Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: December 3, 2025
TIME: 6:00PM
PLACE: Bourne High School Media Center, 75 Waterhouse Rd., Bourne, MA

ATTENDANCE

SCHOOL COMMITTEE MEMBERS PRESENT: Rachel Agrillo; Chair Donel Beals; Kendellynn Gagne; Maria Heaney; Kari MacRae; Kathleen Quintal; Kerrie Scofield; Student Advisory Representative Zoe Noonan

SCHOOL COMMITTEE MEMBERS ABSENT:

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; Christine Borning, Assistant Superintendent of Learning and Teaching; Kristin Donahue, Director of Special Education and Student Services; Jordan Geist, Director of Business Service; Chris Oliver, Director of Technology

1. CALL TO ORDER

Chair Donel Beals calls the meeting to order at 6:00 PM.

2. PLEDGE TO THE FLAG

Chair Beals leads the Pledge of Allegiance and a moment of silence in honor of Robin Duberger, a longtime BPS staff member who passed away on Saturday.

3. PUBLIC INPUT

No public comments are made.

4. REPORTS AND PRESENTATIONS

Bourne Public Schools

- **CHAIRPERSON'S REPORT,** *Donel Beals, School Committee Chair*
    - Announcements - Chair Beals announces that a joint meeting with other town committees to discuss the FY27 budget will take place on December 16th at 7pm at the Bourne Police station.
- **STUDENT ADVISORY REPORT -** Student Spotlight: Bourne Intermediate School-Lila Moerman highlights the month of November at BHS. She says the school hosted its annual Veterans Day Breakfast on November 10th welcoming military families to join students and community members for a shared breakfast. The event was well attended and also took place at the high school for older students and their families. On November 13, third-grade students participated in a Wampanoag cultural presentation led by local members of the Wampanoag tribe, where they learned about the tribe's history, traditions, and cultural presence on Cape Cod. Finally, on November 25, the intermediate school held its first-ever Turkey Trot, allowing students to run and cheer on their classmates the day before Thanksgiving break. She says students reported that the event was fun and expressed hope that it becomes a recurring tradition in future years.
- **SUPERINTENDENT'S REPORT,** *Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools*
    - Dr. Zhou takes a moment to recognize and honor Robin Duberger, a longtime member of the Bourne Public Schools community who passed away suddenly. She says Robin served the district for over 20 years as an educational support professional, primarily at BES, where she was deeply devoted to supporting young learners, and widely known for the joy she brought to her work, as well as her kindness, patience, and dedication, which positively impacted countless students and colleagues. Dr. Zhou expresses condolences and support for her family, including those who are members of the BPS staff.
    - Teaching and Learning Update, *Christine Borning, Assistant Superintendent*- Mrs. Borning congratulates Tristan Burke and the cast of *Lord of the Flies* for a unique and well-prepared black box performance, as well as to Charlie Baird for a successful first chorus concert. She says additional musical and theatrical performances are scheduled in the coming weeks. She notes that district learning walks have been completed in three buildings, with the high school upcoming, and revealed strong implementation of math and literacy workshops, consistent use of core curriculum resources, and effective application of strategies introduced through professional development. She commends staff for a strong start. She says the instructional council continues to plan future professional development with a focus on four key areas: expanding peer-driven professional development and peer observations, sustaining current curriculum efforts through strong onboarding and training for new staff, developing a common district-wide unit and lesson template, and aligning curriculum and collaboration in support of the new expanded model. She reports exciting progress at the high school with the Part A application for the Advanced Manufacturing pathway being approved, moving the program to Part B (Engineering), and receiving very positive feedback on its Part A application for its first Chapter 74 program in Design and Visual Communication. Mrs. Borning expresses appreciation to Dr. Maguire, Jessee Clements, and Ann-Marie Strode for all the work they've done in advancing both applications.
    - Budget and Facilities Update, Jordan Geist, *Director of Business Services*- Mr. Geist provides an update on the budget planning process, noting that a full FY26 budget update will be presented at the next school committee meeting and that current tracking is typical for this time of year. He says development of the FY27 budget is underway, including a preliminary meeting with the town administrator and finance

