

BEDFORD SCHOOL COMMITTEE
October 15, 2019
Large Group Instruction Room, Bedford High School

1. Call to Order

At 7:31 p.m., Ms. Santiago called to order the meeting of the Bedford School Committee. Other members present included Ms. Marquis, Mr. Brosgol and Ms. Guay. Ms. Scoville was delayed and arrived at 8:05 p.m. There were no student representatives present this evening.

2. Comments from Public

None

3. Personnel Report

Field Trip Request - Out-of-State / Overnight Field Trips:

Mr. Sills presented a request by Bedford High School teaching staff Ms. Sandra Arena, Mr. Bill Berlino and Ms. Justine Flora to take BHS students to attend an out of state field trip to Sicily and Greece. The field trip will be available to all Bedford High School students who wish to attend. This opportunity will enhance students' knowledge of the global community through lifestyle, global markets, food consumption, culture, religion and agriculture. Additionally, this trip will also include the origins of language from Latin, Greek and Italian.

- The trip will take place from February 11th through February 20th, 2021
- There will be one chaperone assigned per every six students
- There is no cost to the school
- Early registration cost to students will be \$4,082.00 per student if registered by October 30th, 2019
- For registration after October 30, 2019 the cost to the student will be \$4,282.00
- Field trip begins after the school day on the 11th of February, 2021
- Students will miss one day of school on Friday, February 12th, 2021
- School work for the one missed day will be given in advance to be completed early

Since the original presentation for this field trip was made in the spring of 2019, the School Committee members did not have any further questions.

Ms. Santiago made the following motion:

MOVED: That the School Committee approve a request for an out of state field trip for Bedford High School students to go to Sicily and Greece from February 11th – February 20th, 2021 at an early registration cost of \$4,082.00 per student before October 31, 2019 or a cost of \$4,282.00 per student for registration after October 30, 2019, at no cost to the school.

MOTION SECONDED by Ms. Marquis

MOTION APPROVED: 4-0-0

INFORMATION ITEMS:

Resignations:

Retirements:

Transfers (with current positions):

Appointments:

Extracurricular:

Janel Halupowski	Atmosphere Committee Advisor	BHS
Breena Daniel	BHS Game Club	BHS
Jillian Butler	BHS "Live"	BHS
Justine Flora	Buc Stop Advisor	BHS
Heather Kurzman	Chemical Hygiene Officer	BHS
Sean McGowan	Chess Club Advisor	BHS
Justine Flora	DECA	BHS
Katrina Faulstich	Drama Club Advisor "Dramatics"	BHS
Hayden Bauer	Drama Club Technical Director	BHS
Elizabeth Goetschius	Dramatics Assistant – Theater Costumer	BHS
Kenneth Mierz	Drill Team Advisor (AFJROTC)	BHS
Charles Humphrey	Drill Team Advisor (AFJROTC)	BHS
Michael Griffin	Environmental Club Advisor	BHS
Sam Sprangel	Freshmen Mentor	BHS
Lisa Flannery	Gay Straight Alliance Advisor	BHS
Elizabeth Goetschius	Grade 12 Co-Advisor	BHS
Justine Flora	Grade 12 Co-Advisor	BHS
Charles Humphrey	Grade 11 Co-Advisor	BHS
Zuzka Blasi	Grade 11 Co-Advisor	BHS
Janel Halupowski	Grade 10 Co-Advisor	BHS
Nicole Myles	Grade 10 Co-Advisor	BHS
Beth Billouin	Grade 9 Co-Advisor	BHS
Michelle Pietrangelo	Grade 9 Co-Advisor	BHS
James Sunderland	History Day Advisor	BHS
Richard Donnelly	Inquiry Advisor	BHS
Christine Magoon	Interact Club	BHS
Lisa Flannery	Language Club Advisor for French	BHS
Tara McKenna	Language Club Advisor for Latin	BHS
Cintia Laurencio	Language Club Advisor for Spanish	BHS
Larry Sheinfeld	Literary Magazine	BHS
Meagan Asp	Marching Band Squad Director	BHS
James Ham	Marching Band Assistant Director	BHS
James Felker	Marching Band Director	BHS
Ryan Ruiz	Marching Band Percussion Instructor	BHS
Rebecca Weghome	Marching Band Drill Instructor	BHS
Sean McGowan	Mathematics League Advisor	BHS
Evan Grunwald	Music Instrument (Wind/Percussion) Advisor	BHS
Brianna Creamer	Music Instrument (Strings) Advisor	BHS
James Felker	Music Jazz Band Advisor	BHS
Katrina Faulstich	Music Vocal Ensemble Director	BHS
Hayden Bauer	Musical Technical Director	BHS
Jessica Ham	Musical Choreographer	BHS
Evan Grunwald	Musical Music Director	BHS
Katrina Faulstich	Musical Artistic Director	BHS
Amanda Faulkner	National Honor Society Advisor	BHS
Sarah Leshay	US First Robotics Team Co-Advisor	BHS
John O'Connor	US First Robotics Team Co-Advisor	BHS
Charles Humphrey	SADD	BHS

