

**BEDFORD SCHOOL COMMITTEE**  
**October 21, 2014**  
**Bedford High School - Large Group Instruction Room**

**1. Call to Order**

At 7:30 p.m., Mr. Hafer called to order the meeting of the Bedford School Committee. Other members present included Ms. Guay, Ms. Seibert and Mr. Pierce and Mr. McAllister.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills made the following personnel announcements:

*Resignation:*

Nancy Pearce                      Lane School

*Leave-of-Absence:*

Anthony Ruscito                JGMS

*Appointments:*

Jennifer Naylor                Softball Coach                JGMS

Chris Edris                      Rifle Co-Coach                BHS

**4. Capital Budget Discussion**

Mr. Alani, Facilities Director, reviewed the FY2015-FY2021 Capital Plan. Dr. Jackson will present the technology piece afterwards.

Mr. Alani began by discussing the projects completed this past summer. Some include:

- Stripped and waxed the floors in all of the school buildings
- Built a small room in the hallway at Lane
- Added AC to the computer room at Lane
- Reorganized the freezer/cooler area at Lane. The plan is to remove the old freezer and turn this area into a dry closet.
- Installed two modular classrooms at Davis School. The site work and preparation was more extensive than initially thought.

Mr. Alani then discussed the projects on the FY'16 Capital Plan giving the School Committee members opportunity to ask questions on each project. Projects discussed include:

- High School Bleachers for visiting team – \$65,000
- JGMS Boiler repair - \$14,175. Mr. Alani explained that this boiler has been offline due to leaks.
- Add emergency heating to the Administrative offices and computer rooms at JGMS - \$20,000. This is necessary because right now, the generator only provides lighting.
- Install an emergency generator at Davis School - \$123,000 or replace emergency light batteries (\$30,000) that give approximately 90 minutes of light during a power outage. Replacement of batteries is needed every two years. The life of the generator is expected to be approximately 50 years. Mr. Alani also noted that it is important to find and pay for battery disposal. He also noted that without a generator, the elevator does not work during a power outage and this is an ADA concern. It is also difficult to communicate with the classrooms without emergency power.

- Davis School Retrofitting project- \$60,853. Mr. Alani explained that every new building should be retro commissioned every 7 years. This has never been done at Davis. This is a preventative measure that tests all systems in a building. Investment in this procedure typically results in a 20% savings in system efficiencies. Mr. Pierce asked Mr. Alani to prepare a projection of actual savings.
- Exhaust fans for science rooms at the high school - \$ 137,500. Mr. Alani said tests were done two years ago and results indicated that there is not enough exhaust in certain classrooms. This means fewer lab experiments can be done. Mr. Sills said he would get more information on this project and see if it will mean a program change or upgrade.
- Modular Classroom at Davis - \$121,000. There is the potential of needing one more modular classroom at Davis School. This classroom would require plumbing. Results from the enrollment study will help confirm this need,
- Roof Maintenance Program for all school buildings - \$20,000. Professional roofers have examined the current condition and have found several problematic areas. They presented this roof maintenance plan to fix the problems and extend the life of the existing roofing.
- Security Surveillance System (for all the exterior of all four schools) - \$122,783.
- Upgrade site lighting at JGMS - \$18,745. Areas to be improved include the entry way on McMahan Road.
- Space modifications - \$161,300. Principals have identified desired space modifications at their buildings due to program needs. Mr. Alani calculated the estimates of these changes by using \$.50 per square foot. JGMS \$74,000, Lane \$44,300 and Davis \$43,000
- Storage area improvements at JGMS basement. \$52,000. There is a dirt floor in the storage area that is used by many.
- Wheel chair lift for new press box - \$ 45,000. This is an ADA requirement. Mr. Alani has applied for a one-year variance.
- The DEP requires upgrades to existing smoke stacks for the emergency generators at three schools - \$24,000.

Mr. McAllister said he likes this proactive approach to investing in our capital rather than reactively replacing and repairing.

Mr. Pierce said he is trying to understand how the School Committee should present this capital plan to the town for funding, without prioritizing projects like they did in the past. What projects are we going to fight for?

Mr. Hafer said the Capital Expenditure Committee will use financial guidelines to get plans from each department down to a certain number.

Mr. Sills said he believes all items on the plan are justified by the programs, safety and building maintenance. He said that the School Committee will have the opportunity to meet with Capital Expenditure Committee to discuss and then have a chance to meet again as a School Committee to further discuss.

