Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: April 2, 2025
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; Kathleen Quintal; Kerrie Scofield; Student Representative Addison Dion

SCHOOL COMMITTEE MEMBERS ABSENT: Donel Beals

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; 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.

4. REPORTS AND PRESENTATIONS

- **CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*
    - Chair Berry shares correspondence including Day on the Hill information and MASC Bulletin**,** and gives a shout out to Chris Oliver, saying he is ahead of the game as the MASC bulletin mentions starting to develop an artificial intelligence policy and Chris has already developed one that the school committee approved last month.
- **STUDENT ADVISORY AND REPORT STUDENT SPOTLIGHT - Bourne High School Spotlight**

- Addison Dion shares a presentation on special events that have taken place at BHS including DECA competitions, Credit For Life Fair, Knock Down Hunger Food Drive, and METG Drama Festival.

- **SUPERINTENDENT'S REPORT,** *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
  - Special Topics including:
    - Update on the Assistant. Superintendent Search - Dr. Zhou announces Christine Borning as the new BPS Assistant Superintendent. She says Mrs. Borning has been with BPS for over 20 years and is an amazing, well-rounded leader. Mrs. Borning will begin the transition to her new role next week and will stay in as BMS principal to finish out the school year. Mrs. Borning says she's very excited for her new role.
    - Presentation of the Draft Strategic Plan - Dr. Zhou presents the 2025-2030 BPS Draft Strategic Plan and asks for approval of the words so it can be sent to the graphics designer for the addition of visuals. She expresses appreciation for the collaborative work of the planning committee, staff, families, students, and community members. She outlines the inclusive planning process, which begins in winter 2024 and involves surveys, focus groups, and six committee sessions with 23 members representing various stakeholder groups. The district introduces a revised mission centered on collaboration, equity, and student empowerment, along with updated core values based on the Canalmen identity. The vision statement ("Inspired to learn, empowered to explore, prepared to act") will not be changed. The plan is structured around four focus areas: Teaching and Learning; Culture and Wellness; Communication; and Collaborative Leadership and Resources. Key actions include improving Tier 1 instruction, expanding social-emotional learning, increasing family engagement, and aligning staffing and facilities with long-term goals. Dr. Zhou highlights the significance of student input and expresses confidence in the plan's ability to guide the district forward. She thanks the diverse and dedicated group representing students, teachers, parents, school committee members, and community members. She acknowledges student representative Jackie Battles, who moved to Plymouth during the process but participated in several meetings before transitioning schools, JT Luce, who was unable to attend due to a baseball game, Lola Lumley, and Alexis Weston. Teacher representatives included Kerry DeGowin, Angela Ribero, Barbara Starkie, Ann Marie Strode. Parent representation came from Michele Gary, while Selectboard members included Peter Meier and Anne Marie Siroonian. School committee members involved were Kathleen Quintal, Donel Beals, and Kendellynn Gagne. BPS administrators included Liz Carpenito, Jessee Clements, Noelle Colbert, Kristin Donahue, Christine Borning, Chris Oliver, Jordan Geist, and Lisa McGuire. She says the contributions of all members were deeply valued and expressed particular appreciation for the thoughtful and impactful input of the student participants. Chris Oliver, Kendellynn Gagne, Lola Lumley, Noelle Colbert, Anne Marie Siroonian, and Peter Meier shared their experiences being part of the committee. Chair Berry adds her thanks to everyone who participated and says she appreciates how the district is putting student voices in everything. She asks if the focus areas will now be the school improvement plans and Dr. Zhou says yes, the school improvement plans will align directly with all of this work. Maureen Fuller asks whether the strategic plan will be broken down by year, for example, starting with a to-do list for 2025, and then 2026, given that some items span the full five years while others don't begin until later. Dr. Zhou confirms that this is exactly the approach being taken. She says the work over the summer will involve expanding the broad goals into more detailed, year-by-year action plans, particularly after receiving the best-use plan. She adds that while the current plan provides a strong roadmap, much more detailed planning is still to come.