director, who were supportive. He shares that he also attended the November 18 Select Board meeting, where the finance director presented the town's long-range financial plan through FY27. Key takeaways from that presentation emphasized significant financial pressures facing Bourne and many municipalities, as expenditures are projected to outpace revenues beginning in FY27 and continuing into the future. He says ensuring long-term fiscal sustainability will require careful planning and difficult budgeting decisions. He also notes that rising health insurance costs are unsustainable, and the eventual depletion of reserve funds will add further strain, with the need to prioritize capital projects while remaining mindful of the impact on taxpayers. He shares upcoming steps in the FY27 budget cycle include a joint meeting with the Board of Selectmen, Finance Committee, School Committee, and UCT school Committee will take place on December 16 at 7:00 p.m. at the police station, as well as presentations of capital requests to the Capital Committee in the coming weeks. Chair Beals asks if the budget for next year will be impacted and Dr. Zhou explains that the district is slightly ahead in budget planning due to earlier "move one up" discussions that included preliminary figures, though formal budget hearings and votes have not yet occurred. She notes recent meetings with the town administrator and finance director were productive, with the district clearly communicating its projected budget increase of approximately 3.7 percent, and while this is higher than the typical target, it reflects the need to add classrooms at lower grade levels to manage class sizes. She says town officials expressed understanding of the request and its impact on residents. She explains that the budget remains subject to upcoming hearings and town meeting approval. She emphasizes that similar financial pressure is being felt statewide and expressed hope that increased state Chapter 70 funding may help ease future constraints.

- Technology Update, *Chris Oliver, Director of Technology*- Chris Oliver thanks the technology team for their extensive work supporting daily operations and multiple projects. He reports that in addition to routine maintenance and Chromebook support, the department conducted a rigging inspection in the high school auditorium ahead of potential lighting and set upgrades, with a report expected in late January. He says Verizon has also started site work at the middle school to install a new, redundant internet circuit that will improve reliability and increase network speeds, and planning has begun for the FY27 E-Rate cycle, with potential projects including expanded Wi-Fi coverage for the stadium and outdoor areas. He adds that the department is expanding the Red Rover system to manage hiring and onboarding, streamlining job postings, applications, and onboarding. Mr. Oliver notes the success of John Roy in the new technology integration position, and says Mr. Troy has been working directly with teachers in schools as intended, and is mentoring a Bourne High School senior intern to support basic troubleshooting and provide hands-on learning experience.
- Student Services and Special Education Update, *Kristin Donahue, Director of Special Education and Student Services*- Kristin Donahue reports that despite the shortened November schedule, several priorities were accomplished. She says they have completed an internal audit alongside the final round of their corrective action plan, documenting significant improvements in compliance particularly in staff attendance, evaluation report writing, and meeting required special education deadlines. She adds that efforts are ongoing to improve efficiency in meeting DESE requirements, including ensuring finalized IEPs are delivered to families within five days, with additional strategies being explored through PowerSchool

to streamline the process. She says they also introduced two virtual office hour sessions with consultant Kelly Mertens, giving staff an opportunity to ask questions and receive feedback. These sessions were well received and focused on strengthening present levels of academic achievement and functional performance documentation. Mrs. Donahue reports that leadership continued site visits to out-of-district placements to monitor services, collaborate with partner programs, and support students.

