

**BEDFORD SCHOOL COMMITTEE
MINUTES OF
October 27, 2009**

1. Call to Order:

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

2. Comments From Public

None

3. Personnel Report

Dr. LaCroix asked the School Committee to consider approving the annual field trip for eighth graders to travel to Washington D.C. on June 1 through June 4, 2010. This year, the trip will cost \$599 per student and will be coordinated by New Century Tours. Mr. Casey is the staff coordinator and has lined up several other staff members to attend. (Mr. Nagle, Mr. Glynn, Mr. McGrath, Mr. Wardwell, Ms. Berinato, Ms. Stephan, Ms. Hammer, Ms. Underwood, Ms. Fawson, and Mr. Donovan). Dr. LaCroix said that traditionally, 90% of students attend and that those who stay home participate in smaller trips in and around the Boston area.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the annual trip for eighth graders to Washington D.C. on June 1-4, 2010 at a cost of \$599 per student and no cost to the schools.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Ms. Bickford said she was impressed that this will be the 35th year for this trip.

Dr. LaCroix asked the School Committee to approve the Early Childhood Coordinator job description. The final draft of this job description was presented to the School Committee. Ms. Seibert made one more small edit.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the Early Childhood Coordinator job description as amended tonight, October 27, 2009.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Dr. LaCroix made the following announcements:
Extracurricular Appointments

High School

Chris Edris	JROTC Drill Team
Angela Allen	AFS Advisor
Sean McGowan	Chess Club Advisor
Dana Button	Freshman Class Co-advisor
Ashley Martell	Freshman Class Co-advisor

Janine Towle	Sophomore Class Co-advisor
Tova Kornfeld	Sophomore Class Co-advisor
Rich Carson	Junior Class Co-advisor
Beth Billouin	Junior Class Co-advisor
Joel Hebert	Senior Class Co-advisor
Dennis Walsh	Senior Class Co-advisor
Lisa Flannery	French Club advisor
Kim Alexander	Latin Club advisor
Barbara Barnett	Spanish Club advisor
Bill Berlino	Drama advisor
Gerry Peters	Drama Scenery advisor
Jackie Supprise	Environmental Club Co-advisor
Mike Griffin	Environmental Club Co-advisor
Lisa Flannery	Gay Straight Alliance advisor
Jim Sunderland	History Day advisor
Rich Donnelly	Inquiry advisor
Phil Maffa	Instrumental – strings advisor
James Morris	Instrumental –wind/percussion advisor
James Felker	Jazz Band advisor
Larry Sheinfeld	Literacy Magazine advisor
Sean McGowan	Chess Club advisor
Sean McGowan	Math Club advisor
Jim Felker	Marching Band Director
Bryan Nash	Marching Band Drill Instructor
James Morris	Marching Band Assistant Director
Mariann Ballotta	Marching Band flag Squad Co-advisor
Megan Asp	Marching Band Flag Squad Co-advisor
Nancy Willis	Musical Theater Director
Susan Chebookjian	Musical Theater Co-Assistant Director
Bryan Nash	Musical Theater Co-Assistant Director
James Felker	Musical Theater Conductor
Sarah Leshay	Robotics Team
Barbara Barnett	School Atmosphere Committee advisor
Shawn Daley	School Mediation advisor
Mike Griffin	Science League advisor
Lisa Flannery	Step Team advisor
Barbara Barnett	Tournament of Plays advisor
Bill Berlino	Tournament of Plays advisor
Dana Button	Tournament of Plays advisor
Tova Kornfeld	Tournament of Plays advisor
Diane Pritchett	Vocal Ensemble Director
Angela Allen	Yearbook Art co-advisor
Karen Santos	Yearbook Art co-advisor
Angela Allen	Yearbook Co-advisor
Karen Santos	Yearbook Co-advisor
Liana Heldman	West Suburban Science League Olympiad advisor
Arthur Lew	West Suburban Science League advisor
Jennifer Ferro	Student Government advisor
Elena Muenzen	School Newspaper advisor
Beth Billouin	Science Bowl/Ocean Bowl Co-advisor

