

Bourne School Committee
Policy Subcommittee Minutes

Date: February 7, 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; Jordan Geist, Director of Business Services

The meeting was called to order at 4:05 pm.

Approval of prior meeting minutes: 1/3/23

Subcommittee members approved the meeting minutes of 1/3/23.

Discussion of new and revised fiscal management policies

Subcommittee members reviewed draft revised fiscal management policies and potential new fiscal management policies, as provided by the Massachusetts Association of School Committees (MASC). Ms. Perry thanked Mr. Geist and Dr. Zhou for their extensive review of the policies and guidance regarding adoption and amendment.

Draft revised fiscal management policies: Members reviewed existing policies DA, DB, DBC, DD, DJA, DH, DIE, DJ, and DK, along with the amendments for each, provided by MASC. Members agreed that the majority of amendments provided by MASC were appropriate; however, further amendments were made by the subcommittee to DA (to add a reference to the District Strategy and School Improvement Plans), DD (to allow some flexibility for the receipt of grant funds), and DGA and DK (to allow the Committee to designate an individual to approve warrants and payroll in the absence of the chair).

Ms. Fuller moved to approve revised fiscal management policies DA, DB, DBC, DD, DJA, DH, DIE, DJ, and DK, as amended, and forward to the full School Committee for approval; seconded by Ms. Scofield. All members present in favor.

Potential new fiscal management policies: Members reviewed policies provided by MASC that have not yet been adopted by the School Committee, including DBD, DBG, DBJ, DEC, DI, DJA, DJE, and DKC. Members agreed that all new policies were appropriate to forward for consideration by the full School Committee, with the exceptions of DJE and DJA, as they do not provide for policy not already incorporated in other policies or state law.

Ms. Fuller moved to approve DBD, DBG, DBJ, DEC, DI, and DKC, and forward to the full School Committee for approval; seconded by Ms. Scofield. All members present in favor.

Continued discussion of draft revised policies

Members had a brief discussion of revised policies AC, AC-R, and JIC. Dr. Zhou noted that Dr. Starkie and Ms. Donahue reviewed AC and AC-R and agreed the language is appropriate and consistent with the District's approach. Members agreed to continue discussion of these policies at a future meeting.

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
- c. Review School Choice policy, specifically regarding date requirements

Next meeting date and time: March 10 at noon

The meeting adjourned at 5:30 pm.
