

**BEDFORD SCHOOL COMMITTEE**  
**February 13, 2018**  
**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 Mr. Brosgol, Ms. Santiago, Ms. Scoville and Ms. Guay.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills said that Ms. Justine Flora, Business Teacher at the high school, is asking for approval to bring 13-17 students to the annual DECA state competition. The competition will be held on March 8-10, 2018 at the Copley Marriott in Boston. No school will be missed. The cost is \$428 per student. Parents will pick up and drop off students.

Mr. Brosgol made the following motion:

**MOVED: That the School Committee approve the field trip to the annual DECA state competition on March 8-10, 2018 at Copley Marriott in Boston, MA at a cost of \$428 per student and no cost to the schools.**

**MOTION SECONDED by Ms. Santiago**

**MOTION APPROVED: 5-0**

Mr. Coelho presented a memorandum to the School Committee with a list of computers that are considered "surplus". Mr. Coelho asked the School Committee to vote that these 21 computers, as listed, are surplus. This will allow the schools to donate them to the Bedford Council of Aging.

Ms. Santiago made the following motion:

**MOVED: That the School Committee declare 21 computers, as described on Memorandum dated February 12, 2018, as surplus.**

**MOTION SECONDED by Ms. Scoville**

**MOTION APPROVED: 5-0**

**4. Lane School Playground Presentation**

Lane School Assistant Principal Keith Kinney updated the School Committee on the closing of the Lane School playground and presented options for its replacement.

Mr. Kinney explained that a Playground Committee was established soon after the playground at the Lane School was deemed unsafe and was closed. Committee members include representatives from all stake holders including:

Ron Scaltreto – Facilities

David Manugian – DPW

Dennis Freeman – DPW

Amy Hamilton – Recreation Department

Nikki Taylor – Recreation Department

Holly Munsie – BEST

Nina Tate – BEST

1 Susan Andelman – BEST  
2 Erica Colbath – SEPAC  
3 Sheila Mehta-Green – SEPAC  
4 Meghan O'Brien – O'Brien & Sons  
5

6 Mr. Kinney explained that the existing structure was 21 years old when it was closed. They did  
7 look into repairing the problems, but learned that it would be costly (\$20,000) and that the  
8 playground was slated to be replaced by DPW this summer.  
9

10 Mr. Kinney showed the School Committee a proposed new structure which would cost \$127,907  
11 which includes surfacing, installation, and ADA accessibility. The DPW has budgeted \$110,407  
12 for replacement and BEST has agreed to contribute the remaining \$17,500. However, the  
13 Playground Committee would like to add a few additional features  
14

15 The new playground is somewhat smaller than the original. Mr. Kinney and the Playground  
16 Committee fear that this is not good enough especially given enrollment is increasing at Lane.  
17 The Playground Committee identified several free standing pieces of equipment that are geared  
18 towards developing motor skills. Mr. Kinney shared photographs of this equipment – Geoplex  
19 Climber, a Topsy Turny Spinner, and a Climbing Boulder. He also shared the committee's  
20 thoughts on priority. The additional costs to add this equipment ranges from \$6,453 to \$55,000.  
21

22 Mr. Kinney said that the Playground Committee is looking at a BEF grant as well as business  
23 sponsorships to help fund these additions.  
24

25 Ideally, any additional equipment should be ordered in mid-March in order to meet the project  
26 start date of July 1<sup>st</sup> set by the DPW. These deadlines would need to be met in order to finalize  
27 the playground by September 1, 2018.  
28

29 Ms. Guay asked if the Playground Committee considered adding a mini track option? Mr.  
30 Kinney thought this was a great idea and was surprised it did not come up at any meetings. He  
31 would discuss the idea with the group. He did fear however, that there may not be enough room  
32 given the safety "fall zone" of the new playground.  
33

34 Ms. Guay suggested that Mr. Kinney or members of the Playground Committee look at other  
35 locations where this equipment has been installed. She said it was important that kids like the  
36 equipment we are considering.  
37

38 Ms. Scoville asked if the swing sets were staying. Mr. Kinney said yes.  
39

40 Ms. Santiago asked how the new Town Center playground was wearing. Mr. Kinney said he was  
41 not sure. He acknowledged that the equipment was from the same company but the Lane School  
42 playground will be different.  
43

44 Mr. Brosgol asked if there would be a separate area for younger children. Mr. Kinney said no it  
45 would be one playground for all ages.  
46

47 Mr. Brosgol asked the life expectancy of the equipment. Mr. Kinney answered 21 years.  
48

1 Mr. Kinney shared survey results (from Lane School parents) with the School Committee. Many  
2 of the features of the new playground were what parents asked for – except tunnels. He also  
3 noted that the design lacks benches but he hopes they can be added over time.

