

**BEDFORD SCHOOL COMMITTEE
MINUTES OF
September 14, 2010**

Bedford High School - Large Instruction Room

1. Call to Order

At 7:35 p.m., Mr. Hafer called to order, the meeting of the Bedford School Committee. Other members present included Ms. Seibert, Ms. O’Gara, and Mr. Pierce. Ms. Anne Bickford arrived at 8:00.

2. Comments From Public

None

3. Personnel Report

Dr. LaCroix welcomed Cyndy Taymore, the new Assistant Superintendent to the School Committee meetings as she will be a regular attendee.

Dr. LaCroix asked the School Committee to create an Occupational Therapist position. Dr. LaCroix explained that this position has been a contracted-services position in the past but she would like to have a full time O.T. on staff. The Bedford Education Association (BEA) has agreed to make this position part of the Bargaining Agreement.

Mr. Pierce asked if there would be any budget effect. Dr. LaCroix said no as the contract for this position included benefits.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the creation of an Occupational Therapist position which will be part of the BEA Agreement.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Dr. LaCroix explained that she is serving as President-elect for MASS and would like to attend the national AASA Conference for Superintendents in Colorado in February 2011. Therefore, she is asking the School Committee to approve her travel, attendance and expenses in the out-of-state conference at a cost not to exceed \$1,500.

Mr. Pierce made the following motion:

MOVED: That the School Committee approve Dr. LaCroix’s travel to the AASA Conference in Colorado in February 2011 at a cost not to exceed \$1,500.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 4-0

Dr. LaCroix announced the following informational items:

Resignations:

Brendan McGrath	Elementary Teacher	Lane School
Kara Boynton	Speech/Language Pathologist	Middle/High School
Sarah Healy	.6 Skills Center Teacher	Middle School

Victoria Hatfield	Teaching Assistant	High School
Matthew Fideler	Teaching Assistant	High School
Melissa Michaud	.6 Skills Center Teacher	Middle School

Leave Of Absences:

Carrie Taylor	Family and Consumer Science Teacher	High School
Erin Money	Guidance Counselor	Middle School

Appointments:

Alli Lua	Teaching Assistant	Middle School
Maria Montalto	Teaching Assistant	High School
Anna Hay	Teaching Assistant	High School
Matthew Driscoll	Teaching Assistant	High School
Brian Revell	Teaching Assistant	Lane School
Susan Dowler	Family and Consumer Science	High School
Sarah Mestijian	Behavior Specialist	Davis/Lane
Christine Ward	Speech Language Pathologist	Middle/High Schools
Laura Bruno	Replacement English	High School
Fay Backert	Occupational Therapist	System
Anna Bueno-Salinas	.2 Foreign Language	High School
Karen Shamon	Grade 1 Teacher	Davis School
Stacy Vallely	Kindergarten Teacher	Davis School
Constantine Georgopoulos	Special Ed Teacher	Middle School
David Everberg	Replacement Elementary	Lane School
Katherine Keane	.8 Social Studies Teacher	High School
Colleen Reed	ELL Teacher	Davis School
Kimberly Wright	.6 Skills Center Teacher	Middle School
Barbara Rachwal	.5 ELL Teacher	Lane School
Masha Pandre	.6 Skills Center Teacher	Middle School

Coaching Appointments:

<i>High School</i>	Jessica Mantenuto	Cheerleading
	Rich Schilder	Cross Country Boys
	Joel Hebert	Cross Country Girls
	Christine Kirkpatrick	Field Hockey Varsity
	Amanda Kelley	Field Hockey JV
	Roseanne Ham	Field Hockey Freshmen
	Jack Belcher	Football Varsity
	Chris Zellner	Football Co-Assistant
	Ted O'Brien	Football Co-Assistant
	Vincent McGrath	Football JV
	Nuri Barias	Football Co-JV
	Jeff McGrath	Football Co-JV
	Todd Smith	Golf
	David Boschetto	Soccer Varsity Boys
	Bill Berlino	Soccer JV Boys
	Sean Waldron	Soccer Freshmen Boys
	David Wilson	Soccer Varsity Girls
	Leroy Span	Soccer JV Girls
	Sean McGowan	Soccer Freshmen Girls

