavares in the cafeteria for their Winter Break Kick-off with smores, waffles, and hot cocoa. She highlights upcoming events including the Southeast Music Festival, DECA District 8 Career Development Conference and Competition, course selection, close of Quarter 2, and a mental health workshop with Caleb Joseph, a Division 1-recruited basketball player with a riveting personal narrative to share with students.

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
  - Curriculum Subcommittee
    - Maureen Fuller says the subcommittee heard the Program of Studies presentation and touched on the pilot of the Civics MCAS that 6 classes will be participating in on the structure of Massachusetts state and local governments.
  - Policy Subcommittee
    - Chair Berry reports that the subcommittee met on December 13th and discussed new MASC Policy CHA/CHC based on the individual Policies CHA and CHC. She says there are no major differences in the combined policy put forth by MASC. They also discussed Policy DN which allows the Business Services Director to be in charge of surplus materials and ensure that all procurement laws are being followed, and they agreed to move the policy to the full committee for approval. They also discussed job descriptions for Long Term Substitute and Substitute Custodian which were approved by building administrators and they agreed to send to the full committee for a vote.

Paul McMaster motions to approve Policy DN; Seconded by Kari MacRae; Voice vote passes 7-0-0

- Maureen Fuller asks if the Long Term Substitute job description should point out that grading and report card preparation are part of the responsibilities. Dr. Starkie says that each scenario might be a little different so the use of "record keeping" was intentional to keep it general. Dr. Zhou adds that the timeframe of each position is different so the expectations get spelled out when hiring for the position. Dr. Zhou and Dr. Starkie agree that they would not be opposed to adding "and other record keeping including grading, to be determined by the building administrator" to the job description.

Kerrie Scofield motions to approve the Long Term Substitute job description with the amendment to the record keeping portion; Seconded by Maureen Fuller; Voice vote passes 7-0-0

Maureen Fuller motions to approve the Substitute Custodian job description; Seconded by Kari MacRae; Voice vote passes 7-0-0

- Budget and Facilities Subcommittee
  - Paul McMaster asks the committee to approve a change order for Trane to replace the HVAC at the wastewater treatment plant. He says the town has already approved the funds and this is just the change order to actually get it done.

Kerrie Scofield motions to approve change order No. 1 for Trane to replace the HVAC at the wastewater treatment plant; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

- SEPAC
  - Kendellyn Gagne says they have had a few meetings and are working on formulating their bylaws, creating educational materials such as pamphlets for families and the community, and setting up an in service on the new IEP so families can learn about that as well as the SEPAC.
- Cape Cod Collaborative
  - Maureen Fuller reports that the Collaborative met and they are working on fine tuning their annual report. She says the Legislative Breakfast is tentatively scheduled for January 23rd at Cape Cod Tech and plans will be finalized at an upcoming Superintendent's Meeting.
- District Diversity, Equity, Inclusion and Belonging Committee
  - Dr. Zhou reports that the admin team had another training session in December and another in-person session scheduled for January 10th with Tonya Fewell. She says they hope to have the beginning of an action plan flushed out and hope to bring community members back into the fold for the February meeting.
- District Technology Committee
  - Chris Oliver says the committee met December 7th and discussed ways to infuse more technology and support at the classroom level and the need for better consistency with technology devices across the district. Mr. Oliver adds that he will present a long-range technology plan at their next meeting that includes feedback from technology committee members and he hopes to present it to the full school committee in the spring.
- Additional Sub Committee and Advisory Updates
  - Emily Berry says the Student Advisory Committee was not able to meet in December due to student schedules but will meet in January.

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 Kerrie Scofield; Roll call vote passes 6-0-0 (MacKenzie McMaster not eligible to vote)

b. Vote to approve regular session minutes of: 11/1/23; 11/14/23 (Joint Meeting); 12/6/23

Paul McMaster motions to approve regular session minutes of: 11/1/23; 11/14/23 (Joint Meeting); 12/6/23; Seconded by Maureen Fuller; Voice vote passes 7-0-0

c. Vote to approve the Superintendent's Goals 24-25

Paul McMaster motions to approve Superintendent's Goals 24-25; Seconded by Maureen Fuller; Voice vote passes 7-0-0

d. Vote to re-approve the SY 24-25 calendar-Dr. Starkie says the Town has asked them to consider having a PD day on November 5th, Presidential Election Day, in order to avoid possible traffic and parking issues so they have moved the PD day originally scheduled for All Cape Professional Development Day to election day. She notes that teacher requests to attend All Cape Day will be honored as they have been in the past.

Maureen Fuller motions to approve the SY24-25 as revised; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

7. FUTURE AGENDA ITEMS

a. Student Spotlight: BHS (February)
b. FY25 Budget Preview (February)
c. Student Spotlight: BMS (March)
d. Recognition of Music in Our Schools Month; Youth Art Month; Youth Theater Month (March)
e. Annual Budget Hearing (March)
f. Student Spotlight: BIS (April)
g. Navigator Awards (May)
h. Student Spotlight: BES (June)

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

PASSES 7-0-0

Meeting ended at 7:50PM

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