- Announcements & Correspondence:
  - Events: Live district calendar Past and Upcoming Events Report- Dr. Zhou reports on behalf of the principals who were given the night off.
    - BES- The Healthy Action Team at BES, including Mrs. Ward and Mrs. Cleary, has organized and planned several engaging activities for students, such as a morning jump rope group for second grade and an open gym day for pre-K students, with additional activities for kindergarten and first grade planned after the break. The PTA will host a Family Fun Night with the Toe Jam Puppet Band on December 9 from 5–6 p.m. Trimester one report cards and progress reports will be sent home in hard copy on December 12 at parents' request. On December 18, BES will hold a BOGO Book Nook event, offering families a chance to pick up books for winter break while supporting the school's donation-based book program.
    - BIS- BIS celebrated a busy and joyful November with its annual Family Veterans Day Breakfast, honoring veterans within the school community during a well-attended morning focused on gratitude and connection, and wrapped up the month with the first annual Turkey Trot, where students enthusiastically ran, cheered, and showed school pride in a fun lead-up to the holidays. Looking ahead, students will close out term one with report cards sent home on December 12, followed by Holiday Spirit Week from December 8–12 featuring themed spirit days throughout the school. Additional events include Healthy Action Club reindeer games on December 17 from 3–4 p.m. in the gym, and the Polar Express celebration on December 19, when students and staff will wear pajamas and enjoy songs, stories, and community time before winter break.
    - BMS- Special thanks to Teresa Clifford, Sam Fasoli, and the Peer Leadership Club for leading a highly successful Thanksgiving food drive that collected 888 items to support over 300 families through the Bourne Council on Aging Food Pantry, and thanks to the wider school community for its generosity. A busy lineup of December events include a winter chorus concert on December 2 and a winter band concert on December 4, both free and open to the public, the district-wide Santa's Workshop and Holiday Fair on December 6 at the middle school, performances of Annie Jr. on December 12 and 13, and a special December 19 ceremony to open the Bourne Middle School time capsule sealed 25 years ago, with former administrators and building committee members attending, along with continued holiday-themed activities planned for students and staff.
    - BHS- Congratulations to the BHSDrama Club for their creative and powerful November performance of Lord of the Flies. Two upcoming music performances include the Holiday Cabaret on Friday at 5 p.m. in the music room with a $5 admission and the Winter

Concert on December 16 at 7 p.m. in the auditorium featuring band and choral ensembles. Eighty-nine students are preparing for the 67th annual Mass DECA District competition on January 8–9 at the Emerald Conference Center in Hyannis. Winter sports have begun with a full slate of teams and some new coaches and alumni stepping into coaching roles following retirements and departures.

- Dr. Zhou adds that planning for "Move One Up" is progressing despite not being on the agenda, with multiple meetings underway, a staffing survey already completed by over half of the staff (with another week and a half to go), and ongoing work on scheduling and refinements.

- **SCHOOL COMMITTEE SUB COMMITTEE & DISTRICT COMMITTEE REPORTS**
  - Curriculum Subcommittee-Kerrie Scofield says the subcommittee will meet tomorrow at 9am.
  - Policy Subcommittee- Kari MacRae says the subcommittee had a quick, efficient meeting and will take up a vote later in the meeting.
  - Budget and Facilities Subcommittee- Jordan Geist says the subcommittee will meet on December 19th at 10:30am.
  - SEPAC- Kristin Donahue says the subcommittee did not meet but is planning an event for January.
  - Cape Cod Collaborative- Kari MacRae says there's a new strategic planning committee that is putting a huge presentation together and she will send out some highlighted pieces to the committee once she gets it.
  - District Diversity, Equity, Inclusion, and Belonging Committee- Kathleen Quintal reports that the committee met and discussed holiday traditions from around the world. She says plans are being finalized for the Lunar New Year celebration on Saturday, January 24, in the BHS cafeteria, organized by a team working with Maura Dankert from the Council of Children and funded by a parent. Mrs. Borning adds that the event will feature professional lion dancing, children's crafts, the pitch-pot game, calligraphy, a chopsticks challenge, and dumpling making. It will be open to both school families and the public and will celebrate the Year of the Horse.
  - District Technology Committee- Chris Oliver reports that a small group met and discussed how ParentSquare is being used, noting over 10,000 direct messages between teachers and families, with teachers reporting it greatly improved parent communication. He says the conversation also covered technology professional development, exploring "quick hit" PD sessions led by teachers to share expertise and highlight practical tech strategies that benefit staff, with plans to offer these sessions periodically.
  - District School Wellness Advisory Committee (SWAC)- Mr. Geist reports that since the last school committee meeting, two meetings were held as part of the ongoing John Walker Institute coaching program. He says on November 6, the group evaluated the implementation of the district's new policy using the Alliance for a Healthier Generation tool, with results posted on the district wellness webpage, and on November 20, the committee set goals for the year, including expanding membership to include a parent, student, and community agency for broader perspectives, and focusing on staff wellness. He notes that, in an effort to support this, they have launched a quarterly staff wellness newsletter, led by head nurse Rebecca Esip, highlighting resources available through the town's EAP network and included

a staff survey to gather input on preferred wellness activities, such as yoga classes. The committee meets four times a year, with two meetings remaining for this year.