Kerrie Scofield motions to approve the Draft Strategic Plan; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

- Teaching and Learning Update- There is no teaching and learning update until next month due to the Assistant Superintendent transition.
- Budget and Facilities Update- Dr. Zhou says the bleacher project has officially gone out to bid and is moving forward as scheduled. She notes that the bid includes a clause stating it will be void if the funding is not approved at the upcoming Town Meeting, protecting the district financially. She says that BPS received a $4,938.72 grant from the New England Dairy Council for smoothie equipment at each school, aimed at enhancing student health and wellness. She shares a proposed transfer of two unused vans to the Cape Cod Collaborative in exchange for $55,000 in transportation credits. The transaction has already been approved by the Collaborative and still needs School Committee approval.
- Technology Update- Kristin Donahue updates on behalf of Chris Oliver. She says the Technology Department has been focused on preparing for the spring MCAS exams for grades 3–8 by ensuring Chrome devices were compatible with DESE's new testing platform. BHS has already completed successful testing. She thanks Deb Bissonnette for her significant efforts in this process. The department also began onboarding the new unified messaging system, ParentSquare, which will replace existing parent communication tools. She says information will be shared with staff and families in the coming weeks. She adds that planning is underway for a new state-of-the-art cyber lab to support the Computer Science and Information Innovation Career Pathway at BHS. The lab will feature professional-grade computer workstations, multi-screen displays, and advanced networking technology, and is expected to be completed for the 2025–2026 school year. She says the department continues to enhance network security in response to rising national cyber threats, working to balance appropriate network and website restrictions across the district.
- Student Services and Special Education Update- Kristin Donovan shares that during the March 21st early release professional development day, they hosted Dr. Jan Hollenbeck for a session focused on enhancing inclusion-based service delivery targeted at clinicians including speech, OT, PT, and APE providers. She says the training emphasized strategies to generalize targeted skills in inclusive settings and providers reported very positive feedback and practical takeaways, and plans are in place to invite Dr. Hollenbeck back for further collaboration on optimizing schedules and service models. She says the district received findings from the DESE TFM audit for special education and civil rights and the majority of areas were found in compliance, with 5-7 items partially met. Corrective action planning with DESE will begin next week and finalized documents will be made publicly available. She adds that these findings will also inform next steps in alignment with the district's strategic plan.
- Announcements & Correspondence:
  - Events: Calendar of Events; Live district calendar
  - Upcoming and Past Events Report
    - BHS-Dr. Maguire shares events happening at BHS including: ELA MCAS, Q3 B2B awards ceremony, annual poetry slam, and in-school SAT day for juniors.
    - BMS-Mrs. Borning highlights BMS events including: PTA March Madness (special thanks to KAM Appliance for sponsoring the entire event), Bingo Night, 8th Grade Career Fair, ELA MCAS, B2B and honor roll celebration, National Librarian's Day, National Assistant Principals Week, and METG Jr. Festival.
    - BIS-Mrs. Colbert highlights events happening at BIS including: an update from Lisa Dix on a very successful STEAMposium, Read Across America, Dusti Bowling author visit, World

Down Syndrome Day, Light It Up Blue, the upcoming Month of the Military Child, National Assistant Principal Week, MCAS, and National Superhero Day.

- BES-Dr. Zhou shares events taking place at BES including: MTSS rewards stations at recess, Light It Up You, Assistant Principal Appreciation Day, kindergarten registration, Purple Up Day, Bus Driver Appreciation Day, Poem In Your Pocket Day, and National Therapy Animal Day.

- **SUPERINTENDENT'S EVALUATION**
  - Chair Berry presents the Superintendent's Evaluation. She explains that the committee adjusted the timeline to end in January rather than May to ensure that only members who worked with her throughout the full evaluation cycle participated. She says the evaluation covers Fall 2023 through January 2025 and includes assessments of Dr. Zhou's progress on her professional goals and performance on four DESE standards. She was rated as *Exceeded* in her professional practice and second district improvement goal, *Met* in her student learning and first district improvement goals, and *Proficient* in the instructional leadership, management and operations, and family and community engagement standards. She was rated *Exemplary* in professional culture. Chair Berry shares School Committee member's comments throughout the evaluation which highlight her strong leadership in promoting inclusive practices, data-informed instruction, fiscal responsibility, and meaningful stakeholder engagement. They also praise her collaborative approach to contract negotiations, her dedication to student voice and equity, and her consistent commitment to high standards. Dr. Zhou's overall rating was *Proficient*, reflecting strong and effective leadership with a clear student-centered focus. Chair Berry expresses confidence in her continued positive impact on the district.
    Dr. Zhou expresses her thanks to the Committee for their thoughtful and detailed evaluation. She emphasizes that the accomplishments highlighted in the evaluation are a reflection of the entire leadership team's hard work, saying that none of the progress would be possible without them. She says she's especially appreciative that the Committee not only recognizes her efforts but also sees and values the work of the district as a whole. Dr. Zhou commends the entire Committee's high level of involvement and support, noting it as the most engaged she has experienced. She highlights the challenges, such as negotiations, that have led to meaningful growth and collaboration. Dr. Zhou expresses excitement about the district's direction and thanks the Committee for their time, effort, and shared commitment to serving students.
    Maureen Fuller adds her appreciation for Dr. Zhou's leadership and that she continues to set the bar high so everyone tries to achieve that expectation.