Timothy Dolan	School Newspaper Advisor	BHS
Michael Griffin	Science Bowl/Ocean Bowl Advisor	BHS
Michael Griffin	Science League Co-Advisor	BHS
John O'Connor	Science League Co-Advisor	BHS
Jennifer Buckley	Step Team Advisor	BHS
Jen Ilchuk	Tenacity Coordinator	BHS
Nicole Myles	Tenacity Head Coach	BHS
Jillian Butler	Tenacity Head Coach	BHS
Sean Hagan	Tenacity Website Coordinator	BHS
Sean Hagan	Tenacity Art Coach	BHS
Liana Heldman	West Suburban Science League Advisor	BHS
Scott Stief	West Suburban Science League Olympiad	BHS
Scott Stief	Women of Science	BHS
Michael Griffin	Women of Science Coordinator	BHS
Michelle Pietrangelo	Women of Science Coordinator	BHS
Karen Santos	Yearbook Art Advisor	BHS
Karen Santos	Yearbook Advisor	BHS
Barbara Ferri	ACE Club	JGMS
Sarah Berinato	Co-Academic Recognition	JGMS
Vanessa Mangini	Co-Academic Recognition	JGMS
Kimberly Limoli	Homework Club Coordinator	JGMS
Evan Grunwald	Extracurricular Instrumental Advisor	JGMS
Nicole O'Toole	Jazz Band Advisor	JGMS
Karen Burstein	"Math Counts" Advisor	JGMS
John King	METCO Math	JGMS
Marie Mallott	Model U.N. Advisor	JGMS
Barbara Ferri	Musical Theater Assistant Director	JGMS
Amy Budka	Musical Theater Director	JGMS
Nadine Coletta	Nature's Classroom Coordinator	JGMS
Lynda McGraw	School Newspaper	JGMS
Renee Anderson	Co-Student Chain Reaction Committee	JGMS
Marcy Beinert	Co-Student Chain Reaction Committee	JGMS
Barbara Ferri	Science League Club	JGMS
Elizabeth Cowles	Tenacity Coordinator	JGMS
Joseph Casey	Washington D.C. Trip Coordinator	JGMS
Libbey Beinert	Yearbook Advisor	JGMS
Marie Mallott	Student Council Advisor	JGMS
James McLernon	CPI Co-Trainer	Lane
Rachel Orlovsky	CPI Co-Trainer	Lane
Paula Francis Springer	CPI Co-Trainer	Davis
Jessica Colby	CPI Co-Trainer	Davis
Jennifer Wayne	Senior Tutor Program	Davis
Christina Avis	Senior Tutor Program	Davis
Allison Hannah	1st and 2nd Grade Music Ensemble	Davis
Kristie Kimball Dorey	Academic Homework Club	Davis
Patricia Flaherty Dawson	Technology Workshops	Davis

4. Science Equipment Donation

Mr. Michael Griffin, of the Bedford High School Science Department submitted a letter of donation from Bedford resident Mr. Don Kirsch. Mr. Kirsch is a former Biomedical scientist and would like to donate a Mettler Toledo AG104 analytical balance (scale) a Zeiss Stemi 2000 dissecting microscope with a Foster ACE fiber optic illumination. All items are in excellent condition with an estimated total value of \$7,385.00. Mr. Kirsch is willing to deliver these items to Bedford High School. He hopes that they will assist in providing students with the opportunity to apply their science skills and complete investigations. Mr. Griffin is seeking approval from the School Committee for this donation.

Ms. Guay mentioned that it would be a good idea to write about this donation so that other residents might realize that they too can make donations if they wish. She said that it was a wonderful and thoughtful gift for the students.

Ms. Santiago asked if these instruments would incur maintenance costs or if these items would be replaced if they became obsolete in the future.

Mr. Sills said he will inquire further about maintenance but he does not feel that these items would be replaced.

All of the School Committee members thanked Mr. Kirsch for his kindness and generosity.