Mike Griffin	Science Bowl/Ocean Bowl Co-advisor
Chris Larimore	National Honor Society advisor
Janel Halupowski	Interact Club
Ken Lord	Web page director

<i>Davis School</i>	
Ken Lord	Web page director

<i>Lane School</i>	
Ken Lord	Web page director

4. Acceptance of the BHS Building Project

Ms. Linda Vanaria, chairperson of the High School Building Committee, addressed the School Committee regarding the next phase of the building renovation project. She explained that it was time to disband the Building Committee and turn the project over to the School Committee. Ms. Vanaria said that she was “very pleased” to do this after ten years!

Dr. LaCroix said that it was a coincidence that this was happening at the same time that the NEASC accreditation process was starting again. Ten years ago, the NEASC had put Bedford High School on warning status due to the condition of the building and now ten years, later we are welcoming the accreditation team and completing the renovation of the high school!

Dr. LaCroix commented that Ms. Vanaria and the entire Building Committee did “a remarkable job and displayed remarkable dedication”.

Ms. Bickford said she agrees with Dr. LaCroix’s comments and that Ms. Varnaria really went the extra mile. She is so very pleased with the results of the building and appreciates the hardwork and dedication of everyone.

Ms. Bickford also noted that it is quite “striking” that the estimated cost of the building ended up being \$39 million with MSBA funding because it could have gone as high as \$89 million.

Ms. O’Gara and Mr. Pierce thanked Ms. Varnaria for her great leadership for the entire process.

Ms. Seibert agreed that Ms. Vanaria displayed great leadership.

Mr. Hafer said, “Thank you for all you did for the students. “

Ms. O’Gara made the following motion:

MOVED: That the School Committee accept the BHS Building Renovation project as a building for school use.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

5. Technology Presentation

Mr. Ken Lord, Network Administrator, and Ms. Janet Tortora, Lane School Technology Specialist, presented a computer department update.

Mr. Lord began by introducing his department, which consists of 3 computer technicians who are responsible for maintaining inventories of hardware and software through out the system. He said that someone is on hand at the High School and Middle School every day and then some one is split between Davis and Lane. He explained that every morning, he holds a short staff meeting where work assignments and priorities are discussed.

Mr. Lord explained that his group is busiest in the summer with maintenance, installation of new PCs and moving older PCs out. He reminded the School Committee that PCs are classified by age and are shifted around appropriately. He also noted that equal purchases every year allow for an even migration.

Mr. Lord said that this past summer, his team completed the conversion of 2000 user accounts from Novell to Active Directory. This conversion will allow us to be ready for newer systems. He also implemented "Wordpress" (allows blogging) and student First Class email accounts.

Mr. Lord highlighted some of the major ongoing projects:

- Citrix Xen Desktop (allows use of virtual PCs which may help save money with PC replacements and energy usage in the future)
- Google Apps will be launched which is a great tool for students
- First Class Version 10 migration will be forthcoming
- A district web page redesign is being planned

Ms. Tortora then addressed the School Committee. She gave them an update on what's going on with technology in the curriculum. She explained that the goal of technology specialists is to get the students involved and excited about a project. She also noted that there are also several other initiatives underway in the department including:

- Aligning the standards with the DOE technology standards
- Updating technology policies
- Plans to teach internet safety to students
- Professional Development offerings
- Implementing Kurzweill systems (a tool to scan books etc to help students)
- MCAS support

Ms. Tortora then shared some examples of technology projects at each school. She showed examples of blogs, pod casts, E-pals, Moodle, Google Earth, etc. All of the projects she showed students work using a variety of technology tools that help the children bring their academics to life. She explained that the key to success with these projects is collaboration. She said students really do create their own thing and that it is very exciting.

The School Committee enjoyed the presentation and was impressed with the examples.

Ms. O’Gara said it was good to see both sides of technology in this presentation – the equipment and network side and the applications with the students.