Kerrie Scofield motions to approve the Superintendent's Evaluation; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
  - Curriculum Subcommittee- Subcommittee did not meet
  - Policy Subcommittee- Chair Berry says the subcommittee met and discussed two job descriptions. She explains the first is for the Facilities Director, a current position being reclassified from a union role to a supervisory one. She says this change was developed with input from Jordan and modeled after similar roles in nearby districts, allowing the director to supervise and evaluate custodians in collaboration with building principals. The updated job description has been reviewed and will require an independent contract negotiated with the Superintendent.

Kerrie Scofield motions to approve the Facilities Director job description; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

- Chair Berry says the second job description is for the District Physician, a role currently held by Dr. Carolyn Saluti, as previously announced. She explains that the new role was created by Head Nurse Rebecca Esip and Kristin Donahue. Mrs. Donahue says the new job description outlines the full scope of the physician's responsibilities, as a comprehensive description was previously lacking.

Kerrie Scofield motions to approve the Facilities Director job description; Seconded by Kari MacRae; Voice vote passes 7-0-0

- Chair Berry says the subcommittee continued its discussion on Policy KHAA, related to advertising, changing the language to include PTA, the Education Foundation, and district-recognized booster organizations as approved entities for distributing information. Recognizing that Superintendent Dr. Zhou receives numerous flyer requests, the subcommittee asks her to revise the policy to better reflect district needs, including clearer categories for approving or rejecting materials—especially when content comes from outside organizations or lacks direct benefit to Bourne Public School students. She says flyers will continue to be distributed in multiple languages, and the subcommittee is exploring a potential "pay-as-you-go" model for outside advertisers, and discussions will continue at the next meeting before bringing a finalized version to the full committee.

  Chair Berry adds that the subcommittee discussed updates to Title IX policies as there is a possibility of reverting to the 2020 version, depending on forthcoming guidance from MASC or the state. She says a future agenda item will include developing a job description for a new technology specialist, which will involve collaboration between administration and the union.

- Budget and Facilities Subcommittee- Subcommittee is meeting next week
- SEPAC- Kerrie Scofield reports that they briefly discussed plans for the next meeting, which will include a presenter. She says in June, the focus will shift to strategies for attracting more members to the SEPAC, as current participation is low, with only about three members attending regularly. They are aiming to increase interest and engagement moving forward.
- Cape Cod Collaborative- Maureen Fuller reports that the Collaborative will be getting a therapy dog next year, funded through successful fundraising efforts and the sale of gifted stock. She adds that new tuition rates for next year were reviewed, with further discussion scheduled for the next week.
- Strategic Planning Steering Committee- District Strategic Plan was already discussed
- District Diversity, Equity, Inclusion, and Belonging Committee- Dr. Zhou reports that the DEIB Committee has met with student groups across all four schools to plan activities that promote diversity and belonging during April and May. At BES, the committee will participate in the "Light It Up You" event. BIS students will collaborate with food service staff to select diverse lunch menu items for a themed week in May. BMS student council is organizing diversity and belonging activities for Curriculum Night on May 15th. At BHS, students will take part in a week of cultural trivia celebrating the backgrounds of Bourne Public Schools' students.
- District Technology Committee- Technology Committee did not meet

- District School Wellness Advisory Committee (SWAC)- Dr. Zhou reports on behalf of Jordan Geist and says the committee had a productive meeting last Thursday, completing a draft of the revised wellness policy. The draft has been sent to their SWAC coach at the John Walker Institute for review and feedback and they expect any revisions soon and aim to present the updated policy to the school committee by the end of May to ensure compliance with current health and wellness requirements.
- Maureen Fuller makes a request for someone to take over the Cape Cod Collaborative liaison role, as the group reorganizes in June and she will be attending her last meeting in May. Mrs. Fuller says she would be happy to introduce anyone interested to the director and staff, and help them get familiar with the programs and facilities. She says meetings are held on the second Wednesday of each month at 5:15 PM.

