

BEDFORD SCHOOL COMMITTEE
June 5, 2018
Bedford High School – Large Group Instruction Room

1. Call to Order

At 7:35 p.m., Mr. Brosgol called to order the meeting of the Bedford School Committee. Other members present included Ms. Santiago, Ms. Scoville and Ms. Guay. Mr. McAllister was absent.

2. Comments from Public

None

3. Personnel Report

Mr. Sills announced the following:

Resignations:

Kristina Barbacano	Business Office
Caitlin Durrance	Speech Pathologist Davis
Lydia Patkay	School Psychologist – BHS

Retirements:

Diane DiNitto	Administrative Assistant Special Ed
Sandra McNutt	Executive Assistant Superintendent

Appointments:

Thomas Casey	Assistant Principal BHS
Jared Lasonde	ELA Teacher BHS
Julina Nocera	Grade 5 interim teacher
Carrie Powers	K-12 ESL Program Director District
Sandi Turner	Administrative Assistant BHS
Katherine Wipf	Special Ed Teacher BHS

Mr. Sills presented the School Committee with the Meal Charge Policy. He explained that this is a newly created policy required by the National School Lunch Program. School Committee members agreed to review and to vote on approving the policy at a later date.

Mr. Sills asked the School Committee to vote on the updated Athletic Trainer job description which was presented at an earlier School Committee meeting.

Ms. Santiago made the following motion:

MOVED: That the School Committee approve the job description for Athletic Trainer as presented.

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 4-0-0

4. JGMS School Improvement Plan and Handbook

Principal Tracey presented a memo to the School Committee which describe the changes to the 2018-19 JGMS Handbook. He explained that there were no substantial changes this year.

The School Committee did not have any questions about the changes. Ms. Guay made the following motion:

MOVED: That the School Committee approve the JGMS Handbook for the 2018-19 School Year.

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 4-0-0

Mr. Tracey presented the 2018-19 School Improvement Plan. He began the presentation by reviewing some highlights of the 2017-18 school year at JGMS.

Highlights Include:

- Professional development focus was on disciplinary literacy
- Staff shared a master document on “academic vocabulary”
- “Claim, Evidence, and Reasoning Work” was done in the Science department and shared with other departments.
- The 6x6 master schedule was redesigned to allow greater flexibility and accessibility of support services.
- A Foundations of Spanish course was created and introduced.
- H.E.A.R.T. implementation continued throughout the year.
- There was a focus on mindfulness and stress reductions for students and staff
- There was a successful pilot of using Chrome notebooks for student electronic portfolios.
- The Calculus Project was expanded.
- The Design Lab and Makerspace (in library) was launched.
- Lots of student success stories – Tenacity Challenge, MathCounts competition, HONK performances, and athletic team wins.
- There was a focus on the improving the transition years (5th to 6th and 8th to 9th).
- Co-taught sections of ELA/Math were on every team in every grade.
- More reading support was available in classes which allowed more students to take foreign languages.

Mr. Tracey thanked Mr. Mehler and the School Council for helping put together the School Improvement plan for 2018-19. Goals include:

1. Improve students’ literacy skills by
 - *examining instructional practices regarding nonfiction and informational texts
 - *focusing on comprehension and writing
 - * having professional development on “keys to literacy”
 - *examining current writing practices and implementing consistent expectations and language
 - *focus on vertical curriculum alignment, especially in math.
2. Focus on technology as an effective means to enhance and extend student learning by
 - * curating student work in online portfolios (google based)
 - * maximizing Makerspace and the Innovation Lab
3. Foster positive and inclusive culture for all
 - *evaluate H.E.A.R.T.’s sustainability and student involvement
 - * examine student’s experiences and how they impact feeling connected

4. Review the manner in which we provide services to and group and support students.
 - *examine the co-teaching and collaborative model and efforts to group students
 - * how does special programming effect the heterogeneous make-up of classes in science and social studies?
5. Continue to expand academic support and enrichment programs to promote greater equity and access for all students.
 - *review effectiveness of Calculus Project
 - * review effectiveness of scheduling to support enrichment programs, foreign language and school assemblies.
6. Continue promoting social-emotional well being
 - * K-12 Guidance focus to help establish clear protocols for student re-entry.
 - * find more ways to develop high school and middle school mentoring opportunities.

Ms. Guay and Ms. Scoville both commented that the Makerspace was a great way to have project-based learning opportunities.

Ms. Santiago was happy to hear that more opportunities exist for all students to take a foreign language. She also is pleased that the Calculus Project does a good job preparing students for the high school.

Mr. Brosgol asked if the building was impacting programs at all right now. Mr. Tracey said that there are lots of shared spaces and that the Foreign Language Dept. needs its own room. He also needs space to get ready for the Special Ed programs, such as SAIL, to come into the middle school.

The School Committee did not vote on the School Improvement Plan since Mr. Sills explained that it will be refined in the summer at all schools.

5. Bedford High School Handbook and School Improvement Plan

Principal Heather Galante and Assistant Principal Kate Boynton presented the proposed changes for the high school's Student Handbook and the 2018-19 School Improvement Plan. A memorandum highlighting all of the changes in the Handbook was distributed to School Committee members. Ms. Boynton explained that most of the changes were simply "housekeeping" items.