Ms. Bickford said that the work that is done is amazing. She did ask how Bedford stands in technology compared to other towns. Mr. Lord said that all in all, Bedford may not be on the leading edge of technology but we have up-to-date technology which we use indepth and are always right behind the leaders checking out the latest.

Ms. Bickford asked for more information on the Citrix. Mr. Lord explained that these would be terminals that rely on a server to do the work as opposed to a PC. Ultimately, this change would reduce the amount of PC replacements. The terminals do have some limitations.

Ms. Bickford said that she finds that the current web page design easy to navigate and similar to other schools. Ken agrees and will keep this in mind when the redesign gets underway.

Ms. Seibert asked about the time it takes to get some of the projects implemented. Ms. Tortora said that the key is to get the teacher onboard with the project and to have the project save time and resources. Mr. Lord said that the key is to have the Technology Specialist available to work with the teacher.

Ms. Seibert asked if Ms. Tortora had help at Lane. Ms. Tortora said yes, she has an aide and that she really needs and appreciates the help.

Ms. Seibert asked if the applications were free. Mr. Lord said that many are.

Mr. Hafer asked if Mr. Lord was comfortable with the level of system security. Mr. Lord said no, not comfortable, but he feels good about it. He thinks the security systems and the policies are strong and that most users respect the rules.

Mr. Hafer commented that the examples Ms. Tortora showed really prove that technology helps students learn.

Mr. Pierce agreed that it is powerful to see the applications.

Dr. LaCroix spoke briefly about the Data Warehouse and the LABBB analyst position. She said these things are the beginning of a solid foundation of longitudinal studies on our students.

6. Approval of Capital Budget

Dr. LaCroix explained that the Capital budget request presentation has been changed as a result of last meetings comments. She explained that there are now four categories –

- 1) School Facilities and Building Maintenance
- 2) Furniture and Equipment
- 3) Technology
- 4) One time stand alone projects

Ms. Bickford asked if there will be any 2011 recommendations for space realignment? Dr. LaCroix said not for 2011. She did recommend having a TBD space for 2012. Ms. Bickford thought this was a good idea and to keep it at the bottom.

The School Committee discussed the new format. Mr. Hafer felt that the information on the back up sheets provided enough detail for the Capital Expenditure Committee.

The School Committee decided to prioritize the Capital Budget Projects. Some highlights of this discussion include:

- Moving the emergency generator for Davis School to 2014. The committee agreed that if it was not a top priority, then it would not get done this year because it is too expensive and funds are too limited.
- Checking to see if there are any Middle School building funds left to cover outside site lighting.

The School Committee discussed other projects on the lists to help move forward on priority decisions. Ms. Bickford asked Dr. LaCroix for her recommendations.

Dr. LaCroix recommended considering the Building Maintenance bundle, Wireless Technology, Furniture and Fixtures as the top three.

The School Committee proposed the following priority:

1. Wireless network at Lane and Davis	\$33,000
2. Capital Maintenance Bundles	\$144,400
3. Auto Scrubber	\$8,645
4. Site lighting at JGMS (less offset)	\$6,660
5. Furniture Replacement	\$38,500
6. Copier Replacement	\$16,141
7. Kitchen Freezer at Lane	\$31,961
8. Facilities HVAC	\$5,000
9. CO2 Sensors Davis	\$5,000
10. CO2 Sensors Lane	\$5,000
11. Davis Recommissioning	\$44,305
12. Davis Projector	\$14,060
13. Storage Room at JGMS	\$45,588
Total	\$401,260

Mr. Hafer made the following motion:

MOVED: That the School Committee recommend the following priority order of Capital Request projects to move forward to the Capital Expenditure Committee.

1. Wireless network at Lane and Davis	\$33,000
2. Capital Maintenance Bundles	\$144,400
3. Auto Scrubber	\$8,645
4. Site lighting at JGMS less offset	\$6,660
5. Furniture	\$38,500
6. Copier	\$16,141
7. Kitchen Freezer at Lane	\$31,961
8. Facilities HVAC	\$5,000
9. CO2 Sensors Davis	\$5,000
10. CO2 Sensors Lane	\$5,000
11. Davis Recommissioning	\$44,305

12. Davis Projector	\$14,060
13. Storage Room at JGMS	\$45,588
Total	\$401,260

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

7. Vote to Release Article 901 Bedford High School Elevator Repair

Mr. Coelho explained that this \$60,832 project was approved in FY'05 and has been on hold in case something arose during the High School renovation. The funds for the project are now ready to be returned to the town. The funds will not be re-authorized because there is no need for the money.

