

# Bourne Public Schools

## BOURNE SCHOOL COMMITTEE

### Regular Meeting Minutes

**DATE:** Wednesday, May 16, 2022

**TIME:** 6:30 PM

**PLACE:** Bourne High School Media Center

#### ATTENDANCE

**SCHOOL COMMITTEE MEMBERS PRESENT:** Chair Emily Berry; Ryan Bagdonas; Maureen Fuller; Kari MacRae; Paul McMaster; Erin Perry; Kerrie Scofield; Student Representative Viveca Stucke

**SCHOOL COMMITTEE MEMBERS ABSENT:**

**OTHER ATTENDEES PRESENT:** Dr. Kerri Anne Quinlan-Zhou, Superintendent; Jordan Geist, Director of Business Services; Dr. Ryan Place, 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

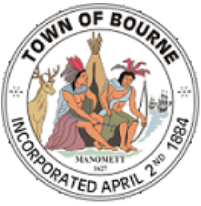
#### 3. PUBLIC INPUT

No public comments are made.

#### 4. REPORTS AND PRESENTATIONS

**a. CHAIRPERSON'S REPORT,** *Emily Berry, School Committee Chair*

- Announcements and Correspondence



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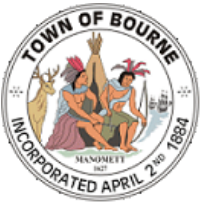
- Chair Berry announces that graduation will take place on June 4th at 10AM and the Memorial Garden ceremony will take place on May 26th at 9AM.

## **b. SUPERINTENDENT'S REPORT, Dr. Kerri Anne Quinlan-Zhou, Superintendent of Schools**

- Update on COVID protocols and procedures
  - Dr. Place shows the last 2 weeks of Covid data and says our numbers were elevated, but we are below the state average for cases. He says that Bournedale got hit particularly hard and he commends the staff for coming together to fill in gaps. He tells the public there is still the ability to sign up for the home testing program and the next test kits will be sent home on Friday.
- Teaching and Learning
  - Dr. Zhou informs parents that there is still room in summer enrichment academies, but they are filling up fast.
  - She says BMS curriculum night and ice cream social were a success. Chair Berry adds that she attended and was impressed with the work and the turnout.
  - Dr. Zhou notes there will be an early release day on May 26th and professional development day on May 27. Everyone's doing something related to the PD they've been doing throughout the year including special education working with Dr. Deb Harris and Tonya Fewell.
  - She says there will also be a retirement celebration on May 27 recognizing 14 BPS retirees.
  - Dr. Zhou announces activities taking place this week including the BIS art show on Tuesday; the BMS chorus concert on Wednesday; the BMS band concert on Thursday; and the Senior Prom on Friday.
- District Website Preview
  - Chris Oliver presents a preview of the new district website. He says the goal of the site was a clean, crisp look with easier-to-understand consolidated menus. He says he is working on developing an app to go along with the site. He clicks through some pages and says people should be able to find what they're looking for within 2-3 clicks. Maureen Fuller asks if Mr. Oliver is the only one working on the website and he answers that he currently is but once it goes live he will train the Principals to update the galleries and news. He says he plans to go live with the website on Friday, June 3rd. Chair Berry thanks Mr. Oliver for the huge undertaking. Dr. Zhou says he was tenacious and showed a lot of grit throughout the process.

## **c. BMS 2023 8th grade Washington DC Trip Presentation (is this available as a link?)**

- Christine Borning presents a proposal for the 2023 8th grade trip to Washington DC. She says the trip hasn't taken place in a couple of years, and they feel like they are ready to begin a conversation and get some preliminary approval to move forward with planning. She says approximately 120 students and 10-12 staff attend and it is considered a curriculum experience. She explains that in the past they've utilized the 4-H center which has since closed, and they are now interested in working with a non-profit educational travel company, *Close Up*. She says they met with their New England rep and learned a lot about what *Close Up* has to offer and it seems like a great fit for us. She explains that *Close Up* arranges everything including transportation, meals, learning experiences, and activities. She says they also provide a trip coordinator and teaching fellows that work with the group for the entire trip as well as ahead of time working with teachers to align activities with the civics standards. She notes that they also have a government relations team and dedicated medical partners at Georgetown Children's Medical Center. Mrs. Borning says the trip will cost approximately \$975-1025 per student, compared to \$850 per student in 2019, and that can be broken down into payment plans with payments being made on *Close Up's* website. She says travel insurance can be included as part of the payment structure or families can



