



Bourne Public Schools

BOURNE SCHOOL COMMITTEE

Regular Meeting Minutes

DATE: Wednesday, September 16, 2020

TIME: 6:30 PM

PLACE: Remote Access Meeting

ATTENDANCE

SCHOOL COMMITTEE MEMBERS PRESENT: Chair Emily Berry; Paul McMaster; Erin Perry; Steven Strojny; Chris Hyldburg; Maureen Fuller; Ryan Bagdonas

SCHOOL COMMITTEE MEMBERS ABSENT:

OTHER ATTENDEES PRESENT: Dr. Kerri Anne Quinlan-Zhou, Superintendent; Melissa Ryan, Assistant Superintendent of Learning and Teaching; Jordan Geist, Director of Business Services

CALL TO ORDER

1. Chair Berry calls the meeting to order at 6:30 PM.

- Emily announces that this meeting is being held remotely in order to provide the best experience for the community. After many conversations with Jen from BourneTV, Emily made the decision to continue to have remote SC meetings until technology improvements at the HS library are complete.
- Chair Berry tells the public that if they have questions they can use the chat feature to post it so that it can be addressed at the end of the meeting. She states that the participant must include their first and last name in the chat post in order for their question to be considered. If we are unable to answer your question this evening, you can send it in an email to her, other committee members and/or members of the administration.

Paul McMaster motions to begin the Regular Meeting; seconded by Maureen Fuller; Roll call vote: 7-0-0

PUBLIC COMMENTS

2. Public Input

- Courtney Grimes states that she has 3 students in Bourne Public Schools and two of them are high needs. She would like to ask the Committee for additional information on the return of high needs students.
- Sharon Moore, a teacher at the Middle School, respectfully asks for people to identify themselves when they come into the meeting due specifically to the disrespectful chat posts from the last meeting. Chair Berry agrees with her and states that that is why she said tonight that any question in the chat will not be addressed without a first and last name posted.

PUBLIC PARTICIPATION

3. Reports and Presentations



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a. Superintendent's Report, Kerri Anne Quinlan-Zhou, Superintendent of Schools; Dr. Zhou reiterates the comments by Mrs. Moore and states that anyone posting without their name will be removed from the meeting.

- Update on the Director of Special Education and Student Services search - As many of you know, Craig Davidson has transitioned to another district. We are in the process of conducting a search for a new Director of Special Education and Student Services. Assistant Superintendent Melissa Ryan will put on another hat and be the interim director for the short term.
- Personnel Report – Kerri reports on the hiring of new teachers. There are still openings to fill and asks if there are any certified teachers out there to please check our School Spring openings. The district can also use substitute teachers and she encourages people to apply.
- Professional Development Days – Assistant Superintendent Melissa Ryan tells everyone that they had an amazing 10 days of professional development for staff. She details the different types of trainings and workshops that were offered. The most significant trainings that week was Modern Teacher and the collaborative time teachers spent together in their content area, grade levels and with their support personnel. Melissa is incredibly grateful for the effort and the work the staff has done and it all came to life together.
- Update on the First day of School - Dr. Zhou went to all the schools today and saw a whole lot going right! She saw much joy and enthusiasm.
 - ✚ Principal Carpenito gives an update of the first day of school at Bournedale. They started with the 1st and 2nd graders today. There were some technology glitches early in the day but all in all students and teachers were very engaged. Liz states that kindergartners will start tomorrow and pre-Kindergarten students will start next week.
 - ✚ Principal Norton says there were similar experiences at the Intermediate School. She says that you really felt as though there were students in the building today. She said it was amazing to watch the teachers engaging with their students. There are some open positions that still need to be filled and she says she was making substitute plans last night. Jane thanks Melissa Ryan for all the effort she put in getting the new year started.
 - ✚ Principal Borning talks about the similar issues they had at the Middle School. They had the 6th grade webinar orientation today which was great as the families were engaged in the chat feature. She thanks Tina Canterbury, Michelle LaFlamme and Nancy Deveney for their support and efforts to get school started and especially for answering a million phone calls since Monday. Teachers were amazing and it was awesome to walk into a classroom to hear the students speaking. Christine says the 10 day PD was phenomenal and thanks everyone for their hard work in putting and making it come together.
 - ✚ Principal Cetner talks about the first day of school with the older students. Amy says the freshman and senior classes were 100% engaged today. There was only one student in the sophomore and 3 students in the junior classes that were unaccounted for. At the end of the day she put out a five question survey for teachers to respond. She talks about the questions that were asked and the answers received. Amy talks about the 10 day PD and gives a big shout out to the teachers that facilitated some of them. She found that the students were excited to be there and that the most important thing that teachers can do is to make meaningful connections with their students.
 - ✚ Dr. Zhou had the honor to meet with and talk to all staff yesterday. She thanks everyone as it was an amazing group effort to get us to today.
- Chair Berry asks the administration whether any staff members hired after or during the 10 day training will have training on what they missed? Melissa Ryan says they are working on this as they are still hiring staff through to today. They are prioritizing Modern Teacher and ARC training for the new teachers that will need it.
- Mrs. Ryan also mentions that they are offering PLCs, professional learning communities, that will meet weekly after school starting next week for staff to collaborate. She also tells us that they