Ryan Schmitt
Lisa Tsaur
Adam Zilcoski
Amanda Rebesa

Volleyball Varsity
Volleyball JV
Volleyball Freshmen
Athletic Trainer

Middle School

Jim Greenwood
Jim Nagle
Ken Norling
Tammy Westenfeld
Roseanne Ham
Ken Norling
Libbey Beinert

Cross Country
Field Hockey
Soccer Boys
Soccer Girls
Co-Athletic Coordinator
Co-Athletic Coordinator
Co-Athletic Coordinator

4. Annual Approvals

Annual Report

Dr. LaCroix thanked the School Committee for reviewing and commenting on the Town's Annual Report.

Mr. Pierce made the following motion:

MOVED: That the School Committee approve the Annual Town Report for FY'10

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 4-0

Student Activity Accounts

Mr. Coelho asked the School Committee to establish maximum balances for Student Activity Accounts in all schools in compliance with Mass General Laws.

Mr. Pierce made the following motion:

MOVED: That the School Committee establish the following maximum balances for student activity accounts for the fiscal year 2011 as follows:

Bedford High School \$40,000

John Glenn Middle School \$10,000

Lane School \$5,000

Davis School \$5,000

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 4-0

Voting Member of CASE Collaborative

Each year, the School Committee must elect someone to serve as a voting member on the CASE Collaborative. Dr. LaCroix has done this in the past and will do it again this school year.

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve that the Superintendent will be a voting member of the CASE Collaborative for the 2010-2011 school year.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 4-0

(Ms. Bickford arrived at 8:00)

5. Presentation of Superintendent's Goals and Objectives for 2010-2011 School Year

Dr. LaCroix had presented the entire 2010-2011 Goals and Objectives document to the School Committee earlier in the week. She explained that she was going to review the highlights this evening.

Review of the 2010-2011 goals and objectives included the following:

Governance and Leadership

The critical issue under this topic is to improve communications among and between staff within the District. Initiatives geared towards meeting this include:

- Work with BEA on the Race to the Top Initiative and its implications for teacher evaluations.
- Begin to align curriculum to National Common Core Standards.
- Address and follow up on NEASC recommendations.
- Continue work with District Equity Committee.
- Continue with Vertical Team development and alignment of curriculum.

Efforts will continue to improve communication between Schools and Home.

- Redesign the District Web site.
- Develop quarterly Science newsletter 6-12.
- Davis School will try to increase opportunities for working parents to be more involved at school.

Efforts will continue to improve communication between schools and community

- Begin new five-year strategic plan. (2011-2016). No consultant will be used. Space planning for existing buildings will be a major component.
- Technology Task Force will be established to determine technology vision.

Curriculum and Instruction

The critical issue under this goal is to establish high expectations for academic excellence.

- Introduce and implement Response to Interventions strategies for struggling students.
- The High School will continue to establish high expectations for academic excellence.
- Reading Task Force will continue especially in the area of phonics in grades K-3.
- Lane will implement flexible reading groups for grades 4 & 5.
- JGMS will post updated curriculum maps that provide course scope and sequence.
- The Foreign Language Department is strengthening sequencing of language curriculum in French and Spanish in grades 3-12.
- Davis will implement and refine writing expectations and practices as well as implement Hand Writing Without Tears program.
- Lane will develop engineering and design projects for students.
- Identify appropriate grade level non-fiction reading selections for grades 6-12.
- Continue to implement more explicit infusion of 21st century skills across the curriculum.

Ms. Taymore stepped in for Dr. LaCroix and continued with this presentation

Assessment and Evaluation

The critical issue is to assess student achievement on local, state, and national assessment.

- Develop building based Data Teams.
- Continue to monitor progress via common assessment and data collection.
- Evaluate effectiveness of programs. Continue with Program Review process in ELA, Social Studies.
- Develop action plans from completed science and foreign language reviews.

Human Resources

The critical issue continues to be recruiting competent and motivated teachers.

- Continue efforts to hire diverse and highly qualified teachers.
- Ensure smooth transition of new Assistant Superintendent, Assistant Special Ed Director, Behaviorist and Math Coach.
- Complete Anti-bullying training for all staff.
- Expand ELL Category 2 training for teachers.

