

**BEDFORD SCHOOL COMMITTEE**  
**September 8, 2015**  
**Bedford High School - Large Group Instruction Room**

**1. Call to Order**

At 7:30 p.m., Mr. McAllister called to order the meeting of the Bedford School Committee. Other members present included Ms. Guay, Mr. Pierce, and Mr. Hafer. Mr. Brosgol was absent.

Mr. McAllister welcomed Ms. Sallee, Assistant Superintendent, to her first official School Committee meeting.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills announced the following:

*Resignations:*

Jennifer Wolf	Psychologist	Middle School
Matthew MacKenzie	Computer Lab Assistant	Middle School
Derek Johnson	Teaching Assistant	Middle School

*Leave of Absence:*

Katie Cardinal	Teacher	High School
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*Appointments:*

Derek Johnson	Computer Lab Assistant	Middle School
Susan Rozen	Reading Teacher	High School
Ahmad Abdul-Rahim	Teaching Assistant	High School
Michaela Rich	Behavior Specialist	Davis School
Lydia Vliet	School Psychologist	High School
Mona Bouhafis	ELL Teacher	Lane & High School
Dean Ientile	PE Teacher	Davis School

Mr. Sills presented a new job description for a Lead Maintenance Technician. He asked the School Committee to review it and comment and then vote on approval at a later date. Mr. Sills said that the maintenance side of the Facilities Department will now be structured like the custodian side.

Mr. Sills then discussed a Memorandum of Understanding being developed between Bedford and the Town of Lincoln regarding the privatization of housing on Hanscom Airforce Base. Mr. Sills explained that about five years ago, HAFB began offering housing to non-active military personnel including retired military. The implications of doing this for people with school-aged children is that the federal government will not help pay for the cost of educating these students. As it stands right now, the Federal government will only partially reimburse Bedford for educating high school aged children of active military personnel. Mr. Sills said that Bedford High School had not encountered this situation until last year. Last year Bedford and the Town of Lincoln came to an agreement on allowing this student to attend Bedford High School. Lincoln agreed to reimburse Bedford the per pupil expenditure for this student and agreed to pay any out-of-district expenses, if needed. This year, there are 2 additional students in the same situation. Mr. Sills is working with Lincoln again this year. However, Mr. Sills said that all

parties need to know that we cannot accept any more children of retired military personnel since there is no established way for Bedford to get reimbursed for the cost of educating these children.

Mr. Sills said he has notified our State Reps. about this situation. Ms. Guay was pleased to hear this.

#### **4. Student Accounts**

Mr. Coelho explained that each year per Massachusetts law, the School Committee needs to vote on maximum levels of funds in student accounts.

Mr. Coelho explained that each school has two accounts – a savings and checking account for students. All funds get deposited into the Savings side and the town Treasurer does a fund transfer to the checking account at the request of the schools.

Mr. Pierce asked why the High School balance was so high at \$164,763?

Mr. Coelho said that there is a lot of activity going on with High School accounts including holding money for scholarships awards for students in the Tenacity Challenge.

Mr. Pierce asked if these accounts were audited. Mr. Coelho said yes. Mr. Pierce said he would like to see more information on these accounts. He said he is always concerned when it comes to internal controls over cash receipts and it warrants a review.

Mr. Hafer made the following motion:

**MOVED: That the School Committee establish the following maximum balances for the various student activity checking accounts for fiscal year 2016 as follows:**

<b>Bedford High School</b>	<b>\$50,000</b>
<b>John Glenn Middle School</b>	<b>\$15,000</b>
<b>Lane Elementary School</b>	<b>\$7,500</b>
<b>Davis Elementary School</b>	<b>\$7,500</b>

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 4-0**

#### **5. Appointments**

Mr. Sills said that the School Committee must take another annual vote regarding the collaboratives.

Mr. Hafer made the following motion:

**MOVED: That the School Committee approve that the Superintendent act as a Voting Member of the CASE, LABBB, and EDCO collaboratives for the 2015-2016 school year.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 4-0**

Mr. Hafer made the following motion regarding appointing a School Committee member to serve on the EDCO Advisory Board:

**MOVED: That the School Committee appoint Ms. Guay to serve as the Bedford School Committee member to serve on the EDCO Advisory Board for the 2015-16 school year.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 4-0**

#### **6. District Goals Presentation**

Mr. Sills presented the Bedford Public Schools' district-wide strategic goals for the 2015-2016 school year. Mr. Sills noted that the goals are all in support of the vision to develop skillful, reflective, life-long learners. All members received a comprehensive plan to review.

Highlights of this presentation follow:

*Theory of Action – how this vision will be met*

- Hire and support passionate, skillful, knowledgeable teachers
- Curriculum will prioritize higher order thinking skills
- Systemic checking for understanding
- Deliberate steps will be taken to address diverse learning needs

*Objectives- reflective in each school*

- Coherent, higher order thinking curriculum – student centered learning
- Equity & Diversity – teaching all students
- Collaborative professional culture

Mr. Sills discussed a few initiatives under each objective. For example, Common Assessments will be reviewed to ensure they measure essential learning expectations and higher order thinking skills. He also noted that the schools will continue to develop in-house specialized programs, like the new Autism program at Davis, to meet diverse learning needs.

The School Committee reviewed the plan and agreed to post on the school website when it is finalized.

Mr. Hafer said that many of the objectives and initiatives are continuations from last year. He asked if Mr. Sills had any new goals.

Mr. Sills said no, he purposefully did not add new goals. However, he would like to systematically add new goals for reflections.