Mr. Sills asked the School Committee to let him know which projects they need more information on. He already knows to come back with additional information on the science fan. He will also come back with information on what the schools have done in the past on space modifications.

Ms. McClung, a member of the Finance Committee in the audience, said that it is wise for the School Committee to figure out how to prioritize the projects. She does not think that all town members will be agreeable to spend money on every project just because we have the financial means to do so.

Dr. Jackson presented the Technology Plan piece of the FY'16 Capital Budget request. She handed out a plan that was color-coded. Red items were infrastructure expenses. She noted that we would not be able to do what we do today without these investments. Yellow items were instructional tools and funding was needed to replace these outdated tools. Green represented expenses that looked ahead to the future. For example, the schools would like to offer more opportunities for students to learn robotics.

The total FY'16 technology request for each school is:

- BHS \$154,700
- JGMS \$113,200
- Lane \$142,000
- Davis \$173,600

Mr. Pierce suggested summarizing the School's replacement policy on each type of equipment. For example, our policy is to replace Brightlinks is every 7 years.

Mr. Sills said that the Technology plan needs a long-term sustainable funding process.

Mr. Pierce said the plan is a good way to assign dollar amounts required to keep technology working. He just wants us to be clear that our replacement policies follow industry standards.

Ms. Seibert said we have to be prepared to explain what everything is and why we need it.

Dr. Jackson said that this document is not a purchase order but a plan showing our best estimates.

Mr. Hafer suggested tying the plan to classroom goals. For example, the goal is to have every classroom have a Brightlite board.

Mr. Sills said he is prepared to move \$150,000 from the Operating Budget to the Capital Budget because this is what we have paid in the past for PC replacements, etc.

## **5. Class Size Report**

Mr. Sills reported that at Davis School has a total of 567 students. Kindergarten classrooms have 21/22 per class. Lane has 540 students in the school.

At the middle school, the 6<sup>th</sup> grade class is smaller than usual. Specials tend to exceed the guideline. Only one major has more than 25 students.

At the high school, the total enrollment is 884, which is 20 more than last year; Only five majors have more than 25 students.

The 9<sup>th</sup> grade class is small. Sixteen students did not matriculate from the middle school. Mr. Sills said he is not sure if this is a start of a trend. Mr. Sills said that overall, he is comfortable with the class size at BHS.

## 6. Superintendent Goals

Mr. Sills asked the School Committee to approve his goals that were discussed at the last School Committee meeting.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the Superintendent's Evaluation Goals for 2014-2015 School year.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 5-0**

## 7. Superintendent's Report

- The sixth grade class is attending the Nature's Classroom field trip this week.
- Parents at the middle school had the opportunity to meet with the entire team at conferences. It was a great opportunity.
- Results from the one-to-one technology survey at BHS will be shared.

## 8. Liaison Reports

Ms. Seibert reported that the town's master plan will be discussed at Town Hall on November 12<sup>th</sup>. Also, Bedford Unplugged is November 19<sup>th</sup>.

Mr. Hafer said that Finance Committee financial model discussions have begun.

Ms. Guay noted that on November 18<sup>th</sup>, the town will host a speaker on the dangers of teenage drinking. It will be a very powerful evening.

## 9. Minutes

Mr. Pierce made the following motion:

**M OVED: That the School Committee approves the minutes of the June 3, 2014 School Committee meeting as amended.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes of the June 10, 2014 School Committee meeting as amended.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

## 10. Adjournment

Ms. Seibert made the following motion.

**MOVED: Motion to adjourn at 9:50 p.m.**

**MOTION SECONDED by Mr. McAllister**

**MOTION APPROVED:5-0**

**Roll Call Vote:**

**Mr. Pierce** Yes

**Ms. Seibert** Yes

**Mr. McAllister** Yes

**Ms. Guay** Yes

**Mr. Hafer** Yes

\_\_\_\_\_  
School Committee Secretary

\_\_\_\_\_  
Date

**BEDFORD SCHOOL COMMITTEE**

**October 21, 2014**

**Exhibits/Document**

- Capital Plan (Technology) Chart
- Draft of Minutes from the June 3, 2014 School Committee meeting
- Draft if Minutes from the June 10, 2014 School Committee meeting

**BEDFORD SCHOOL COMMITTEE**  
**Executive Session**  
October 21, 2014