

**BEDFORD SCHOOL COMMITTEE
MINUTES OF
October 22, 2013
Bedford High School - Large Instruction Room**

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. Seibert, Mr. Hafer, and Mr. McAllister. Ms. Guay was absent.

2. Comments from Public

Ms. Kim Siebert, member of the audience and a local reporter, said someone asked her to ask why the sixth grade curriculum is dependent on families owning a computer. Mr. Sills thanked Ms. Siebert for relaying this question and said he would answer it in the future.

3. Personnel Report

Mr. Sills asked the School Committee to amend the Bullying Prevention policy. He asked that the language defining “bullying” include “by a member of a school staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or a paraprofessional”. Mr. Sills said that this change will bring us in compliance with state law.

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the addition to the Bullying Prevention Policy File JICFB as discussed tonight.

MOTION SECONDED by Mr. Hafer

MOTION APPROVED: 4-0

Mr. Sills noted the following personnel items:

Appointment of Paula Gearan as a Teaching Assistant at the High School and the retirement of Marcia Burns-Mettler from the high school.

4. Capital Budget

Mr. Sills summarized and clarified the desired projects for the FY’15 capital budget using the major four categories of Space Needs, Building Maintenance, Security and Technology.

Space Modifications

Mr. Sills updated the proposed space modifications for FY’15 at Davis, Lane and JGMS. Mr. Sills explained that the modifications at Davis are a result of a spike in enrollment and as a result of feedback from a survey of kindergarten parents. Mr. Sills said that parent feedback indicates that the new families will continue to reside in Bedford next year. Therefore he is proposing changes to the space at Davis in order to accommodate 10 sections of first grade and keeping 9 kindergarten classes.

At Lane School, Mr. Sills proposed making some changes to accommodate an additional classroom which will be required in FY’15 and still maintain separate space for SPED and ELL instruction.

At JGMS, Mr. Sills proposed creating music storage space that is needed to store expensive and delicate instruments.

Building Maintenance

In addition to bundled maintenance projects such as painting and flooring, Mr. Sills added the request for a Press Box because he believes it is important to the football program and will be used by other programs as well. He believes the current short-term solution of using a lift is not feasible in the longer term. The cost for this is \$113,000

Security Task Force Recommendations

Mr. Sills said that in FY' 14, the following security measures have been completed (or will be by the end of the year) – front door security at all schools, panic button installation at all schools, upgrades to the BHS Access System and other internal building access modifications.

In FY' 15, he is proposing to have the windows at all front entrances glazed with a protective film and to upgrade access at the rear of Davis and Lane schools.

Technology

Mr. Sills explained that there is a need for technology infrastructure upgrades as well as the purchase of appropriate learning tools and the replacement and upkeep of existing technology.

Mr. Sills explained that the technology infrastructure at JGMS, Lane and Davis is inadequate regardless of the type of computing power we decide to use there. Also, Davis School has virtually no working instructional technology because the computers are ten years old and have old operating systems.

Mr. Sills is proposing to move forward with the wireless infrastructure work at JGMS, Lane and Davis (JGMS Phase 2 \$160,000, Lane Phase 1 \$20,000 and Davis Phase 1 \$20,000). The high school is need of a switch replacement but this can wait until FY' 17. The technology department is working on a plan for phased Smartboard replacement with appropriate interactive projection equipment for all schools.

Mr. Sills prioritized all of the proposed projects for FY' 15:

1. Davis space modifications	\$30,000
2. Lane space modification	\$12,960
3. Server room upgrade at BHS	\$38,048
4. JGMS wireless expansion	\$160,000
5. Davis wireless expansion – start	\$20,000
6. Lane wireless expansion – start	\$20,000
7. Lane interactive projection expansion	\$25,000
8. Davis interactive projection equip	\$47,500
9. Davis and Lane expansion of access ctrl	\$50,960 (security)
10. JGMS music storage space	\$46,500
11. Window film on front doors	\$16,220
12. HVAC recommissioning at Lane	\$48,936
13. Bundled painting & flooring maintenance	\$71,494
14. Lane custodial equipment renewals	\$9,294
15. JGMS stage and audio equipment	\$25,400
16. New exhaust fan for science wing at BHS	\$35,000
17. Lane Cafeteria acoustic treatment	\$17,561
18. Presentation equipment for Davis gym	\$14,566
19. Replacement freezer for Lane	\$37,416

20. Flooring replacement at Lane	\$37,416
21. Press box renewal	\$113,300
22. Photocopier replacements	\$ 24,501
23. Emergency Generator at Davis	\$108,675

Ms. Seibert noted that some of the items in the priority list have been on the list for many years. She said that they are lingering priorities but new priorities tend to bump them each year.

Ms. Seibert asked about the science wing fan and asked if the building was out of compliance. Mr. Jones said it was not a matter of compliance but there is a concern that long term exposure to some of the things in the science lab maybe concerning. He will do more research of this issue.

Mr. Hafer said he thought that there were plans to use the old access point equipment from the high school at the middle school. Mr. Jones said that he believes this is not possible because of a compatibility issue. Mr. Hafer said he would like more information on this. He also said that the infrastructure upgrade assumes that JGMS will be moving to a one-to-one environment and he is not sure that this has been determined.

