Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, May 1, 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; Maureen Fuller; Kari MacRae; Paul McMaster; Kerrie Scofield; Student Representative MacKenzie McMaster

SCHOOL COMMITTEE MEMBERS ABSENT: Kendellynn Gagne

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; Jordan Geist, Director of Business Services; Kristin Donahue, Director of Special Education and Student Services

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

Bourne Public Schools

- **CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*
    - Chair Berry thanks Paul McMaster for being such an asset to the school committee and all of his hard work, time and effort during his years on the committee. She continues by thanking MacKenzie McMaster for her service as the Student Advisory member of the committee. Ms. McMaster announces that Addison Dion will be taking her place on the committee next year.
    - Next month's meeting will start earlier to accommodate the Bourne Celebrates Everyone event taking place that evening.
    - The committee is now accepting Navigator Award nominations for students as well as staff which is new this year.
- **STUDENT ADVISORY REPORT,** *, School Committee Student Representatives*
    - **Presentation/Report:** Student Spotlight: Bourne Intermediate School
        - MacKenzie McMaster introduces Zoe Noonan to present the Student Spotlight. Ms. Noonan says that the BIS spotlight focuses on the Month of the Military Child which was celebrated in April. She says some highlights of the month included: special recognition of the Town of Bourne entering the Military Interstate Children's Compact Commission (MIC3) and Dr. Zhou being appointed as a member of the State Council to MIC3 by Governor Healey, presentations by students sharing their experiences as military children, certificates awarded to military students, a Student Council reception with refreshments and military anthems performed by Dr. Smith and students, and morning military facts during morning announcements. Ms. Noonan introduces fourth grader Madison Hamel and third grader Becca Grimes who share their personal experiences being part of military families.
        - Dr. Zhou says she's proud to serve on MIC3 as the only Supertintent in the state.
- **SUPERINTENDENT'S REPORT**, *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
    - Special topics:
        - BHS Internship Students re: May 21st Event-Dr. Zhou introduces Ann-Marie Strode and BHS Interns Logan Broadway, Madison Moore, and Ella Keefe to invite the school committee to the BHS Internships Showcase on May 21st where students will share what they have learned through their experiences with internships at places such as the BPD, Interiors by Donel, Mass Maritime, Cape Cod Healthcare, Bourne Enterprise, and Waquoit Research Center.
        - Dr. Zhou reports on some events that took place in April including the BHS Poetry Slam, the SCC Academic All-Stars banquet, and Bus Driver, Assistant Principal, and Principal Appreciation Days.
    - Teaching and Learning Update
        - Kristin Donahue reports on behalf of Dr. Starkie. She extends her congratulations to Mrs. Strode and the senior interns. She says Lisa Dix, BIS and BES hosted visitors from Duxbury Public Schools seeking input about ARC as they are interested in adopting it in their district and she thanks them for hosting that event. She reminds families that there are still some spots available for Summer Enrichment programs.
    - Student Services and Special Education Update
        - Kristin Donahue reports that most of her recent focus has been on the in-district ESY program which is fully staffed at this time and working with families on the logistics. She says the

response rate from families has been positive. She notes that districts across the state are completing the Special Ed Increment Forms for school choice due by the end of the week.

- Technology Update
  - Kristin Donahue reports on behalf of Chris Oliver saying that the Technology department has had a busy month supporting MCAS and working with staff on improving Wifi coverage and cybersecurity environment. She says the Safer Schools and Community grant has been closed out and all the hardware has been installed at all the schools. Mr. Oliver and Mr. Geist attended an intensive training at Joint Base Cape Cod on campus emergencies and the school department will be meeting with Bourne Public Safety partners in the coming weeks to discuss a more integrated training opportunity.
- Budget and Facilities Update
  - Jordan Geist says the next few months are their busiest time closing out the fiscal year and opening up the next. He notes that currently 97% of the budget has been either expended or encumbered which is what is expected at this time of the year. He says a recent town audit of SPED cluster grants and ESSER grants found that all spending was in compliance. Mr. Geist thanks Barbara Starkey and Kristen Donahue for their diligence in managing their respective grants as well as Susan Meikle, who manages grants, and Katie Russo, who assists in making sure that all invoices hit the right accounts. He says the district was selected for a food service audit this year and the in-person financial audit is next Thursday. He says Trane has been working on the design for the HVAC replacement at the wastewater treatment plant and the new rooftop unit has been delivered to the Trane facility and that project is on track to be completed early this summer. In addition, GCG Associates is finalizing their design specs for all the other smaller repairs and that will go out to bid within the next month for work that should also be completed this summer. He reminds everyone that town meeting is Monday and BPS has several capital items up for votes as well as the operational budget.
- Announcements & Correspondence
  - Past and Upcoming Events Preview
    - BES-Liz Carpenito shares events taking place at BES including: Lunch Hero Day, Director Day, Staff Celebration Week, Screen Free Week, BES Problem Solvers, Unified Arts Night, Field Day, Backyard Games with incoming kindergarteners, Book Nook, and Student Council planning events.
    - BIS-Jane Norton highlights events happening at BIS including: Purple Up Day, band and chorus performances, engineering club, Problem Solvers Club, K-Kids Canal Clean-up Day, Staff Appreciation Day, 80's Art Show, and BMS Civic Action project presentations..
    - BMS-Christine Borning highlights BMS events including: 8th Grade Climate Change Film Festival, Math MCAS, Director Day, Lunch Heros Day, Staff Appreciation Week, MTEG Festival performance, Civic Action project showcase, Curriculum NIght, Ice Cream Social and Book Fair, 6th grade Camp Bournedale trip, 8th grade Washington DC trip, and 7th grade Waquoit Bay field trip.