Student Academic Support

The critical issue is to define acceptable social climate for students in school.

- A comprehensive plan has been created in response to the new anti bullying legislation.
- The District will continue to meet legal requirements.
- Define acceptable social climate for students in all schools.
- Expand regular education and special education collaboration in order to strengthen regular education teacher's ability to help students meet IEP goals.

Finance and Asset Management

- The District will maintain annual budgets that reflect the mission and values that are supported by the town.
- Energy use will be reduced by five percent.
- Space planning will continue in order to meet needs of students.
- A new collective bargaining agreement will be negotiated for the BEA and paraprofessionals.
- Maximize federal and state financial resources to support Hanscom Airforce Base enrollment.

Dr. LaCroix asked the School Committee for comments and questions.

Mr. Pierce asked about the status of the longitudinal database. Dr. LaCroix said that although this database was not specifically identified by name, the data collection efforts and the continuation of the Data Task Force would ensure this type of data is collected and analyzed.

Mr. Pierce asked whether DIBELS was still be used as an assessment tool. Ms. Taymore said yes, it was one of many assessment tools used in grades K-6.

Mr. Pierce said he would send Dr. LaCroix some other comments, a few were regarding initiatives that were not mentioned in the plan.

Ms. Bickford asked if the task of meeting National Common Core standards would become a major initiative. Dr. LaCroix said no, that the effort would be a good complement to our existing curriculum and by no means a major overhaul.

Ms. Bickford asked how long the Strategic Planning process would take. Dr. LaCroix said it would be much shorter than the initial since we are not starting from scratch.

Ms. Seibert said that this year's goals seem to focus on refining curriculum and curriculum delivery. All in all, very impressive.

Ms. Seibert asked about Dr. LaCroix's plan to establish an anti-bullying task force. Dr. LaCroix said the plan is to have individual plans established for all schools and the task force would include representatives from each school as well as parents and community members. The goal is to develop one anti-bullying policy for all.

Mr. Hafer said his take away is that the tone has changed from compliance to doing things above and beyond the basics.

All members agreed to send Dr. LaCroix any further comments and edits on the main Goal and Objective document so that it will be ready for approval/vote at the next School Committee meeting.

6. Anti-Bullying Policy

Dr. LaCroix explained that in order to meet the new State regulations, Bedford Public Schools need to develop an anti-bullying policy. Dr. LaCroix shared a policy that was written and reviewed by the District's attorneys.

School Committee members read the policy and began to give Dr. LaCroix edits. The discussion became more broadbased. For example, Ms. O'Gara said she was very concerned about our obligation to translate the policy into any foreign language deemed necessary and was dismayed with the fact that the State was not ready to help do this. Ms. O'Gara said she was overall concerned with the lack of support from DESE to meet many of the requirements of the new state legislation.

Mr. Pierce commented that "retaliation" should be defined and suggested that the policy be reorganized.

Ms. Bickford suggested ways to organize the policy and offered some edits.

Ms. Bickford felt that the legislation and the policy were very "prescriptive".

Ms. Seibert said that the policy presented is really policy and practice and that is different from how our existing policies are currently written.

Ms. Seibert was also concerned that the Special Education section seemed to only address a victim on an education plan but it needs to also address an aggressor that is on a special education plan.

Ms. Taymore responded to Ms. Seibert's concern by saying that in practice, both the special education victim and aggressor are considered.

Mr. Hafer said that the policy appears to be a lot of legal jargon and he hopes that Bedford Public Schools' plan has a lot more detail.

Ms. Taymore said that she expects that in the future, there will be case law to help modify practices. Therefore, she cautions about modifying the proposed policy too much.

After much discussion, the School Committee agreed not to add any procedural information to the already "dense" policy. They suggested adding a statement that the Bedford Public Schools

agrees to comply with the new Massachusetts general law. Dr. LaCroix took on the task of editing the policy and agreed to bring it back to the School Committee at a later meeting.

7. Review of Town Financial Policy

Mr. Hafer explained that the Town's Finance Committee has put in a lot of time to develop a town Financial Policy. The policy was presented to School Committee members for review and ultimately signature by the School Committee Chair along with the Chairs of the Selectmen and Finance Committee. .

