

**BEDFORD SCHOOL COMMITTEE  
MINUTES OF**

**September 15, 2009**

**1. Call to Order**

At 7:30 p.m., 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 reported the following items:

Retirements:

Dennis McDonald	Social Studies Teacher	Middle School
Estee Dubitsky	ELL Tutor	High School

Resignations:

Vicki McMahon	Educational Assistant	Davis
Michelle Breitenbach	Teaching Assistant	Lane
Liz Porter	Teaching Assistant	Lane
Allison Webb	Teaching Assistant	Lane
Lisa Tramonte	Teaching Assistant	Lane
John Crocker	Teaching Assistant	Middle
Jessica Giannone	Teaching Assistant	Middle
Melissa Johnson	Teaching Assistant	Middle
David Kalpin	Mathematics Teacher	High
Diane Pritchett	.4 Music Program Director	System
	.2 Teaching Assistant	Middle

Leave of Absence:

John Espejo	Grade 3 Teacher	Lane
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Appointments:

Karen Shamon	.8 Kindergarten Educational Assistant	Davis
Sharon Curtin	.8 Kindergarten Educational Assistant	Davis
Kim Marino	Title 1 Tutor	Davis
Diane Byrne	Teaching Assistant	Lane
Jonathan Levine	Teaching Assistant	Lane
Carolyn Welch	Teaching Assistant	Lane
Kelly Dillon	Teaching Assistant	Lane
Tania Lee	Teaching Assistant	Lane
Jessica Hinson	Teaching Assistant	Middle
Laura Hough	Teaching Assistant	Middle
Amy Burns	Teaching Assistant	Middle
Sheena Mahoney	Teaching Assistant	High
Kara Napolitano	Teaching Assistant	High

Akil Mondesir	.9 Teaching Assistant	High
Jake Sullivan	Teaching Assistant	High
Greg Dolan	.1 Broadcast Journalism	High
Nicole O'Toole	Interim Program Director Music	System
Patrick Morrissey	Mathematics Teacher	High
James Wichterman	Grade 3 Teacher	High
Evan Grunwold	.6 Music Teacher	High/Middle
Mathew McGonagle	Social Studies Teacher	Middle
Sarah Byrne	School Psychologist	Middle/High
Kristine Gibbons	Special Education Teacher	Middle
James McLernon	Special Education Teacher	Lane

Fall Coaching Appointments:

*High School:*

Ryan Schmitt	Varsity Volleyball
Claudia Foy	JV Volleyball
Lisa Tsaur	Freshman Volleyball
Todd Smith	Golf
Joel Hebert	Crosscountry Co-Head
Rich Schilder	Crosscountry Co-Head
Jessika Mantenuto	Cheerleading Coach
Amanda Rabesa	Athletic Trainer
David Wilson	Girls Varsity Soccer
Sean McGowan	Girls JV Soccer
Leroy Span	Girls Freshman Soccer
David Boscheto	Boys Varsity Soccer
Sean Cordova	Boys JV Soccer
Bill Berlino	Boys Freshman Soccer
Jack Belcher	Varsity Football
Jeff Covelluzzi	Assistant Football
Jeffrey McGrath	Co-JV Football
Edward O'Brien	Co-JV Football
Vincent McGrath	Head Freshmen Football
Chris Zellner	Assistant Freshmen Football
Christine Kirkpatrick	Varsity Field Hockey
Amanda Kelley	JV Field Hockey
Roseanne Ham	Freshman Field Hockey

*Middle School:*

James Greenwood	Crosscountry
Jim Nagle	Co-Field Hockey
Ken Norling	Boys Soccer
Tammy Westenfeld	Girls Soccer
Ken Norling	Co-Athletic Coordinator
Libbey Beinert	Co-Athletic Coordinator
Roseanne Ham	Co-Athletic Coordinator

Dr. LaCroix noted that several Teaching Assistants leave Bedford to move into full time teaching jobs.

#### **4. Textbook Presentation: Foreign Language**

Dana Button, Foreign Language teacher, asked the School Committee to consider purchasing a new text for the 11<sup>th</sup> and 12<sup>th</sup> grade, Levels 4 & 5 Spanish class. This class is offered as an alternative to Spanish 4 and/or Spanish AP. The class is about culture, literature and current events. It is very popular and is fully enrolled. The new texts allow students to make connections with other subjects such as art, film and poetry. The book, "Imagina: Espanol sin Barreras", is very interactive and offers a lot of ancillary materials. Ms. Button said the text really encourages active learning. The plan is to buy 55 texts and 30 workbooks. The plan is to copy the workbooks as needed.

