# Bourne Public Schools

# BOURNE SCHOOL COMMITTEE

## Regular Meeting Minutes

**DATE:** Wednesday, February 7, 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; Donel Beals; Kendellynn Gagne; Kari MacRae; Paul McMaster; Kerrie Scofield; Student Representative MacKenzie McMaster

***SCHOOL COMMITTEE MEMBERS ABSENT:*** Maureen Fuller

***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

- **SPECIAL TOPICS:**
- **STUDENT ADVISORY REPORT,** *MacKenzie McMaster, School Committee Student Representative*
    - **Presentation/Report:** Student Spotlight: Bourn High School- Ms. McMaster presents the BHS Spotlight featuring Canal Cup Spirit Week, Pep Rally and Student vs Staff basketball game, Canal Cup, All Cape Music Festival, and guest speaker Kaleb Joseph. Cooper Gobeil shares his perspective on the assembly with Mr. Joseph. He says Mr. Joseph talked about his struggles with mental health issues, such as anxiety and addiction, as a high school student-athlete. Cooper says the talk was very authentic and relatable and he was able to connect with Mr. Joseph's message. Donel Beals says she is so proud of Cooper for being such a great role model for younger football players. Cooper thanks Dr. Maguire and Mrs. Francis for having Mr. Joseph. Paul McMaster asks how speakers are sourced for assemblies. Dr. Maguire says they learned of Mr. Jospeh through the Tyler Patrick Leonard Foundation who is sponsoring his tour because they feel his message is a helpful first step in suicide prevention. She says she attended his presentation at Westport High and knew he would be a great fit for BHS and even then was not prepared for the response of the students. Ms. McMaster adds that it was one of the most moving presentations they've ever had.
- **CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*
    - Chair Berry has nothing to report
- **SUPERINTENDENT'S REPORT**, *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
    - Special topics:
        - Personnel Update-Dr. Zhou refers the committee to the personnel update in their folder showing new hires, retirements, and resignations from August on.
        - Dr. Zhou says that it's National School Counseling Week and thanks the 11 school counselors in the district.
        - Dr. Zhou shares the College Board's AP ® Computer Science Female Diversity Award and explains that BHS has been recognized for having a larger majority of women taking their AP Computer Science class and passing the exam.
        - Dr. Zhou reports that they have almost completed the second round of District Learning Walks.
        - Dr. Zhou says District Strategic Planning Staff Input Survey #1 was sent to all staff and a nearly identical survey will be sent to community members, parents, and alumni as they begin to think about future district strategy and facility use. She says they have already gotten some great feedback from the staff. She adds that they plan to get student input through mini surveys and focus groups and reminds everyone that any strategies won't be implemented until fall of 2025.
        - Dr. Zhou and Jordan Geist present the FY25 Budget Preview including assumptions, unknowns, district strategy and SIPS connections, reallocations, and timelines of the level-service draft budget of $26,652,537, a 2.83% increase from last year.
    - Teaching and Learning Update-
        - Kristin Donahue reports on the January PD day which included support staff attending cognitive bias training with Laurie Casna; elementary, middle, and select high school teachers attending a

trauma-informed practices workshop sponsored by the MA Partnership for Youth; elementary and middle school teachers scoring benchmarks and developing common assessments; secondary math and ELA teachers participating in a full day math visit to Foxboro with Allison Mello; and remaining high school staff attending content-specific curriculum and instruction coaching for implementation of the Innovation Pathways. Mrs. Donahue says BIS and BES will host an art exploration visit from the Assistant Superintendent of Marshfield and thanks Lisa Dix for organizing the event. She says the Three-Year Student Opportunities Act application has been made available to school systems and Dr. Starkie is working on it. She adds that the BIS principal search is underway and being led by Dr. Starkie. The job description has been posted on SchoolSpring, a survey to all BIS staff, grade 2 BES parents and caregivers, and BIS parents and caregivers was sent out last week, and a search and recommendation committee consisting of 2 BIS administrators, 8 BIS staff members, and school committee chair Emily Berry will be announced next week with first round interviews to follow.