5. DISCUSSION ITEMS

- MASC/MASS Joint Conference discussion
  - Chair Beals shares that she attended three conferences focused on relationship building and although they were focused on her strengths, she was able to learn a lot about the importance of school partnerships with other local municipalities and effective collaboration between the school committee and superintendent. She says she feels confident in the district's open and honest relationships and plans to attend conferences on topics they are less familiar with, such as technology or finance, next year.
  - Ms. MacRae highlights her experience attending the MASC conference. She says she attended three days of the conference, noting that hearing about challenges other districts face with administration and school committees highlighted how strong BPS's relationships are. They found it encouraging that many strategies for community engagement being discussed in other districts are already in place here. She says the resolution votes were quick, and the conference also included recognitions and Hall of Fame-style awards. She notes common concerns across districts were centered on fiscal challenges, but she feels confident in BPS's financial management. She says she attended several breakout sessions and plans to explore topics she is less familiar with in the future. She adds that new Massachusetts Commissioner of Education, Dr. Martinez, spoke about state-wide results and acknowledged opportunities for improvement, which she is eager to see implemented.
  - Chair Beals adds that at lunch a video showcased various schools and their programs, and she noted that BPS is already doing all of those initiatives. She says it was very exciting and suggests creating a program to feature Bourne on the screen next year.
  - Dr. Zhou says she attended practical sessions at the conference, including legal topics and an MSBA session focused on school infrastructure, thinking ahead about future renovation opportunities even though the district is already in line for a new roof. She says a highlight was the keynote by Amanda Ripley, who discussed handling high-conflict situations by de-escalating tension, such as inviting people to informal conversations over coffee. Dr. Zhou says her advice was validating. She adds that she appreciated seeing that other districts face similar challenges, while feeling confident that our small district is well-positioned and in a strong place overall.

6. ACTION ITEMS

- Vote to approve Warrants and Payroll

Kerrie Scofield motions to the approve warrants and payroll; Seconded by Kendellynn Gagne; Voice vote passes 7-0-0 (Student Representative Zoe Noonan not eligible to vote)

- Vote to approve regular session minutes of: November 5, 2025 - Vote will be taken at the next meeting due to file accessibility issues
- Vote to revise Competency Determination policy- Ms. MacRae says it was great to hear about the contributions the teachers made to this policy since it will require more work from them than something like the MCAS, which is mostly graded automatically and submitted digitally. Mrs. Borning acknowledges the efforts of Dr. Maguire and Jessee Clements who met with all the teams and got a lot of feedback from each of the departments impacted by this.

Kerrie Scofield motions to the approve the Competency Determination policy; Seconded by Kari MacRae; Voice vote passes 8-0-0

- Vote to revise CTE Middle School policy

Kerrie Scofield motions to the approve the revised Middle School CTE policy; Seconded by Kendellynn Gagne; Voice vote passes 8-0-0

Kerrie Scofield motions to the add a vote to approve the DECA overnight field trip to the agenda; Seconded by Kari MacRae; Voice vote passes 8-0-0

- Vote to approve DECA overnight field trip to District 8 competition

Kerrie Scofield motions to the approve the DECA overnight field trip; Seconded by Kari MacRae; Voice vote passes 8-0-0

7. FUTURE AGENDA ITEMS

a. Continued discussion about facilities use planning
b. Student Spotlight

Chair Beals reads the BPS Mission and Vision Statements: T*ogether with staff, families, and the community, we empower all students to thrive within a culture of academic excellence in a creative and innovative environment where everyone is safe, valued, and respected* and: *Inspired to learn, empowered to explore, and prepared to act.*

Chair Beals says since it is the last meeting of the year she wants to express her gratitude to the administration team for their hard work on the district's strategic plan, to staff for always prioritizing students, and to student advisors for consistently stepping up. She shares her appreciation for the school committee members for their time and dedication,

as well as to community members, families, parents, and guardians, and expresses excitement for the upcoming year and the implementation of the new strategic plan.

8. **ADJOURN-*Kerrie Scofield motions to adjourn regular session; Seconded by Kendellynn Gagne; Voice vote passes 8-0-0***

Regular Session ended at 6:53 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