Ms. O'Gara said that it really looked like a great interactive package and she is pleased to see classic literature covered.

Ms. Bickford confirmed the cost of \$75 per book. Ms. Button agreed.

Mr. Hafer and Ms. Seibert were supportive of the purchase. Mr. Hafer asked if any nearby towns use this book. Ms. Button said she did not know but did know some community colleges use the book.

Dr. LaCroix asked the School Committee to vote on the request tonight in order to expedite the ordering process.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the purchase of 55 Spanish Text books titled "Imagina: Espanol sin Barreras" and 30 related workbooks at a cost not to exceed \$5,168.**

**MOTION SECONDED by Ms. O'Gara**

**MOTION APPROVED: 5-0**

#### **5. Appointment of Superintendent as Voting Member of CASE Collaborative**

The School Committee votes to appoint a Voting Member of the CASE Collaborative each year.

Ms. O'Gara made the following motion:

**MOVED: That the School Committee appoint the Superintendent as Voting Member of the CASE Collaborative for the 2009-2010 school year.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

Ms. Bickford asked what the main issues are that the CASE Collaborative is facing this year. Dr. LaCroix said mainly budget and space constraints.

#### **6. Superintendent Goals and Objectives**

Dr. LaCroix presented a review of the goals for the upcoming school year. She presented key initiatives under the following six key areas, all of which are in line with the District's Strategic Plan:

1. Government and Leadership Goals

- Provide support and guidance to the Davis Principal, the ELL Coordinator and the Director of Special Education.
- Complete the NEASC accreditation process at the High School.
- Improve critical transitions at grades 5 to 6 and grades 8 to 9 and with Hanscom students moving into the high school.
- Communicate more effectively with parents especially with regards to longitudinal data on ASPEN.
- Conduct parent workshops on the reading and math programs.
- Work with BEA to establish informal school-based meetings with staff.
- Encourage teachers to use web pages to communicate curriculum with parents.
- Start 2011– 2016 Strategic Plan after the conclusion of the FY'11 budget season.
- Develop “Volnet” with the Middle School Parent Association.
- Continue to explore adding a fifth day of kindergarten. Dr. LaCroix commented that she did not expect this to happen soon due to budget constraints at the town and state levels.
- Monitor the drop off/pick up at Lane and JGMS. Dr. LaCroix noted that the police have been very helpful with this situation.
- Complete the Mandarin language offering exploration and make a recommendation to the School Committee.
- Focus on success for ALL students.

## 2. Curriculum and Instruction Goals

- Complete program evaluations in Science and Foreign Language and begin self assessments in English Language Arts, Social Studies and Reading.
- Complete the graduation requirements review process and present to School Committee. Dr. LaCroix said that this project has been delayed due to the needs of the NEASC process.
- Review handwriting programs in grades K-1.
- Continue with Response to Intervention strategies. Dr. LaCroix reminded the School Committee that RTI asks schools to keep a record of interventions that help students academically and/or behaviorally. Ultimately, the goal is to put these interventions into a database.
- Monitor program changes such as the high school's efforts on developing school wide rubrics, integrating 21<sup>st</sup> century skills, Lane School's math program, common practices for teaching math facts in grades 3-5 and articulating ELA writing program K-12.
- Develop an FY'11 budget that is consistent with class size targets.

## 3. Assessments and Evaluation Goals

- The Data Task Force will evaluate and support the use of Aspen to improve instruction.
- LABBB is hiring a new data analyst who will help us.
- The new DOE Data Warehouse will be available and staff will be trained to use this tool.
- Evaluate the effectiveness of in-house special education programs.
- Provide training to staff and parents on the new “value added MCAS reporting system”.
- Review mid/final exam policies at the high school.

- JGMS will train teachers in protocols for examining student work to improve student achievement. Dr. LaCroix said that this is a huge project as teachers will be trained to evaluate work using the same standards.
  - Lane School will use a three term report card which will be the same frequency as Davis.
4. HR and Professional Development
- Offer development on targeted issues on building safety and security utilizing a grant.
  - Lane will focus on integrating technology.
  - Provide time for grade levels to analyze student achievement.
  - Continue training on learning disabilities, social-emotional issues and the impact on education.
5. Student Academic Support Goals
- Improve social climate at the high school.
  - Continue with antibullying efforts at JGMS.
  - Lane will focus on ensuring students have a friendly and respectful school.
  - BHS will develop an honor code to address cheating.
  - BHS will continue to promote a sense of pride and respect for the physical environment.
6. Finance and Asset Management Goals
- Develop FY'11 operating budget that meets the needs of a growing student population with diminishing financial resources.
  - Maximize the use of special education stimulus funds.
  - Continue with Strategic Communications Task Force to address funding needs of the Hanscom population.
  - Complete final audit on the High School project.
  - Complete and dedicate the Fallen Veteran Memorial Plaza ideally on Veteran's Day.
  - Expect reports on Enrollment Study and Space Utilization Study.