- Budget and Facilities Update
  - Jordan Geist thanks Dan Barrett, Asa Mintz, and Phil Goddard of ISWM for supplying Black Earth Composting barrels to BHS, BMS and BIS for kitchen prep work food waste, which diverted almost 4 tons of food waste in 2023. He says next steps are to include BES in the process and to pilot a cafeteria side to the program if possible after exploring costs with Chartwells, specifically for compostable paper products.
- Technology Update
  - Chris Oliver reports that security updates to doors at BHS and BMS, made possible by a Safer Schools and Communities Grant, have been completed by contractors; 800 new chromebooks have arrived and are being configured and will start to be deployed next week at BMS; Verizon will be installing FiOs at BIS; new 2-way radios have been ordered but are on backorder until May; and point of sale terminals are being updated in all cafeterias.
- Student Services and Special Education Update
  - Kristin Donahue reports that DESE's evaluation of the district for performance and compliance found the district improved from needing oversight to no longer having that requirement, receiving 27.5 out of 35 compliance points. She adds that the district was awarded almost $18,000 as part of the 274 Grant to support the implementation of the new IEP, which will fund continuing education for staff as well as stipend positions to help support staff. Mrs. Donahue says she is currently planning extended school year programs and will have more on that soon.
- Announcements & Correspondence
  - Dr. Zhou shares an official announcement from the governor naming her a member of the State Council to the Interstate Commission on Educational Opportunities for Military Children (MI3). She says she is proud to serve and adds that BIS will host an official proclamation of the Month of the Military Child in April.
  - Past and Upcoming Events Preview
    - BIS/BES-Jane Norton says MCAS season is underway at BIS and teachers have been working with data on last year's test and teaching students test-taking and typing skills. On behalf of Mrs. Carpenito, Mrs. Norton highlights events at BES including Road to

Canal Cup Week, Shining Stars in the Community encouraging students to attend BHS basketball games, Literacy NIght, Student Council, and BHS interns meeting with their 2nd grade partners for the career fair. She adds that both schools celebrated School Counseling Week and extends thanks to all the counselors. She says parent-teacher conferences take place next week at both schools. She highlights events happening at BIS including the K-Kids book drive, Friendship Club, after school music groups, Random Acts of Kindness Week, All Star Revue, and Healthy Action Heart Health Night.

- BMS-Christine Borning says MCAS prep taking place at BMS is centered around helping middle schoolers understand the importance of giving their best effort and performing the way they would perform on classroom assessments, as well as working on test prep strategies, practice testing, and infrastructure trials. Mrs. Borning highlights BMS events including the production of *Willy Wonka Jr.,* 6th grade theater students' one-act play public performances, PTA 8th Grade Dance, 8th grade course selection, 6th grade Bingo Night fundraiser for Camp Burgess, Black History Month kickoff, 6th grade field trip to the Lyric Stage, 8th grade Civic Action projects kickoff, School Counseling Week, METG Jr. Festival play auditions, Select Choir auditions, B2B and Honor Roll Celebration, and Grade 7 Student vs. Staff Basketball Game.
- BHS-Dr. Maguire outlines MCAS preparation at BHS including an infrastructure trial for ELA, math, and biology tests, tech training for faculty, communications to families, WIN intervention groups, and student assemblies focused on responsibility and doing their best. Dr. Maguire shares events taking place at BHS including B2B student and staff recognition, Hope Squad advisor training, course selection, Innovation Pathways informational meetings, AP mock exams, METG Festival production of *MacBeth*, DECA state competition, winter sports state tournament play, and 8th to 9th grade transition events.

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
  - Curriculum Subcommittee
    - Curriculum subcommittee meets March 5th.
  - Policy Subcommittee
    - Chair Berry says Policy IJ regarding instructional materials was reviewed and recommended for approval by the full committee.