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handed out 1,100 chromebooks since Monday and gives a shout out to everyone that was a part of this effort.

B. Chairperson's Report, Paul McMaster, School Committee Vice-Chair

- Update on Negotiations – Mr. McMaster updates the members on the status of negotiations. He is proud to announce that they have reached an agreement with the BEA on the Memorandum Of Agreement (MOA) and that the SC will vote on it this evening. This agreement will create a great working relationship between the administration and staff relative to need in this time of COVID. Huge kudos to Maureen Holden, Lauri Gilbert, the administration, and especially Jordan Geist, for all the work put into this. The joy and enthusiasm you are seeing tonight from everyone is a direct result of this collaboration so that everyone knows we are all working together.

Paul McMaster motions to approve the MOA; Seconded by Chris Hyldburg; Roll call vote: 7-0-0

C. School Committee Sub Committee Reports

- Policy – no current report
- Facilities and Budget – SC Member Steven Strojny updates the committee on the meeting held today. They met to finalize the FY20 Closeout Report which they hope to vote on this evening based on the recommendation of the sub-committee. Jordan Geist adds that they should review it in public before the vote. Jordan talks about the FY 21 budget against the FY 20 budget figures and some line items transfers.

Chris Hyldburg motions to approve the return of \$145.27 to the Town; Seconded by Steven Strojny; Roll call vote: 7-0-0

- Ryan Bagdonas asks Mr. Geist to explain what the encumbrances mean. Jordan tells her that the encumbrances are items that were purchased in FY20 but because they hadn't been delivered yet, we ask to pay them from the FY21 budget.

Chris Hyldburg motions to approve the line item transfers as presented; Seconded by Steven Strojny; Roll call vote: 7-0-0

- Maureen Fuller looking back at the FY 20 expenditures, she asks about the Principal expenditures. What kind of things were spent in this line item? Jordan is not sure of the actual expenses. Mrs. Norton states that a lot of the expenses were mostly due to the transition to grade span, such as white boards, teaching materials, supplies and equipment.
- Maureen also saw an increase in technology support consulting. Mrs. Ryan believes that this was a stipend to pay for an interim director when Dr. Davis was unable to complete some of those responsibilities.
- She asks about the textbook money that was not spent and was it spent on the ARC program. She is told that it was.
- Jordan adds that the tech consult line is not just a stipend, we budget our plan for some of that money to go to FR or Foundation Reserve.

- Curriculum – no current report

4. Discussion Items



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a. Continued discussion about the Reopening of Schools – Dr. Zhou, Superintendent of Schools