Ms. Santiago made the following motion:

MOVED: That the School Committee approve and accept a donation from Mr. Don Kirsch of a Mettler Toledo AG104 analytical balance (scale) and a Zeiss Stemi 2000 dissecting microscope with a Foster ACE fiber optic illumination with an estimated total value of \$7,385.00

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 4-0-0

5. Capital Budget Presentation

Bedford Public Schools Director of Finance, Ms. Julie Kirrane and Mr. Taissir Alani, Facilities Director at Bedford Public Schools gave a joint presentation on the six-year plan FY21- FY26 Capital Budget.

Mr. Alani said that there will be two fall presentations before the Capital Expenditure Committee which will include inventories, project description and rationale which will be held on November 13, 2019 for Facilities which includes both Town and School and another on November 20, 2019 for School only.

Mr. Alani talked about some of the projects that have been completed to date:

- Repairs of BHS gym area floors where the old building met the newer addition
- Painting of the BHS flagpole
- JGMS gym floor renovation and renovation
- Davis School dishwasher replacement
- Davis and Town Center LED light installation using the Green Community Grant
- Security cameras at Lane and BHS
- Lane School double entry vestibule and exterior painting

- JGMS solar panels and JGMS liquid removal
- Davis School addition

Mr. Alani said that he will be focusing on the Town's Net Zero goal as we try to move away from fossil fuels and become more dependent on renewables.

He went on to review the FY2021 Facilities Capital Projects requests.

- Energy Efficiency Measures at Davis School
- Floor Scrubber replacements – All Schools
- Flooring Replacement – All Schools
- Intercom System Replacement – All Schools
- Interior Painting – All Schools
- Program Space Modification – All Schools

The total for these Facilities Capital Projects for FY21 is \$375,484.00

Ms. Kirrane addressed the individual School capital projects. She mentioned that Phase 2 Audio for the High School Auditorium has been awarded to AdTech Systems and the work is currently underway with a scheduled completion by the end of October, 2019.

She then outlined the FY2021 School Capital Projects requests.

School Asset Based Replacements

- School IT Replacement – Student and Staff hardware, Infrastructure
- School Durable Furniture Replacement
- School Photocopier
- Bedford High School Theater
 - Phase 3 Video – Final phase of BHS Theater Upgrade project

Mr. Alani then presented the JGMS Railroad Avenue parking lot proposed parking lot renovation. He said initially 24 trees were going to be removed but now they are only going to remove 10 trees. They will also be planting 10 trees in other areas around the lot to replace those that will be removed. Mr. Alani stated that this lot has some safety issues and the purpose for this was to enhance safety and enhance the appearance.

The School Committee had some questions on the overall presentation:

Ms. Guay asked if the staff members were happy with the new floor scrubbers.

Mr. Alani said that they really do and that they had a chance to try them before the purchase.

Ms. Guay also asked if there is any reason that we do not buy all of the same make copiers.

Ms. Kirrane replied that sometimes brands have been purchased due to cost and reliability and user preference.

Ms. Marquis asked why the P.A. systems were being replaced.

Mr. Alani said that the systems are very old and are due to be replaced and that some classrooms do not get the P.A. announcements and this was noticed during A.L.I.C.E. training so the replacement became a safety issue as well.

Ms. Marquis asked how it was determined when a copier needs to be replaced.

Ms. Kirrane said that it is based on service calls, purchase date and life of the copiers and scheduled replacement dates.

Mr. Brosgol commented on the Railroad Avenue parking lot. He mentioned that it is a very dangerous area and that the stop sign should continue to be enforced.

Ms. Santiago asked if there is a need to increase the painting and floor replacement at the schools was due to the increase in square footage of some of the schools.

Mr. Alani said no, that this was due to inflation. He said that the floors are replaced every 15 years and the painting is done every 7 years.

Ms. Santiago also asked about the security systems and if this was a replacement or if this was to add new features and thought perhaps we should move the date sooner.

Mr. Alani said that this was for card reader replacement which is due every 10 years.

Ms. Santiago asked if all of the equipment in the inventory sheet is all replacement of existing equipment or is there additional new equipment.

Ms. Kirrane said that it is based on replacement but it also based on the student and staff needs.

Mr. Sills added that this is only meant for replacement but we have requested new equipment in the past.

6. School Committee Roles

Ms. Santiago asked the School Committee members for their nominations for the 2019-2020 School Committee roles.

Ms. Scoville nominated Ms. Santiago to serve as the Chairperson for the Town of Bedford School Committee 2019-2020.