***Kerrie Scofield motions to approve Policy IJ-Instructional Materials; Seconded by Paul McMaster; Voice vote passes 7-0-0***

- Chair Berry says Policy BHE, newly updated by MASC, regarding electronic messaging by school committee members was reviewed and recommended for approval by the full committee.
  - Paul McMaster asks what changes were made from the old policy. Chair Berry explains the new policy is very similar with the addition of text messaging and social media to the

list of electronic platforms considered and the removal of old language regarding how email between school committee members is archived.

***Kerrie Scofield motions to approve Policy BHE-Electronic Messaging by School Committee Members; Seconded by Paul McMaster; Voice vote passes 7-0-0***

- Chair Berry says updated Policy CHA/CHC regarding development and dissemination of procedures was reviewed and recommended for approval by the full committee. She notes that the change just combines policies CHA and CHC into one policy.

***Kerrie Scofield motions to approve Policy CHA/CHC-Development and Dissemination of Procedures; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0***

- Budget and Facilities Subcommittee
- Paul McMaster says the committee needs to revote on the Capital Spending Plan as $50,000 was granted for a feasibility study for upgrades or new construction of Jackson Field home bleachers but the study was done for $5800 leaving an overage that needs to be returned and a vote taken on requesting an additional $30,000 for costs of design and oversight due to the language in which the original $50,000 was granted.

***Paul McMaster motions to request an additional $30,000 to cover potential costs associated with design, bid, and oversight; Seconded by Emily Berry; Voice vote passes 7-0-0***

- SEPAC
  - Kendellyn Gagne says SEPAC will meet in March.
- Cape Cod Collaborative
  - Dr. Zhou reports she attended the legislative breakfast which focused on special education funding and the educator-workforce development pipeline. She says she led the special education discussion group and was pleased with the authenticity of the conversation and the legislators in attendance offered great tips on how to move legislation forward.
- District Diversity, Equity, Inclusion and Belonging Committee
  - Dr. Zhou reports that the reorganization of the committee is moving forward and Donel Beal will be the liaison to the school committee. She says they are creating two pathways for the DEIB Committee: one for event planning for Bourne Celebrates and another for a book study group. Dr. Zhou has sent out surveys to all past participants to gauge their interest and availability and will include the survey in her district-wide email this week. She hopes that in a year this will become a grassroots group with teachers and community members navigating where they want to go in the future.
- District Technology Committee

- The Technology Committee will meet next Thursday, February 16th to discuss MASC technology policies as well as tech plan updates.

- Additional Sub Committee and Advisory Updates
  - Update from the Bourne Financial Policies Working Group-Dr. Zhou shares the Bourne Financial Policies Working Group's Financial Management Policies. She explains that with the new policies there are things the district will need to adhere to such as timelines and the ways in which they will work together. Paul McMaster adds that the new policies ensure there is consistency in the way they do things and close a lot of loopholes.

## 5. DISCUSSION ITEMS

- No additional discussions

## 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: January 3, 2024

***Paul McMaster motions to approve regular session minutes of January 3, 2024; Seconded by Kerrie Scofield; Voice vote passes 7-0-0***

c. Vote to support $100,000.00 moved from the Town Special Education Reserve Fund to school FY24 budget to defray the costs of unanticipated special education tuition.
   - Dr. Zhou explains that there is currently $475,000 in a Special Education Reserve Fund which was established 3 years ago to be used on unanticipated costs for out-of-district special education tuition. She says they currently have $175,000 in unanticipated costs for various reasons and feels confident asking for a $100,000 reserve fund transfer instead of trying to cover the costs with offsets as they have in the past.

***Emily Berry motions to support the request to move $100,000 from the Town Special Education Reserve Fund to school FY24 budget; Seconded by Paul McMaster; Roll call vote passes 7-0-0***

## 7. FUTURE AGENDA ITEMS

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

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

**Meeting ended at 8:20PM**

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

| Agenda Item | Document |
|---|---|
| 0 | School Committee Agenda |
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**RESPECTFULLY SUBMITTED,**

Jessica Moerman
Recording Secretary