- Dr. Zhou talks about the need to bring back our high needs students. Mrs. Ryan would like to recognize how fast things are happening right now. She is slightly uncomfortable giving this update as the plan updates have not been shared with everyone yet. There is an urgency to return our high needs students. We recommend high needs, EL and DCF connected students come back in-person on September 29th. We are thinking of returning our high needs PreK students on the 22nd. There is a plan that was finalized today and will be shared when it is completed. Melissa talks about the specific aspects of the district re-opening plan as all other students will participate in remote learning to begin the school.
 - Maureen Fuller asks about the PreK students. Normally the students would not attend on Friday so this year they will not come in on Monday but attend Tuesday through Friday? Melissa confirms this change as they would attend with the rest of the students.
 - She asks if the high need student busses have monitors? Melissa says not necessarily, there are a few students that have specialized transportation needs.
 - Chat question regarding supplies for high needs students. Collectively our schools are planning on distributing supplies next week for all students.
 - If a parent requires supplies or additional information they should reach out to either the teacher, special education liaison or the building principals. For students not in the high needs group such as EL students they can reach out to the EL teacher.
- We have received the mechanical report from Fuss & O'Neil. Jordan Geist will summarize this report and answer questions. He talks about our air quality report and what was tested per building. The assessment of the mechanical was broken up into several sections, a summary of observations, summary of prioritized recommendations, and an opinion of probable costs. In looking at all of the reports, everything is in good to excellent condition across all four schools. There are no mechanical issues that they identified that would impact air flow. The prioritized recommendations is already the standard for the conditions of COVID. One recommendation is to change the Merv8 filters to Merv13 filters in three of our buildings.
 - Chair Berry understands that we have the Merv13 filters on order, however the units are functioning well with the Merv8 filters, correct? Jordan says they are doing what they need to do but with COVID the Fuss & O'Neill recommendation tells us that our units can handle this thicker filter.
 - Chat question: a person references the prioritized recommendation, does the outdoor air vent to classrooms and open spaces? What percentage will it be reached to and when will that be done? Jordan says the increase of outdoor air has been done at our buildings.
 - Will an indoor quality test be done once the buildings are occupied? At present the dampers are open to increase air flow but when the weather gets colder we will have to bring those down for room comfort. We will be checking CO2 levels.
 - Sharon Moore asks about the original HAV boxes that are in the process of being replaced and wonders when that will be done as well as the HAU temperature sensors. The replacements of the HAV boxes began last year and we hope to start the work again soon. This is more a heating issue than an air flow issue.
 - Teacher Amy Fish ask about the HS report which talks about air flow rates and pressure differentials between indoor and outdoor spaces. She asks if this was evaluated. Jordan says they are exhausting the whole building 24/7. Each univent in the classrooms has a pretty substantial amount of air flow.
 - Chat question: Can you confirm that it is safe to have students in the building before they replace the air filters? Absolutely, the buildings are being flushed out and as long as everyone follows the protocols.
 - Sharon Moore follows up to her previous question and asks if there is a timeline to complete this work and will we be back in the buildings before they are replaced? Jordan continues to contact them weekly and yes, buildings will be occupied for this work is finished.
 - Jordan Geist mentions a question about the utility bills and yes they will go up.



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- Dr. Zhou addresses the community questions on when we will transition students to the hybrid model. There are four things that will need to be considered before having all students return. They are medical advice on transmission rates, preparedness around safety, facilities, infrastructure and PPE, establishing equity for all learners along with staffing needs. Kerri states that they are a week away from setting a final date for students to return.
 - Emily asks Dr. Zhou to give any sort of information to parents to reassure them that this is not going to be four weeks out. Kerri believes it would be worse to give a date and not be able to return. There are checkboxes that need to be checked before we have a full return.
 - Paul McMaster states that as a Town we have gone out of our way to make this happen. We need to get this information to parents as soon as possible. Kerri does not want to get parents false hopes with a final date then to be told they can not make it.
 - Chat question: Why are other local towns having children return in person but Bourne isn't able to? Emily states that the best decision made was to begin remotely. Kerri has heard from many staff members that they are glad they were given this time to prepare.

b. Continued discussion on Student and Staff handbook revisions – Melissa Ryan talks about the Staff and Student Handbook changes. She talks about the two Addendums that were created for the current environment which addresses COVID.

- Maureen Fuller asks a question about the arriving late procedures section of the Student Addendum. She says it is spelled out for the remote piece but wants to know how it is set for the hybrid model. Mrs. Ryan states that the procedure of how a late student enters is based on the individual school's procedures spelled out in the school's handbook. Each principal will clarify that.
 - Maureen asks about parent drop-off which is further down on the Addendum. She recommends adding information regarding early dismissals. Melissa thinks that the heading may have been mislabeled. She will add the heading on early dismissals to this document.
 - Chris Hyldburg asks a question about the Staff Addendum. Regarding texts and textbooks, are we asking the teachers to sanitize them as this is not reflected on this document? We are not expecting teachers to manage them. We expect that teachers will put them in a bin and store them for a couple of days. They are not expected to go from one student to another. Chris asks to add Chromebooks to that list. Melissa says they do not expect to collect them, once they are given out the students will keep them until the end of the school year.
- Staff Handbook
 -  Staff Addendum
 - BHS Handbook
 - BMS Handbook
 - BIS Handbook
 - BES Handbook
 - Student Handbook Addendum