- BHS-Jessee Clemenst shares events happening at BHS including: BHS Art Show and Cabaret, Hidden in Plain Sight exhibit, mock car crash, the Think Fast program-a state police funded program on safe driving, Junior Prom, AP exams, math MCAS, Senior Intern Showcase, and Spring musical Beauty and the Beast.
- District-wide-Dr. Zhou shares that Bourne Celebrates Everyone will take place on June 5th and the BPS retiree celebration on May 24th.

- Vote to approve BHS Lacrosse Booster Fundraising application pertaining to policy KHB-Chair Berry introduces Kristi Hawkes of the Boys' Lacrosse Boosters. Mrs. Hawkes asks the committee to allow the boosters to hang advertising banners as a fundraiser as they did last season..

Maureen Fuller motions to approve the BHS Lacrosse Boosters fundraising event; Seconded by Kerrie Scofield; Voice vote passes 7-0-0

- Vote to pre-approve Washington DC Field trip May 2025-Mrs. Borning asks for approval to schedule the 2025 Washington DC trip using Close Up, the same company as they've used the last 2 years.

Maureen Fuller motions to approve the 2025 8th Grade Washington DC trip; Seconded by Paul McMaster; Voice vote passes 7-0-0

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
  - Curriculum Subcommittee
    - Maureen Fuller says the subcommittee met Monday to look over the materials that the biology, chemistry, and psychology departments want to purchase through an Innovation Pathways implementation grant. She says the materials look wonderful and they are recommending approval by the full committee so they can get the textbooks ordered.

Paul McMaster motions to add a vote for the 3 science textbooks as presented; Seconded by Maureen Fuller; Voice vote passes 7-0-0

Maureen Fuller motions to approve the 3 science textbooks as presented; Seconded by Paul McMaster; Voice vote passes 7-0-0

  - Policy Subcommittee
    - Chair Berry says the subcommittee has been working on a lot of policies that they are recommending for approval tonight:
      - Policy EFD regarding School Nutrition Charges EFD-2023.docx

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

- Policy IJNCD-Chair Berry explains that old Acceptable Use Policy EHAA is being replace with Policy IJNCD

Paul McMaster motions to remove Policy EHAA and replace it with Policy IJNCD; Seconded by Kari MacRae; Voice vote passes 7-0-0

- Policies EHAA EHB GBEE IJND IJNDB JICJ KCD KDCB Chair Berry explains that the policies regarding technology were shared with Chris Oliver who took them to the technology subcommittee who reviewed, modified, and amended them to meet the needs of the district. She says all of the policies have been approved by the technology and policy subcommittees.
- Maureen Fuller asks for clarification on the specifics of implementing procedures in policies IJND and IJNDB. Dr. Zhou answers that there are still some next steps with these and procedures aren't policies, they're usually things that can be more fluid so those procedures would need to be developed and matched up with handbooks. Mrs. Fuller says she is still hesitant because it seems like these two policies depend on the procedure and without the procedure there doesn't seem to be a policy. The committee agrees to vote separately on the 2 policies in question.

Paul McMaster motions to approve Policy EHAA, EHB, GBE, IJNDB, , KCD, KDCB, JICJ; Seconded by Maureen Fuller; Voice vote passes 7-0-0

Kari MacRae motions to approve Policy IJNCD and IJND; Seconded by Kerrie Scofield; Roll call vote passes 6-1-0 with Maureen Fuller voting No

- Chair Berry says the job description for the Executive Assistant Special Education and Student Services was outdated and was updated to fit the needs of the district.

Kerrie Scofield motions to approve the job description for Executive Assistant Special Education and Student Services; Seconded by Paul McMaster; Voice vote passes 7-0-0

- Budget and Facilities Subcommittee
  - Budget and Facilities did not meet.
- SEPAC
  - Kristin Donahue says SEPAC continues to be a small group with about 3-4 parents that have stepped up and tried to organize themselves. She says they applied and were selected for a partnership through the Federation called Apple which will help with planning of events, navigating the bylaws, and other things that come up. She says she, Melissa Cieto, and a SEPAC

parent will begin training and are happy to have their guidance and support and hopefully can keep the momentum going.

- Cape Cod Collaborative
  - Maureen Fuller says the Collaborative has hired their new Special Education Director, Dr. Joan Woodward, who will start in July and they will be having their Senior Dinner this month at Camp Burgess to recognize the students that will be leaving the program.
- District Diversity, Equity, Inclusion and Belonging Committee
  - Donel Beals says the committee is working on promoting the Bourne Celebrates Everyone event and will be posting flyers around town and on social media. She says the Sandwich Rotary Club will serve free food and they are still looking for families and businesses to join them.
  - Dr. Zhou says the book study group met and had some great discussion on the reading, what it made them think about and what they learned from it. She says it's been a nice way to come together and have some discussions.
- District Technology Committee
  - The District Technology Committee met on April 23rd and created questions for the spring 2024 district technology planning survey that was published last week. She says the results from the survey will be used to drive technology, professional development, and plan for the future.

5. DISCUSSION ITEMS

- n/a

6. ACTION ITEMS

- Vote to approve Warrants and Payroll

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

- Vote to approve regular session minutes of: 4/3/24

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

- Paul McMaster says it has been an honor to work on the committee for the last four years and the growth and changes have been amazing. He adds that being able to serve with his daughter has been the experience of a lifetime. He thanks the committee for all the work they've done together.

7. FUTURE AGENDA ITEMS

a. Navigator Awards (June)
b. Pre Approval of grade 6 nature overnight field trip May 2025 (June)
c. School Handbooks (June)
d. School Committee Workshop (summer)

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

Meeting ended at 7:48PM

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