Ms. O'Gara said that she is glad to see that the focus continues to be on student learning especially given the tight financial environment. She asked if we receive any funding to help meet the increasing data requirements of the DOE. Dr. LaCroix said no and that we are very lucky to have in-house expertise.

Ms. Bickford said that she is pleased to see numerous technology objectives and a lot of goals for improving communications. She thanked Dr. LaCroix for pushing these goals forward. She feels that parents have to learn how to view and access all of the information that will be out there on their students.

Ms. Bickford also commented that the amount of program reviews underway and under consideration seems daunting. Dr. LaCroix agrees and will revise the goal if necessary.

Ms. Bickford said she would like to see differentiated instruction goals. Dr. LaCroix said that this goal is not lost but is incorporated into many of the initiatives especially Response to Intervention and the District Accommodation Plan. "Differentiated instruction is woven into many goals and internalized with many teachers."

Ms. Bickford asked if there are any students having trouble with the science MCAS requirement. Dr. LaCroix said Ms. Sakelakis is monitoring the situation and overall Bedford is in good shape.

Ms. Bickford asked if the schools were still trying to get reimbursed from the MSBA on the cost of using the modular buildings at the High School. Dr. LaCroix said yes.

Ms. Bickford suggested that the handwriting review extend from K to grade 5. Dr. LaCroix agreed.

Ms. Seibert said that she is also pleased to see a lot of technology training and individual instruction in the goals.

Mr. Hafer suggested trying to find creative ways to fund the fifth day of kindergarten, especially since the community survey indicated that residents want this change.

Mr. Hafer is anxious to see the Enrollment and Space Studies.

Mr. Pierce is a little worried about the risk of collecting and future use of all this state data on students. He wonders if parents will be concerned and if we have enough data safe guards.

Mr. Pierce asked if Vision 2011 was being folded into the Strategic Plan. Dr. Lacroix said that was a good idea.

The School Committee agreed to send Dr. LaCroix some comments and minor edits to her directly so that the final Goal document could be presented at the next meeting for a final vote.

## **7. Student Accounts**

In accordance with MGL Ch. 71, section 47, the School Committee must annually vote to establish a maximum balance on student activity accounts.

Ms. O'Gara made the following motion:

**MOVED: That the School Committee establish the following maximum balances for student activity accounts for fiscal year 2010 as follows:**

**Bedford High School                      \$40,000**

**John Glenn Middle School \$10,000**

**Lane Elementary School    \$ 5,000**

**Davis Elementary School    \$ 5,000**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

## **8. Superintendent's Report**

Dr. LaCroix reported opening day enrollment as follows:

Davis 506 students

Lane 565 students

JGMS 559 students

BHS 773 students

Total 2,403

Dr. LaCroix reported that over the summer, she worked closely with the Board of Health and the State with regards to the H1N1 virus. The hope is to have flu clinics outside of school for seasonal and H1N1 flu shots. She also said that the schools will be more deliberate with handwashing with the younger students and will not require doctor's notes for absences.

Dr. LaCroix thanked Bedford Cable. Mr. Dolan, the camera man at the School Committee meetings, will be teaching a television production class at the High School.

## **9. Minutes for Approval**

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the minutes from the March 10, 2009 School Committee meeting as amended.**

**MOTION SECONDED by Ms. O'Gara**

**MOTION APPROVED: 5-0**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes from the April 28, 2009 Executive Session meeting.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes from the May 12, 2009 Executive Session meeting.**

**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 May 26, 2009 Executive Session meeting as amended.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

## **10. Future Agenda**

No special requests.

## **11. Adjournment**

Ms. O'Gara made the following motion:

**MOVED: Motion to adjourn at 9:40.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

**Roll Call Vote:**

<b>Mr. Pierce</b>	<b>Yes</b>
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<b>Ms. Seibert</b>	<b>Yes</b>
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<b>Mr. Hafer</b>	<b>Yes</b>
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<b>Ms. Bickford</b>	<b>Yes</b>
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**Ms. O'Gara**

**Yes**

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School Committee Secretary

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Date



**BEDFORD SCHOOL COMMITTEE**

**EXECUTIVE SEESION  
MINUTES OF**

**September 15, 2009**