Maureen Fuller motions to approve the Staff Handbook, Student Handbooks and Addendums with updates as needed;

Seconded by Paul McMaster; Roll call vote: 7-0-0

c. Discussion on athletics during the remote model – Kerri Zhou gives information from the MIAA as reported two weeks ago. Bourne is part of the South Coast Conference and will not hold any competitive games between other school districts. This does not preclude us, though, to having intramural or school based athletic programs.



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- Athletic Director Scott Ashworth talks about the modifications that have been put forth by the MIAA. He says if anyone would like to see these modifications they can go to www.MIAA.net then click on the sports and tournaments tab. Scott hopes to have more information after visiting schools before a vote is made by the School Committee on athletics during the remote learning model. When we come back in the hybrid model he would like to offer interscholastic sports and intramural programs. He talks about the season dates and states that the MIAA has given districts permission to manipulate the schedule to fit the needs of the league and the community.
- Dr. Zhou recommends that we vote to not have interscholastic sports while we are in the remote learning model during the fall season. There should be another vote when we are going into the winter season.
 - Chris Hyldburg states that the Dartmouth School District is in a remote model but their School Committee has voted to proceed with fall practice. Is that correct? Mr. Ashworth says it is correct and that they will be playing within their league.

***Chris Hyldburg motions to forgo interscholastic sports while in the remote model during the fall season;
Seconded by Paul McMaster; Roll call vote: 7-0-0***

5. Action Items

- a. Vote to approve the SC minutes of: August 12, 2020

***Maureen Fuller motions to approve the August 12th Minutes as written; Seconded by Paul McMaster;
Roll call vote: 7-0-0***

- b. Vote to approve student and staff handbook revisions/addendums

- c. Vote to accept/deny interscholastic athletics during the remote model.

- d. Vote to ratify the Memorandum of Agreement with the Bourne Educators Association

- e. Vote to accept FY20 close out report

- f. Vote to approve revised FY 21 Capitol Request – vote will be moved to the next meeting – Chris states they will be meeting with the Town at a later date to review Capitol Requests. Jordan Geist states they plan to meet to discuss the requests next Thursday. He gives more information on what will be requested. Jordan says the SC may want to take action on the MS roof project request.

***Maureen Fuller motions to revise the FY 21 Capitol Requests to include the design build for the MS Roof Project;
Seconded by Steven Strojny; Roll call vote: 7-0-0***

- Chris Hyldburg wants to make sure everyone know the Middle School project may cost more than the High School Roof project. The MSBA may not be able to assist with this project which needs to be taken care of sooner rather than later.
- Maureen agrees that this is something that should be addressed.
- Paul McMaster asks what the timetable would be to get the process started and what preventable maintenance would look like. Jordan talks about purchasing a maintenance plan with a company that has worked with us for a long time and owns some of our roofs. He has reached out to contractors and many won't touch the roof as it would be like throwing money away.
- Paul asks what the best time table would be to get this project started. Jordan was looking at a year and a ½ but the Town is trying to slow it down. There are other issues that need to be addressed in advance of this project.



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Maureen would like to thank the administrators, custodians, and all staff for a positive start of the school year and also everyone's work and planning during the academy. Good luck with day two!

Chris would like to say thank you to Jordan for putting the weight of the district on his shoulders. Thank you from all of us!

6. Paul McMaster motions to adjourn: seconded by Maureen Fuller; Roll call vote: 7-0-0

Meeting ended at 9:00 PM

RESPECTFULLY SUBMITTED,

Teresa Vicente
Recording Secretary

List of documents and exhibits used (GL c.30A, sect 22(a))

Agenda Item	Document
	School Committee Meeting Agenda
	Commissioner's Letter to ALL Schools
	SCC Superintendents Letter
	Welcome Back to School Flyer
	HVAC and BMS Roof and Exterior Reports; BMS Roof Capital Project Request
	FY 20 Closeout