Ms. Boynton did discuss that the GPA calculation paragraph was clarified and noted that it was now in-line with Massachusetts state schools. Also, the language in the Attendance Policy, which was revamped last year, explains that the intent of the policy is to partner with families to resolve attendance issues. Previous language was too punitive. Also, the number of allowed absence and tardies was increased.

The Sexual Harassment Policy was also updated to reflect changes approved by School Committee.

Ipad distribution and usage and damage policies were updated to reflect practice.

Ms. Guay asked Mr. Sills to get a legal opinion in the Suspension language that states that a suspension less than 10 days does not warrant an appeal. She also advised Ms. Galante to check

to see if there was missing language in the “Interrogations and Searches” section. She also would like to see the word “interrogation” replaced with “interview”.

Ms. Scoville asked about Hate Speech. Ms. Boynton explained that this is a Code of Conduct Category B or C infraction.

Ms. Santiago made the following motion:

MOVED: That the School Committee approve the BHS Handbook for the 2018-19 School Year as amended.

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 4-0-0

Ms. Galante then presented the highlights of the 2017-18 school year and the new Improvement plan for the 2018-19 School Year.

Highlights included:

- Changes in the attendance policy made teachers happier because the majority of students are now arriving on time. The policy also helped Administration establish relationships with students and families, which was the intent of the new policy.
- The Ambassador Program for the 9th grade students was established and embraced by freshmen and mentors alike.
- The S.O.S program was implemented with 10th graders. This is a Suicide Prevention/Screening program. The screening did result in three students asking for help for themselves or a friend. Sophomores suggested having the screening done again in senior year.
- The state wide drug intervention and referral process (SBIRT) was also implemented.

Ms. Galante then presented highlights from the 2018-19 School Improvement Plan. (School Committee members received a full paper copy.)

Goal 1- Disciplinary Literacy

How can students read, write, listen, speak, think critically in each content area?

- Professional development on this will be a priority
- Literacy skills will be articulated
- Formative and summative assessment will be designed and utilized
- Tier 1 instruction methods will be identified
- Department faculty time will be redesigned – faculty meetings will spend more time discussing big concerns.
- Reading skills will be deliberately taught in all disciplines.

Goal 2 Equity and Diversity

All students need to feel safe in order to take intellectual risks and to grow.

- Why are there gaps in MCAS scores?
- Students want to tackle unification at the high school
- How do we treat others?
- Implement changes based on data through the Challenge For Success Program

- Will offer another student book club (The one this year – “The Hate U Give” was very popular)

Goal 3 Reduce Student Stress

- Encourage a healthy balance with students.
- Survey our students, faculty and families
- Principal Advisory will play a major role
- Continue collaboration with BHSPA, Bedford Youth and Family Services

Ms. Guay said she is pleased to hear about the change in focus for faculty meetings. She is also happy to hear that Challenge Success is coming to the high school. She said she knows it will be a lot of work to implement but feels it will be worth it.

Ms. Scoville asked for details about the book group. Ms. Galante explained what was done and said it was a great opportunity to have difficult conversations with the students.

Ms. Scoville asked about what will be done with Challenge Success for the first year. Ms. Galante said that this year it will consist of a lot of sharing of information with parents, teachers and students. Also, the focus will be on intake of information. Year 2 will be the implementation year and Year 3 will be reflection.

Ms. Santiago asked Ms. Galante for her thoughts on where the source of stress is coming from. Ms. Galante shared some of her thoughts and said that overall it is unsustainable expectations for the students – they are always “on”.

Mr. Brosgol said he was pleased to see that Equity and Diversity is more than a checklist. He is also pleased that efforts are under way to make Bedford High School more achievable. He said that focusing on stress reduction is helping students be prepared for the 21st century.

7. Superintendent’s Report

Mr. Sills reported

- EDCO Collaborative is in the process of hiring a new Executive Director
- He is advocating for using cameras on several busses at the elementary level. He views this as a “monitor” and not an invasion of privacy.

8. Minutes for Approval

Ms. Guay made the following motion:

MOVED: That the School Committee approve the minutes of the May 8, 2018 School Committee meeting as amended.

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 4-0-0

9. Adjournment

Ms. Scoville made the following motion:

MOVED: Motion to adjourn at 9:30, not to reopen.

MOTION SECONDED by Ms. Guay

MOTION APPROVED 4-0-0

Roll Call Vote:

Mr. McAllister	Absent
-----------------------	---------------

Mr. Brosgol **Yes**

Ms. Santiago **Yes**

Ms. Scoville **Yes**

Ms. Guay Yes

School Committee Secretary

Date _____

6.
June 5, 2018

BEDFORD SCHOOL COMMITTEE

June 5, 2018

Exhibits/Documents

- Meal Charge Policy
- Job Description – Athletic Trainer
- John Glenn Middle School 2018-19 School Improvement Plan
- Memorandum – Proposed Changes for the JGMS 2018-19 Student/Parent Handbook
- Memorandum – Proposed Changes for the BHS 2018-19 Student Handbook
- BHS School Improvement Plan 2018-19 Draft