4  
5 Mr. Kinney said he did reach out to the Lane School kids to design a playground but only two  
6 students replied.

7  
8 Mr. McAllister said he thought the installation costs seemed high. He suggested seeing if parents  
9 could come together to install.

10  
11 Mr. McAllister thanked Mr. Kinney and Mr. Ackerman for presenting such a thorough request  
12 and thanked the Playground Committee for all of their work.

#### 13 14 **5. JGMS H.E.A.R.T. Program**

15 Principal Tracey presented JGMS's recently adopted set of civic and social expectations –  
16 "H.E.A.R.T.". He explained that the school never really had a clearly articulated set of social-  
17 civic expectations. Mr. Tracey believes that defining these expectations fits in with the school's  
18 philosophy of educating the whole child.

19  
20 Mr. Tracey said having an explicit set of social and civic expectations will help

- 21 • Communicate behavioral expectations and treatment of others
- 22 • Support development of positive and productive habits of mind
- 23 • Give the school a common language

24  
25 The program was developed from a creative process among the Leadership Team and faculty.  
26 Each group was given the task to brainstorm 4 to 6 important social and civic understandings and  
27 behaviors that all students should have before they leave JGMS. Then these ideas were  
28 discussed. Eventually the following were adopted by the school:

- 29 • H – Honor "We behave in a manner which displays respect and integrity"
- 30 • E – Empathy "We reflect upon and try to understand feelings of others"
- 31 • A – Acceptance "We accept all individuals and groups regardless of our differences"
- 32 • R – Responsibility "We take responsibility for our own actions, the well-being of others,  
33 our environment, and our community"
- 34 • T – Tenacity "We display determination and grit when faced with adversity"

35  
36 Mr. Tracey shared the brainstorming guidelines, early versions considered, and examples of re-  
37 occurring themes – all of which led to the adoption of "H.E.A.R.T".

38  
39 The expectations were embraced by JGMS faculty and staff. They were then rolled out to the  
40 students in the fall during Opening Day ceremonies and introduced to parents at Back to School  
41 Night. The launch at Opening Ceremonies even included a keynote speaker.

42  
43 Mr. Tracey hopes to sustain the effort by making it natural and not forced. He wants to stick with  
44 the messaging but in a fun and engaging way for the kids. Students have been and will continue  
45 to be involved in marketing campaigns. Expectations will be embedded in instruction. School-  
46 wide efforts will be focused on philanthropy and recycling.

47  
48 Mr. Tracey shared many photos and stories of HEART in action at JGMS.

1 Ms. Guay thanked Mr. Tracey for the presentation and believes the program will really help  
2 during challenging times.

3  
4 Ms. Scoville asked how Mr. Tracey will keep it fresh at next year's opening ceremonies. Mr.  
5 Tracey said he will tap into the students for ideas and the focus will really be on the 6<sup>th</sup> graders.

6  
7 Mr. McAllister suggested that Mr. Tracey use HEART in every opportunity and that it seems like  
8 the school is making strides towards having it become an integral part of JGMS.

9  
10 Mr. Sills asked if the Guidance Counselors used the language from HEART with the students.  
11 Mr. Tracey said yes.

12  
13 The School Committee thanked Mr. Tracey for his presentation of this thoughtful roll out  
14 HEART.

#### 15 16 **6. School Budget Open Hearing**

17 Mr. Sills officially opened the public open hearing on the FY'19 school operating budget at  
18 8:45p.m.

19  
20 The FY'19 budget request summary:

- 21 • Maintenance of Effort FY'19 request is \$39,950,466 (98% of total budget)
- 22 • Final FY'19 Request is \$40,428,716 - a 3.50 % increase over FY'18

23  
24 Budget drivers include:

- 25 • Enrollment 46% (of an increasing complex student body)
- 26 • Special Education 4%
- 27 • Program Improvements 38%
- 28 • Program Improvement Resources 7%
- 29 • Space Needs 5%

30  
31 Highlights of budget drivers:

- 32 • To maintain class size per guidelines, Lane school needs a 1.0 full time teacher, a .5  
33 reading teacher and .5 ELL teacher
- 34 • 1.0 World Language teacher is needed for JGMS
- 35 • Given ELL growth, a .5 stipend for a Program Administrator is needed system wide
- 36 • Due changes in special education population needs (more autism and social emotional  
37 disabilities) and a decline in out-of-district placements, the FY'19 budget needs  
38 additional summer services and general supplies.
- 39 • The district needs to increase substitute daily pay by \$10 a day in order to be competitive  
40 and attract subs to cover classes.
- 41 • Davis School kindergarten Educational Assistants will move to be full time.
- 42 • An elementary instructional technology teacher will be added so each school will have a  
43 full time dedicated person.
- 44 • The high school needs a campus aid to help increase adult presence in the hallways and  
45 common areas.

