

Bourne School Committee  
Policy Subcommittee Minutes

Date: January 3, 2023

Time: 4:00 pm

Place: Virtual via Zoom

Attendees:

School Committee: Erin Perry, Maureen Fuller, Kerrie Scofield

School Administration: Dr. Kerri Anne Quinlan Zhou, Superintendent

The meeting was called to order at 4:02 pm.

Approval of prior meeting minutes: 10/26/22

Subcommittee members approved the meeting minutes of 10/26/22.

Discussion of Draft Revised Policies

Policies AC and AC-R: Dr. Zhou noted that there are many policies that reference procedures identified in policy AC and that they are all interrelated. She suggested additional work needs to be done to ensure language is consistent. She also suggested that AC-R be reworded to include position titles and potentially a link to the staff directory. Subcommittee members agreed to continue the discussion on these policies at a future meeting.

Policy JIC: Dr. Zhou suggested that there may be additional changes related to school suspension in state regulations that may require adjustments to language of this policy. Dr. Zhou suggested keeping the policy as broad as possible. Erin Perry agreed to revisit policy and Dr. Zhou agreed to ask Dr. Starkie to review, as well.

Review of Job Descriptions

Members reviewed the School-to-Careers, Internship & Innovation Pathways Coordinator, Early Learning Specialist, and Early Learning Grant Liaison job descriptions. The Schools-to-Careers, Internship & Innovation Pathways description includes after school and summer work and Dr. Zhou stated that she anticipates the work load will increase in the coming years. She said that it is possible that it could be two roles by 2024-2025, so the job description is flexible to accommodate the needs based on the number of students participating. Kerrie Scofield moved to forward the job description to the full school committee for consideration, seconded by Maureen Fuller. All members present in favor.

Dr. Zhou said that the Early Learning Specialist description includes elements related to in home services to support parents. This position would help to create a parent engagement center at

Bournedale Elementary School. The positions will be new hires, non-union, and grant-funded. Dr. Zhou said it is likely the grant will be renewed. Ms. Scofield moved to forward the description to the full school committee for consideration, seconded by Ms. Fuller. All members present in favor.

Dr. Zhou continued by describing the Early Learning Grant Liaison position and said that it would make an existing part time position full time. Ms Scofield moved to forward the description to the full school committee for consideration, seconded by Ms. Fuller. All members present in favor.

#### Update on Budget Policies

Erin Perry said that Mr. Geist and the budget and facilities subcommittee had reviewed the draft fiscal management policies issued by the Massachusetts Association of School Committees. Ms. Perry said that draft policies should be available for discussion at the next policy subcommittee meeting.

#### Discussion about Potential Wampanoag Partnership Policy Implications

Dr. Zhou said that there do not appear to be any policy implications related to this partnership, which would help connect students to the Tribe and resources they can provide. She said that a memorandum of agreement will be executed to facilitate data sharing.

#### Future Agenda Items

- a. Job descriptions for: revised administrative assistant, specialist subjects (STEAM, visual art, music, drama), long term substitute, building based substitute, nurse substitute, custodian substitute, LPN
- b. Continued review of policies recommended by MASC

Next meeting date and time: February 7, 2023 at 4pm

The meeting adjourned at 5:03 pm.

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