Ms. Bickford made the following motion:

MOVED: That the School Committee release the \$60,832 (Article 901B High School).

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

8. Superintendent's Report

Dr. LaCroix asked for an approval of a change to the 2009-2010 BHS Program of Studies. Apparently, the level 5 option for the Madrigal course was inadvertently left out of the program of studies. This class is a performance-based class and maybe a level 5 if the student is taking another performance-based class at the same time and meets the other level 5 expectations such as participating in district auditions, and doing additional testing.

The School Committee felt that that a vote is warranted. Therefore, Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the recommendation to include Madrigal Level 5 as an option for the 2009-2010 school year.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Dr. LaCroix also reported the DESE has released some new "value added" reports for schools.

Student Growth Percentile – This is a new term. Students are measured against students across the state that have a similar scoring history. A typical SGP should be in the 40-60 percentile range.

Dr. LaCroix said that most of Bedford's scores fall in this range. Basically, this new score provides the school's with more information to "dig into" and to improve instructional practices. However, Dr. LaCroix does not know how the media will use this new information. It is a first step however for the DESE to compare apples to apples. It is a good thing because the state is now starting to look at individual students.

Dr. LaCroix also reported that she is carefully tracking student and teacher absences due to H1N1 and is making occasional reports to the parents. Most recently, she is seeing lower absent rates at Davis, Lane and JGMS however the high school is

experiencing a spike of 18% and growing. She said parents are taking this flu situation seriously and are keeping students home when sick. Also, JGMS and the high school will not require doctor notes for the time being.

9. Liaison Updates

Energy Task Force – Ms. Seibert reports that the Committee is busy and will have a lot of recommendations to move forward.

Youth Task Force – Ms. Seibert reported that “The Corner” opened for middle school students and that attendance has been good.

Finance Committee – Ms. Bickford reported that the Finance Committee met 2 weeks ago and have stated that funds will be tight for 2011. Also, adjustments may need to be made for this year and a Special Town Meeting will be held on November 9th.

Graduation Requirements Committee – Ms. Bickford said this Committee is busy once again.

Charter Review Committee – Ms. O’Gara reported that this Committee is busy getting ready for Town Meeting on November 9th.

Capital Expenditures Committee – Mr. Hafer reported that the Capital Budget request process is in full swing.

Bedford Education Foundation – Mr. Hafer said that this group will be very active this year.

Mandarin Committee – Mr. Pierce reported that findings are being prepared and will be presented to Dr. LaCroix and the School Committee.

Mr. Pierce mentioned that Mr. Jones made a utilities presentation to the Finance Committee that compared energy use in 2005 and in 2009. Mr. Pierce said the information presented was very compelling as it showed a drastic drop in energy use and a \$458,000 savings even with the expanded high school going online.

10. Minutes for Review

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the minutes from the Executive Session of the April 14, 2009 School Committee meeting.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes from the June 9, 2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes from the Executive Session of the June 9, 2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Bickford.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the June 16,2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes from the Executive Session of the June 16, 2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Bickford.

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the July 8, 2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the July 23, 2009 School Committee meeting as amended.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

11. Future Agenda

The upcoming School Committee meetings include:

November 17th, December 1st, December 8th and December 15th.

12. Adjournment

Mr. Hafer made the following motion:

MOVED: Motion to adjourn at 10:40 p.m.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Roll Call Vote:

Mr. Pierce	Yes
Ms. Seibert	Yes
Ms. Bickford	Yes
Ms. O’Gara	Yes
Mr. Hafer	Yes

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE

**EXECUTIVE SESSION
MINUTES OF**

October 29, 2009