Ms. Bickford said that she hopes that comments on the policy would be incorporated especially since the School Committee has been asked to sign off on it. She point out several areas in the policy she felt would be difficult to follow as worded.

Ms. O'Gara questions why the School Committee is being asked to sign off on the policy at all. She said that it is a financial policy and is not related to School Committee work and mission.

Mr. Pierce said that the last line in the policy is telling. "The goal of the Town is that all standards, be they internal, professional or rating agency related will be met or exceeded in order to maintain its AAA bond rating." Mr. Pierce questioned whether this was the School Committee's goal.

Ms. Bickford suggested trying to edit the wording of the policy to see if it is possible to be more palatable to the School Committee.

Ms. O'Gara again questioned whether it made sense for the School Committee to sign off on such a policy. She would like a legal opinion on whether it is appropriate and if it conflicts with the School Committee charter.

Ms. Bickford agreed to collect edits from other School Committee members for rewording. In the mean time, Dr. LaCroix will seek legal review.

8. Approval: Contract for Lane School HVAC Controls Upgrade

Mr. Coelho explained that design services and project management services were needed in the HVAC Control upgrade project at Lane School. CSI Engineering bid on the project at a cost of \$27,740. Mr. Jones has deemed this vendor to be qualified and would like to award the contract to them. Work is planned to begin immediately and will be completed on or around March 15th.

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the contract with CSI Engineering of Saugus, Massachusetts for designing the upgrade of the HVAC controls at Lane School at a cost not to exceed \$27,740 and with funding to be provided by the DER Grant.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

9. Superintendent's Report

Dr. LaCroix reported that Opening Day enrollment was 2386 which was 36 students less than projected by the recent Enrollment Study. Grade 2 and 9 had fewer students than projected. Kindergarten had 14 more students than projected. Dr. LaCroix reminded everyone that this number is still fluid. All in all, it was a great start of the school year.

Ms. Taymore then reported on the newly released MCAS results. She explained that all in all Bedford performed well. However, a few subgroups at Lane School and Middle School did not meet AYP in both ELA and math. Ms. Taymore cautioned that when people compare 2010 to 2009 results, they should remember that the results reflect two different groups of students. She said that it is better to look at progress over time. In fact this is what the Principals will study. Overall, the trajectory is still on an upward slope, just on a shallower basis.

Ms. Taymore assured the School Committee that schools are already making plans to address the subgroup shortfall. For example, Lane is revising its reading practices and Vertical teams in the district are gearing up to help too.

10. Liaison Reports

Ms. O’Gara reminded everyone of the BEF Fundraiser at Whole Foods on September 15th.

11. Minutes for Review

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the minutes from the June 15, 2010 School Committee meeting as amended.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

12. Future Agenda

No suggestions.

13. Surplus Equipment

Mr. Coelho presented a memo describing various equipment deemed surplus. The School Committee was asked to review the items on the list and to vote to deem the items surplus.

Ms. Bickford made the following motion:

MOVED: That the School Committee approve declaring the following items as surplus:

20 Plastic Risers from Davis School

Gas Powered Golf Cart from High School

Platform Staging from Davis School

Elementary Science Books circa 1981 from Lane School

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Mr. Coelho explained that the next step would be to circulate this list among the town departments and then if necessary offer items for sale outside of the town. In this case, items will be offered to the highest bidder.

14. Adjournment

Ms O’Gara made the following motion:

MOVED: Motion to adjourn at 10:15 p.m. not to reopen.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Roll Call Vote:

Mr. Pierce **Yes**

Ms. Seibert **Yes**

Mr. Hafer
Ms. Bickford
Ms. O’Gara

Yes
Yes
Yes

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE
September 14, 2010

Exhibits/Documents

Bedford Public Schools Annual Town Report FY'10

Memo from David Coelho dated 9/10/2010 regarding Student Activity Account Maximum Balances

Bedford Public Schools 2010-2011 Goals and Objectives

Presentation of Goals dated September 14, 2010

Proposed Anti-Bullying Policy File JICFB

Town of Bedford, Massachusetts Financial Policies Final Draft 5/10

Draft of Minutes from the June 15, 2010 School Committee meeting.

Surplus Property Memo dated September 14, 2010