Ms. Santiago made the following motion:

MOVED: That the School Committee elect Ms. Santiago for School Committee Chairperson for 2019-2020

MOTION SECONDED by Ms. Marquis

MOTION APPROVED: 5-0

Mr. Brosgol	Yes
Ms. Santiago	Yes
Ms. Scoville	Yes
Ms. Guay	Yes
Ms. Marquis	Yes

Ms Marquis nominated Ms. Scoville to serve as the Vice Chairperson for the Town of Bedford School Committee 2019-2020.

Ms. Santiago made the following motion:

MOVED: That the School Committee elect Ms. Scoville for School Committee Vice Chairperson for 2019-2020

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 5-0

Mr. Brosgol	Yes
Ms. Santiago	Yes
Ms. Scoville	Yes
Ms. Guay	Yes
Ms. Marquis	Yes

Mr. Brosgol nominated Ms. Marquis to serve as the Secretary for the Town of Bedford School Committee 2019-2020.

Ms. Santiago made the following motion:

MOVED: That the School Committee elect Ms. Marquis for School Committee Secretary for 2019-2020

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 5-0

Mr. Brosgol Yes

Ms. Santiago Yes

Ms. Scoville Yes

Ms. Guay Yes

Ms. Marquis Yes

7. Class Size Report

Mr. Sills presented a Class Size Report which was based on the October 2019 enrollment figures which are used to help establish the budget. He noted that although the preschool has stayed relatively steady since 2012, in 2019 there was an increase in enrollment. Mr. Sills mentioned that the Davis and Lane projections were a little lower than expected but the other schools were close to the predicted enrollment numbers. The overall PK-12 enrollment projections show 2652 students in 2017 to 2969 by 2027. Mr. Sills went on to discuss enrollment trends and projections. He then reviewed the existing School Committee approved Class Size Guidelines which show the following:

	<i>Guideline</i>	<i>Maximum</i>
Kindergarten	18	20
Grade 1	20	22
Grades 2-5	22	24
Grades 6-8	23	25
Grades 9-12	18	20 (college prep)
	22	25 (honors and high honors)

The middle school and high school will strive to keep aggregate student numbers per teacher at a 100 student limit.

The Davis Elementary School has an average of 18 to 22 students per classroom where the Lane Elementary school has a range of between 20 to 25 students per classroom. Mr. Sills went on to say that 2021 may be a challenge to the Lane School due to the increased enrollment and classroom availability. He also mentioned that a quite a few classes at JGMS will be pushing the maximum class size but very few are in core classes. The JGMS core class sizes range from 17.11 to 19.55 students per classroom. Mr. Sills said that Bedford High School has a larger range of classes offered compared to quite a few other districts. Because of this BHS has "overlay" classes where teachers teach multiple courses or multiple levels within the same class. Bedford High School has an average class size of Tier 1 core classes consists of an average of 18.6 students and that twelve of those core classes are under 10 students. Special Education and support classes which are Tier II and Tier III classes average around 6.123 students per class.

The School Committee had some questions and comments.

Ms. Guay asked what was most surprising.

Mr. Sills said that he really didn't find anything surprising as he has been following the trends and that Lane and Davis have been a little under the prediction for the last couple of years. Ms. Guay noted that there was quite a jump in the pre-school numbers and asked if there was a plan to add ELL to the pre-school in the future. Mr. Sills said that we did offer 2- 3 scholarships already and that this had been worked out and funded in the budget. He responded to the increase in enrollment saying that since the pre-school has half day programs there is still plenty of room for more students.

Ms. Guay suggested that a lottery could be used to select kids going forward. Mr. Sills said that this could be discussed in the future.

Ms. Guay applauded the many class choices that are offered by Bedford and wondered if the "overlay" classes proved to be too much on teaching staff.

Mr. Sills responded that the staff chooses to do a lot of the classes on their own.

Ms. Marquis mentioned that she was concerned about struggling students in Algebra I, Fundamentals of Math II and Math Applications since those subjects are all part of an "overlay" class. She thought perhaps it may be overwhelming and too complex to be an "overlay" class.

Mr. Sills said that there isn't really a large range in proficiency in these classes.

Ms. Marquis thought that it this could appear differently to the struggling student.

Ms. Scoville asked about the time for school lunch due to more students and if there is enough space to accommodate them and if they would have enough time to eat. She also asked about the Specials such as Art and Music at Davis and Lane and the if there seemed to be a time crunch due to schedule rotation.

Mr. Sills said that the there is sufficient space to add students and continue the rotation without having to add an extra lunch period. He also said that the Davis was built with that in mind and that there is plenty of room as well as the enrollment predictions, the schools should be fine.