5. DISCUSSION ITEMS

- n/a

6. ACTION ITEMS

a. Vote to approve Warrants and Payroll

Kerrie Scofield motions to approve Warrants and Payroll; Seconded by Kendellynn Gagne; Roll call vote passes 6-0-0 (Student Representative Addison Dion not eligible to vote)

b. Vote to approve regular session minutes of: February 5, 2025; Feb 26, 2025; March 5, 2025

Kerrie Scofield motions to approve regular session minutes of 2/5/25, 2/26/25, and 3/5/25; Seconded by Maureen Fuller; Voice vote passes 7-0-0

c. Vote to accept One 8 Grant for Project Lead The Way (PLTW) High School Computer Science program - $25,000 - Dr. Maguire requests approval to accept a 3-year, $25,000 grant from the One 8 Foundation to support the implementation of Project Lead the Way courses in computer science essentials and cybersecurity. She says One 8 partners with hundreds of Massachusetts schools to promote applied, innovative learning in K–12. This grant will provide funding, of $10,000 this year and $7,500 in each of the next two years, for student computers and classroom supplies needed to implement the 2 PLTW classes. She explains that the grant aligns with the developing computer science and information pathway and complements the separate grant supporting a new cybersecurity lab space.

Kerrie Scofield motions to accept the One 8 grant for Project Lead The Way High School Computer Science program; Seconded by Kari MacRae; Voice vote passes 7-0-0

d. Vote to give final approval for the Grade 6 Nature's Classroom Field Trip - Mrs. Borning requests final approval for Grade 6 Nature’s Classroom to the Charlton Hilltop location from May 5th-8th.

Kerrie Scofield motions to approve Grade 6 Nature’s Classroom field trip; Seconded by Kari MacRae; Voice vote passes 7-0-0

e. Vote to give final approval for the Grade 8 Washington DC Field Trip - Mrs. Borning requests final approval for the Grade 8 Washington DC field trip from May 19th-May 22nd.

Kerrie Scofield motions to approve the Grade 8 Washington DC field trip; Seconded by Kari MacRae; Voice vote passes 7-0-0

f. Vote to approve the transfer of vans to Cape Cod Collaborative

Kerrie Scofield motions to approve the transfer of vans to the Cape Cod Collaborative; Seconded by Kari MacRae; Voice vote passes 7-0-0

g. Vote to request an additional $95,000 for the BMS chiller - Dr. Zhou asks for a vote to formally request an additional $95,000 to fund the BMS chiller project. She notes that this request has already been presented to the Selectboard and moved forward through the capital planning process, but it had not yet been officially voted on by the school committee. Chair Berry says the project was originally included in the district's five-year capital plan and was estimated to cost $255,000 using Trane, however, when the town decided to no longer contract with Trane and required a public bidding process, the cost of the project rose to $375,000. She emphasizes that this cost increase was outside of their control and if the original plan had been allowed to proceed, the project likely would have been completed by now. The vote ensures all necessary approvals are properly recorded before the request goes to town meeting.

Maureen Fuller motions to request an additional $95,000 for the BMS chiller; Seconded by Kendellynn Gagne; Roll call vote passes 6-0-0 (Student Representative Addison Dion not eligible to vote)

h. Dr. Zhou requests the committee add a vote to accept a $4,938.72 grant from the New England Dairy Council for smoothie equipment.

Kerrie Scofield motions to add a vote to accept a $4,938.72 grant from the New England Dairy Council to the agenda; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0

Kerrie Scofield motions to accept the grant from the New England Dairy Council for $4,938.72 for smoothie equipment; Seconded by Kari MacRae; Voice vote passes 7-0-0

7. FUTURE AGENDA ITEMS

a. Final Strategic Plan (May)
b. Reorganization of the Committee (May)
c. Navigator Awards (June) - Chair Berry thanks Kendellynn Gagne for taking over the organization of the Navigator Awards for this year.
d. Summer Workshop

8. **ADJOURN-*Kerrie Scofield motions to adjourn; Seconded by Kendellynn Gagne; Roll call vote passes 7-0-***

Regular Session ended at 8:25 PM

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