Mr. Sills said he would get more information on the use of the older access point equipment. He also noted that the move to a wireless environment is needed for more reasons than a one-to-one environment. He agreed to get more information on this as well.

Mr. Hafer said that if the fan in the science wing is needed for safety reasons, then it should move up on the priority list.

Mr. Pierce felt that the School Committee needed to fully understand the infrastructure plan. He would like to know more details on the proposed upgrade at JGMS.

Mr. Pierce asked about the plans for the server room upgrade at the high school. Mr. Jones said that there is a need for another electrical panel for the server to ensure reliable power to the server, which is critical to our network. Mr. Pierce suggested looking into and reporting any other options for this upgrade such as paying for an offsite server.

Mr. Pierce also cautioned Mr. Jones for pushing off painting and flooring maintenance because it is so important to have our schools looking fresh and new.

Mr. Pierce and the other members of the School Committee said that they would like to digest and analyze the projects and priorities before voting. Mr. Pierce said he believes that the town process for capital requests allows for this extra time.

5. Class Size Report

Mr. Sills presented the Class Size report. He presented averages for Davis and Lane and core class sizes at JGMS and BHS.

Davis		Lane	
Avg K (9)	23	Avg 3rd (8)	21.5
Avg 1 st (8)	21.6	Avg 4 th (9)	22.8
Avg 2 nd (8)	21.4	Avg 5 th (7)	21.8

At JGMS there are six core classes with 26 to 28 students. Enrichment classes are high – around 34 students.

At BHS, 23 major classes have over 25 students.

Mr. Sills also presented class size information from FY'10 to FY'15. There has been growth in the number of major classes over guideline. Last year (FY'14) there was a drop in this trend due to smaller numbers of students and additional FTE.

Mr. McAllister said that there is a very real need for more teachers as demands for individualized teaching increases and enrollment increases as well.

Ms. Seibert said that it is evident that there is still a need for more staff at the high school and that it has been this way for many years.

Mr. Hafer said he notices that BHS does not have a lot of classes under ten students. He said there tends to be a perception that the high school has too many classes with too few students but clearly this is not the case.

Mr. Pierce suggested Mr. Sills continue to monitor Hanscom AFB housing to help with projecting class size.

6. Reserve Fund Transfer

Mr. Coelho reported that in September and October, the School Department paid \$42,000 per month in transportation costs for homeless students. Therefore, he expects that the yearly cost will be \$360,000. Last year, the district spent \$162,000 and we are still waiting on the reimbursement that will likely come to the town in March. Therefore, he suggests doing a reserve fund transfer for this year's allocation.

Mr. McAllister asked if the \$360,000 cost is the full amount or Bedford's share. Mr. Coelho said yes it was Bedford's share.

Mr. Pierce asked why we would not use the School Committee reserve funds. Mr. Sills said that the state will reimburse the town, not the school department so it makes sense to use town reserve funds.

Mr. Steele, a member of the Finance Committee in the audience, asked why the state reimburses us only 98% and not a 100% of the costs incurred. Mr. Coelho said it was due to the fact that reimbursements are subject to appropriations and actual costs often come in at a different amount.

Mr. Sills reminded the School Committee that the State has promised to not backfill families as families begin to move out of the Bedford shelter.

Ms. Seibert made the following motion:

MOVED: That the School Committee request from the Finance Committee a zero fund transfer up to \$360,000 for McKinney-Vento transportation costs.

MOTION SECONDED by Mr. Hafer

MOTION APPROVED: 4-0

7. Superintendent's Report

State Rep Gordon and Senator Barett have been advocating for town and district funding by seeking codification of the impact aid. Mr. Sills expects a strategic shift in this effort that will involve the Veteran's Administration.

The district-wide Equity Committee will be meeting again.

Bedford High School was recognized by the Boston Globe for its degree of diversity within the school.

8. Minutes

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the minutes from the Executive Session meeting on May 14, 2014.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the minutes of the May 21, 2013 School Committee meeting.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the minutes of the June 11, 2013 Executive Session meeting.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the minutes of the September 10, 2013 Executive Session meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the minutes of the September 24, 2013 Executive Session meeting as amended

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

9. Future Agenda

The Capital Budget will be discussed. Mr. Sills will present his goals.

10. Adjournment

Mr. Hafer made the following motion:

MOVED: Motion to adjourn at 9:15 p.m.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0-1

Roll Call Vote:

Mr. Pierce	Yes
Mr. Hafer	Yes
Ms. Seibert	Yes
Mr. McAllister	Yes
Ms. Guay	absent

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE
October 22, 2013
Exhibits/Documents

- Draft of Bullying Prevention Policy update File:JICFB
- FY15 to FY20 Capital Budget Request
- Class Size Report Presentation 2013-2014
- Draft of School Committee meeting minutes of

Executive Session May 14, 2013
May 21, 2013 School Committee Meeting
Executive Session June 11, 2013
Executive Session September 10, 2013
Executive Session September 24, 2013

BEDFORD SCHOOL COMMITTEE
Executive Session
October 22, 2013