46  
47 Mr. Sills also discussed how he was able to meet the 3.5% guideline:

- 48 • Applying offsets and credits to the Maintenance of Effort budget (\$158,704)
- 49 • Reducing desired expenditures (\$203,480)

- Increasing the budget in HVAC contract services by \$20,000 rather than hiring a new HVAC specialist.
- Raising daily rate of substitutes \$25,000 (long overdue)

Mr. Sills presented some informational slides – A look at the salary v non-salary expenses, a ten year view of FTE changes, a review of revolving fund balances, and a history of budget to actuals. All will be presented to the Finance Committee at the final budget request presentation.

There were no questions. The public open budget hearing officially closed at 9:05 p.m.

## **7. District Goals Midyear Update**

Mr. Sills presented a midyear update on reaching district goals. He reminded the School Committee of the district's three main focus areas. He discussed the importance of these focus areas for the entire district.

### *I. Coherent, Higher Order Thinking Curriculum/Student-centered Instruction*

"Developing literate leaders of their own learning" is the main goal. Students must be college/career ready and civically responsible. Mr. Sills said that we need to prepare kids by having them read more non-fiction. He noted that Marylou Sallee meets regularly with the Program Administrators to lay the groundwork for creating a K-12 reading comprehension, research and writing skill sequence. All schools are in the process of gathering data and taking steps to systematize student reflection of their own work.

Mr. Sills commented that a focus on literacy is not new. It is imperative that all the schools help students become critical thinkers with the use of non-fiction text.

### *II. Equity and Diversity: Teaching All Students*

- Work is being done across the district on developing social emotional learning/support. For example, Davis is working on integrating social-emotional skills into curriculum. Lane is working on having responsive classrooms. JGMS has rolled out their social and civics expectations. The high school rolled out SOS (suicide prevention program) to the 9<sup>th</sup> grade.
- There is also a lot of work on refining Tier II interventions at all schools.
- Special Education is working to expand inclusive team-taught classrooms.
- Lots of work happening with equity and closing the achievement gaps – literacy focus is part of this effort.

### *III. Developing Teacher and Administration Leadership*

On March 9<sup>th</sup> there will be another Ed Camp (Teachers teaching Teachers) for the entire district. There will be summer professional development and team building.

Ms. Guay asked if teachers are grading student's writing portfolios and narratives. Mr. Sills said that teachers use the workshop model where teachers and peers look at the work which encourages engagement. Mr. Sills said he believes this is effective for all levels of writers and that small group work really helps. He sees improvement across the board.

Ms. Guay asked how Ed Camp professional development is planned and executed. Mr. Sills said that surveys are sent out and in-house expertise are asked to present. Some out-of-house expertise is also recruited.

1 Ms. Scoville commented that there are a lot of different types and styles of portfolios. Mr. Sills  
2 agreed and said that the district is just starting to encourage the use of portfolio and student  
3 reflection.

4  
5 Ms. Santiago thanked Mr. Sills for a thorough presentation. She wondered what areas are not  
6 progressing as hoped. Mr. Sills said that some of our students (those with disabilities) have  
7 difficulty with reading and the district needs to figure out how we can help them succeed.

8  
9 Mr. Brosgol asked what the end goal is for students. Mr. Sills said he would like to see students  
10 draw more richly from multiple complex text sources.

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12 **8. Superintendent's Report**

13 None

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15 **9. School Committee Meeting Minutes**

16 Mr. Brosgol made the following motion:

17 **MOVED: That the School Committee approve the minutes of the January 24, 2018 School**  
18 **Committee meeting as amended.**

19 **MOTION SECONDED by Ms. Scoville**

20 **MOTION APPROVED: 5-0**

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22 **10. Adjournment**

23 Ms. Santiago made the following motion.

24 **MOVED: Motion to adjourn at 9:53 P.M. not to reopen.**

25 **MOTION SECONDED by Ms. Scoville**

26 **MOTION APPROVED: 5-0**

27  
28 **Roll Call Vote:**

29 **Mr. McAllister** Yes

30 **Mr. Brosgol** Yes

31 **Ms. Santiago** Yes

32 **Ms. Scoville** Yes

33 **Ms. Guay** Yes

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*Julia Santiago* 4/10/2018  
School Committee Secretary Date

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**BEDFORD SCHOOL COMMITTEE**  
**February 13, 2018**  
**Exhibits/Documents**

- Memorandum on Surplus Computers Dated Feb. 12, 2018
- JGMS H.E.A.R.T. Presentation
- Lane School Playground proposal
- FY'19 Budget for Open Hearing
- Presentation: 2017-18 District Goals Midyear Update