Mr. Pierce, Ms. Guay and Mr. McAllister all thanked Mr. Sills for presenting such a clear pathway. Mr. McAllister said that it is clear that all of the Administrators are aligned with the goals.

The School Committee agreed to vote on approving the goals at the next meeting so Mr. Brosgol can review the plan too.

## **7. Enrollment Study**

Mr. Sills presented the Enrollment Study findings to the School Committee. Tonight's presentation is the same presentation he plans on giving key town stakeholders (Selectman, Finance Committee, Planning Committee etc.).

Mr. McAllister said that he was pleased that Mr. Sills was going to present the findings to people outside of the schools because the growing enrollment is a town wide challenge, not only a school challenge.

Mr. Sills began his presentation by reviewing enrollment history. He explained that kindergarten enrollment had been relatively stable until 2014, when there was a very large and unexpected increase in Kindergarten enrollment. He said that this large growth continues in kindergarten

today and is expected to stabilize in the next few years, but at a higher level of 180 students, which is about one class more than 2012.

Mr. Sills also noted that Lane School will be getting the large classes beginning in 2017.

Mr. Sills said that the bottom line is:

- Bedford has grown 5.8% since 2000 – more rapidly than other towns in Middlesex County.
- Kindergarten is expected to follow trends, average size is 174
- Enrollment is driven by families moving into Bedford and not by increasing birth rates

Mr. Sills reviewed residential construction projects in process. He pointed out that there are nineteen new condos on Loomis Street and five new homes on Irene Road. The Coast Guard housing on Pine Hill Road has 30-35 units which will be changed and could end up having a large impact on our schools. Tear downs and rebuilds continue in town.

Mr. Sills also highlighted some of the conversations he had with realtors and the town planner. All conversations indicate that Bedford is a desirable town and that current trends will continue.

School enrollment estimates are:

- Davis will average 560 students through 2025
- Lane will average 600+ students through 2021
- JGMS will average 600+ students starting in 2020-2021
- BHS will top out at 953 at 2025

Mr. McAllister explained that the plan is to do a formal presentation to the Selectman on September 21<sup>st</sup> and then to get on the agendas of other committees such as the Finance Committee.

Mr. Pierce suggested including building capacities in the discussions too.

Mr. Pierce was concerned that the MSBA said we could not move forward with a formal feasibility study at this time. Mr. Sills agreed and said that we need to bring people together to look at our building needs and create a draft of alternatives. In the meantime, we will have to get modular classrooms for Lane school.

Ms. Guay agreed with this approach that as a Committee and town, we need to informally look at alternative ways to manage this growth.

## **8. Superintendent's Evaluation Goal**

Mr. Sills explained that he has developed three goals (even though it is recommended that Superintendents have only 1 or 2). Mr. Sills's goals for the 2015-2016 are:

1. Increase time spent in the four schools
2. Increase effectiveness of the central office Administrative Team
3. Effectively address space issues at Davis, Lane and JGMS.
4. Mitigate the external pressures on the budget, teacher time and focus

Mr. Sills said his student learning goal is to improve math skills in all grade 4,5 , and 6 subgroups.

Mr. Hafer said he likes the goal format and feels that the goals are well balanced. He hopes that the budget process is streamlined this year and he wants to help Mr. Sills achieve this.

The other members agree with Mr. Hafer.

The School Committee decided to vote on this plan at the next meeting,

#### **9. Superintendent's Report**

Mr. Sills reported that Opening Day was great at all schools. He also complimented Mr. McAllister for his faculty address.

Mr. Sills announced that Bedford Public Schools was ranked Number 5 in the state in Boston Magazine. He said that this is a nice affirmation of the town's support for the school. Mr. Sills noted that class size was a positive in this ranking and that this is something the School Committee fought hard to keep at a reasonable level.

Mr. Sills also shared last year's AP Scores. Bedford students did great even where we do not offer a formal AP course. Mr. Sills was especially impressed by the Calculus AP scores.

Mr. Sills announced that on Bedford Day, there would be a dedication of B Field to Coach Dave Wilson.

#### **10. Liaison Reports**

Mr. Hafer said that the Fields Committee met a couple of times over the summer and will present their ideas on upgrades and investments to the School Committee.

#### **11. Minutes**

Mr. Pierce made the following motion:

**MOVED: That the School Committee approve the minutes from the May 26, 2015 School Committee meeting.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 4-0**

Mr. Pierce also made this motion:

**MOVED: That the School Committee approve the minutes from the June 9, 2015 School Committee meeting.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 4-0**

#### **12. Future Agenda**

Mr. McAllister asked Mr. Coelho, Mr. Sills, Mr. Pierce and Mr. Hafer to form a subcommittee to establish goals and policies for the School's revolving funds. All agreed to do this.

### **13. Adjournment**

Mr. Hafer made the following motion.

**MOVED: Motion to adjourn at 9:00 p.m.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 4-0**

#### **Roll Call Vote:**

**Mr. McAllister**                      **Yes**

**Ms. Guay**                              **Yes**

**Mr. Brosgol**                        **Absent**

**Mr. Pierce**                         **Yes**

**Mr. Hafer**                         **Yes**

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School Committee Secretary

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Date

**BEDFORD SCHOOL COMMITTEE**

**September 8, 2015**

**Exhibits/Document**

- Draft Job Description: Lead Maintenance Technician
- Draft of Memorandum of Understanding with the Town of Lincoln.
- Draft of Bedford Public School's District Wide Strategic Goals for 2015-16
- Draft of Presentation on Enrollment Study 2015
- Draft of Superintendent's Evaluation Goals for 2015-16
- Draft of minutes from the May 26, 2015 School Committee meeting
- Draft of minutes from the June 9, 2015 School Committee meeting