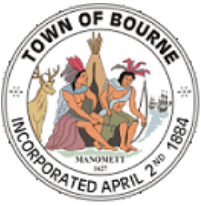
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purchase outside travel insurance. Kari MacRae asks whether students will be able to fundraise and Mrs. Borning answers that they are still discussing fundraising options but have offered fundraisers in the past and hope to continue to. Ryan Bagdonas comments that *Close Up* is a great, well-known company. Maureen Fuller asks if they have been able to reach out to the Massachusetts schools used as references for *Close Up* and Mrs. Borning answers that they have not yet had the chance. Chair Berry clarifies that they are voting to continue planning the trip and begin collecting money from students and that Mrs. Borning will come back and present the final details of the trip next Spring before they go.

***Maureen Fuller motions to approve the commencement of the 2023 8th Grade Washington DC trip;  
Seconded by Paul McMaster; Voice vote passes 8-0-0***

## **d. District Technology Plan Presentation**

- Chris Oliver presents an overview of the District Technology Strategic Plan highlighting certain areas in the plan including physical infrastructure; end user devices and operating systems; classroom technology; applications and software; staffing, policies, and procedures; and recommendations and preliminary action steps. He says that although there hasn't been a Technology Director in the past, we have a very good foundation for physical structure with upgraded switches and fiber optic circuits and currently operate at the industry standard of 10 gigabytes. He notes that the firewall and server infrastructure is 7-10 years old and it's time to look at replacing those. He discusses end user devices and operating systems saying there are a variety of desktop/laptop devices and many workstations are 6-8 years old and running older operating systems. He recommends beginning to replace desktops, laptops, and older Chromebooks as well as upgrading operating systems.
- He moves on to classroom technology and says he focused on Smartboards and projectors for this plan. He notes that hovercam pilots break very easily and there's been a recall on them, so he's looking into if they are the best option moving forward. He says the goal is to streamline the classroom technology so that all classrooms have access to current, easy-to-use technology that engages students and helps to create more robust lessons. He notes that more technology-centered professional development has been requested by staff in surveys and technology committee meetings.
- Mr. Oliver continues with applications and software, saying that consistency is key and that there needs to be a vetting process in place for applications and software that are out there.
- He says that regarding staff, policies, and procedures, feedback from staff surveys and technology committee meetings shows the need for more technology staff such as building-based support.
- He notes the policies and procedures that need to be reviewed and updated include the Acceptable Use Policy, Social Media policy, Student Data Privacy policy, Chromebook User Guide, and procedures for vetting apps and software.
- Mr. Oliver finishes by outlining preliminary action steps for 2023, 2024, and 2025. Chair Berry comments that the actions are necessary and that whatever the committee needs to do to help they will do. Maureen Fuller asks whether what is being purchased for the high school are the problematic Hovercams. Mr. Oliver answers that he believes that is what was proposed at Town Meeting and clarifies the money that was approved includes 2 separate pieces, the Newline interactive boards and the HoverCam Pilots and the issues are with the Pilots, not the boards. He says 14 out of 40 Pilots purchased in the last year are not working. Jordan Geist follows up saying they will need to review how the approved line item is written to determine how they can spend the money. Dr. Zhou adds that they may be able to restructure the purchase to get more bang for the buck. Maureen Fuller asks what teachers without working Pilots are using and Mr. Oliver answers that there are a few different ways they can still



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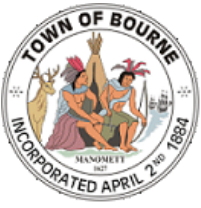
use the boards including plugging their laptop directly into the board. He adds that the Pilots are all under warranty and will be fixed and that all the boards are fully operational and being used without the Pilots. Paul McMaster asks that if we can get to a basic level of standard operational technology, teachers will have a requirement of competence with that technology. Dr. Zhou answers that there will be an expectation but with a lot of support to get them there. Mr. McMaster asks if we are going to start considering technology a utility, as opposed to a luxury, and Dr. Zhou says yes, that it's a given now that in 21st-century classrooms we need to have these things. She commends Mr. Oliver for pulling all this information together in his short time in the role. Jordan Geist adds they are greatly appreciative of the town's support continually giving a couple of hundred dollars a year to support upgrades which is not typical for a lot of towns and has put them ahead of the curve. Maureen Fuller comments that the action steps are spread across many needs rather than focused on one area and she appreciates the work Mr. Oliver has done and continues to do.