Mr. Brosgol said he pleased that with the new additions that the class sizes have come down. He also suggested not including the Boston number of students in the same number as the Bedford students to show the demographic perspective and birth perspective of those children born in Bedford for comparison and to project enrollment more accurately in the future.

Ms. Santiago asked how close the Lane Elementary school is to capacity.

Mr. Sills said that in terms of space that it is getting very close and thinks that it may need some internal modifications.

Ms. Santiago asked if the significant increase of students in the pre-school program would result in an increase in the kindergarten enrollment as a result and was this increase due to students that needed to be educated vs. having more room for more students.

Mr. Sills said no that this should not increase the average kindergarten enrollment numbers and that the reason of the increase at the pre-school was due to more students needing education.

Ms. Santiago made the following motion:

MOVED: That the School Committee votes to approve the 2019 -2020 Class Size Report

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 5-0-0

8. Student Self-Injury and Suicidal Ideation Protocols and Resources

Mr. Sills stated that he is not going to make a presentation this evening. He stated that he would rather wait until Ms. Alicia Linsey, the Director of Counseling at Bedford High School is present to speak on the topic within the next month.

9. Superintendent's Report

- **Challenge Success Update**

Mr. Sills described some of the highlights of the work going forward:

- BHS and JGMS sponsored speaker series which have addressed topics such as parenting, raising children and stress factors
- First engagement turnout of over 300 attendees
- BHS is building an Advisory to increase the number of adults that students can go to with their concerns
- Creation of a Challenge Success Webpage
- Student run group called "Ground Up" is reading "Where You Go Is Not Who You'll Be: An Antidote to the College Admissions" which will be presented in a discussion group with parents
- Q5 Exploration Committee
- Piloting of mental health days for students
- Weekly newsletter to BHS community

- **Exterior Camera Update**

- Cameras now in use at JGMS and BHS on the exterior of the buildings only
- Overall plan is to have exterior cameras at all four schools
- Used for property protection, student safety, daytime activity outside of school
- May help to protect against bullying
- No internal cameras will be installed or used out of respect for privacy concerns of students
- A policy will be created and reviewed for camera use

- **Hydroponic Farming for Schools**

- **Portrait of the Graduate**

- **Parents Diversity Council**

The School Committee members had some questions and comments.

Ms. Guay asked if the police will be consulted in regard to the creation of a policy for the newly implemented school cameras.

Mr. Sills said yes, they will be consulted the policy will be reviewed.

Mr. Sills mentioned that there is a bill in Legislature about the Foundation Budget.

Ms. Guay said she was concerned what this might do to smaller districts such as Bedford.

Mr. Sills said that he thought we could benefit from the Special Education transportation piece and also a potential benefit for students who receive in-house services.

Ms. Guay asked if we could use Circuit Breaker for Special Education transportation.
Mr. Sills and Ms. Kirrane agreed that this was what they would like to do.

Mr. Sills mentioned that thinks that the bill for the Foundation Budget will help the district.

10. Minutes

Ms. Santiago made the following motion:

MOVED: That the School Committee votes to approve the minutes from the September 10, 2019 School Committee meeting.

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 5-0-0

Ms. Santiago made the following motion:

MOVED: That the School Committee votes to approve the minutes from the September 24, 2019 School Committee meeting.

MOTION SECONDED by Ms. Marquis

MOTION APPROVED: 5-0-0

11. Future Agenda Items

- EDCO, LABBB and SEEM Presentations
- FY21 Labor Day – School Start Date
- Columbus Day to Indigenous Peoples' Day
- School Committee Liaison to the Bedford 300th Anniversary Committee

11. Adjournment

Ms. Santiago made the following motion:

MOVED: Motion to adjourn at 9:13 p.m. not to reopen.

MOTION SECONDED by Ms. Guay

MOTION APPROVED 5-0

Mr. Brosgol Yes

Ms. Santiago Yes

Ms. Scoville Yes

Ms. Guay Yes

Ms. Marquis Yes



School Committee Secretary

12/17/19

Date

BEDFORD SCHOOL COMMITTEE
October 15, 2019
Exhibits/Documents

- Personnel Report for October 11, 2019
- Educational Out of State Field Trip Request for a trip to Sicily and Greece February 11 – 20, 2021
- Letter of Donation for Scientific Equipment
- Capital Budget Presentation FY21 – FY26
- 2010 – 2019 Class Size Report
- Draft – BPS Student Self Injury and Suicidal Ideation Protocols and Resources 2019 – 2020
- Superintendent's Report
- Draft – Minutes from School Committee Meeting September 10, 2019
- Draft – Minutes from School Committee Meeting September 24, 2019