***Ryan Bagdonas motions to approve the District Technology Plan; Seconded by Paul McMaster; Voice vote passes 7-0-0 (Kari Macrae left the meeting)***

e. Superintendent's Evaluation Report

- Chair Berry begins by explaining that school committee members have 3 main responsibilities which include writing and maintaining policies, approving and monitoring the budget, and hiring and evaluating the Superintendent. She says that at the last meeting Dr. Zhou presented data on work she has done and each member was asked to fill out their own evaluation. She notes that evaluations were returned by herself, Ryan Bagdonas, Maureen Fuller, Paul McMaster, Erin Perry, and Kerri Scofield, but Kari Macrae did not complete an evaluation and Viveca Stucke is not eligible to complete one although she will be able to vote on the final evaluation. She says they evaluate 3 performance goals and ratings are based on Exceeded, Met, Significant Progress, Some Progress, and Did Not Meet. Chair Berry says that Dr. Zhou received a rating of Exceeded for Professional Practice Goal; Met for Student Learning Goal; and Met for District Improvement Goal. She explains that they gave Dr. Zhou an Overall Summative Performance rating of Proficient and reads the overview. She continues with Performance on Standards ratings where Dr. Zhou received a rating of Proficient for Standard I, Exemplary for Standard II, Proficient for Standard III, and Exemplary for Standard IV. Chair Berry further breaks down the Standards ratings and reads comments on each. Maureen Fuller asks if the final ratings were determined by what rating was given by the majority of members and Chair Berry answers that they were. Mrs. Fuller thanks Dr. Zhou and everyone who contributes their efforts, energy, and communication to bring us to where we are today and says it's amazing what they've all brought us through and continue to pull us forward. Chair Berry reiterates that they recognize that this is a team effort and that this team of administrators should take pride in this evaluation. Dr. Zhou says she was pleased with how many times the evaluation mentioned the team as many of these things are built on the work of everybody including admin, teachers, administrative assistants, custodians, ESPs, parents, and students and we've come so far because of everyone growing in the same direction. She says she is humbled by the ratings and they show that the difficult work of this team has not gone unnoticed.

***Ryan Bagdonas motions to accept the Superintendent Evaluation; Seconded by Maureen Fuller; Roll call vote passes 7-0-0 (Kari Macrae left the meeting)***



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## 5. DISCUSSION ITEMS

### b. Discussion on 2022-2023 Proposed Calendar

- Dr. Zhou says the proposed calendar is very similar to this year's calendar with the first day of school being August 30th and the last day being June 15th without any weather delays. She says if there were any need to change the calendar it would be brought back before the committee.

***Paul McMaster motions to approve the proposed 2022-2023 SY calendar; Seconded by Ryan Bagdonas; Voice vote passes 7-0-0***

## 6. ACTION ITEMS

### a. Vote to approve Warrants and Payroll

***Paul McMaster motions to approve the proposed 2022-2023 SY calendar; Seconded by Ryan Bagdonas; Voice vote passes 6-0-0 (Viveca Stucke not eligible to vote)***

## 7. FUTURE AGENDA ITEMS

### a. Student Advisory Update & Presentation

- Viveca says 5 seniors will be coming in to talk about their experiences at BHS in specific areas such as Music, AP and Academics, and Athletics.

### b. Navigator Awards

### c. School Committee Summer Retreat Planning

## 8. ADJOURN-PAUL McMASTER MOTIONS TO ADJOURN; RYAN BAGDONAS SECONDS; MOTION APPROVED 7-0-0

**Meeting ended at 8:06 PM**

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

Agenda Item	Document
0	<a href="#">School Committee Agenda</a>
4c.	Washington DC Trip Proposal
4d.	District Technology Strategic Plan



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4e.	<a href="#">Superintendent Evaluation Report</a>
5b.	Proposed SY 2022-2023 Calendar

**RESPECTFULLY SUBMITTED,**

Jessica Moerman  
Recording Secretary