

**BEDFORD SCHOOL COMMITTEE**  
**MINUTES OF**  
**October 8, 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, Mr. McAllister and Ms. Guay.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills asked for approval of the annual 8<sup>th</sup> grade field trip to Washington DC. This will be the 38<sup>th</sup> year this trip will be taken by 8<sup>th</sup> grade students. The cost to participate is \$669 per student. It is open to all 8<sup>th</sup> grade students and financial assistance is available to those who need it.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the Washington D.C. trip for 8<sup>th</sup> grade students on May 27-30, 2013 at no cost to the school.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Mr. Sills announced the following informational items:

Appointments:

Lexii Zhang	Teaching Assistant	Davis
Michael McKinney	Teaching Assistant	Davis
Samuel Martin	.5 Custodian	Middle
Michael Zuffanti	Floating Custodian	System

Extra Curricular Appointments:

*High School*

Sara Pelczar	Marching Band Drill Instruction
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*Middle School*

Marilyn Bemis	Honor Society Co-Advisor
Pat Steven	Honory Society Co-Advisor
Evan Grunwald	Instrumental Advisor
Amy Budka	Jazz Band Adviro
Lisa Fontaine-Rainen	Mathematics League Co-Advisor
Karen Burstein	Mathematic League Co-Adviro
Amy Budka	Vocal Advisor
Amy Budka	Musica Theater Director
Barbara Ferri	Musical Theater Co-Director
Jaime Smith	Musical Theater Co-Director
Linda Aiken	Musical Theater Conductor
TBA	Musical Theater Choreographer
Denise Breakall	Newspaper Club Advisor
Renee Anderson	Peer Mediation Co-Advisor
Roseanne Ham	Peer Mediation Co-Advisor

Libbey Hunnewell	School Council Co-Advisor
Lauren Noferi	School Council Co-Advisor
Barabar Ferri	Science Club Co-Advisor
Heidi Scaltreto	Science Club Co-Advisor
Joe Casey	Washington D.C. Trip Coordinator
Libbey Hunnewell	Yearbook Advisor

#### **4. Presentation: Draft of the FY15 Capital Budget Request**

Mr. Sills presented an overview of the FY15 Capital Budget proposal. He presented the major categories and projected six years out. The categories he used were Space Modifications, Security, Information Technology, Energy, FF&E Facilities, FF&E School, and Facilities Maintenance.

##### Space Modifications

The proposal for space modifications is driven by increasing enrollments. For example, Davis School Kindergarten enrollment grew from 158 in FY13 to 203 this year. Mr. Sills said he is doing a survey and tracking real estate sales to see if this increase is a one-time event or a trend. However, Mr. Sills noted that to be on the safe side, he needs to plan for another large kindergarten class next year. There is also a need for another first grade class since the large kindergarten class will be moving up.

The proposal at Davis includes creating two new classrooms by rearranging existing space and to do some renovations. For example, the music room will be combined with adjacent office space to create a new classroom. Also, the Occupational Therapy space needs to be expanded by utilizing and renovating one of the pods.

Mr. Sills explained that Lane School needs a little bit of reorganization in order to have another classroom. JGMS on the other hand needs storage units for musical instruments. Currently the instruments are not properly stored and take up valuable space and are vulnerable to breakage and loss.

Mr. Jones estimates the cost for these space modifications is approximately \$90,000.

Mr. Pierce said it would be helpful to see schematics for the proposed changes and Mr. Hafer asked to see the detail sheets. Mr. Jones agreed to provide both.

Mr. McAllister asked if Davis School has used the pods as originally envisioned. Mr. Sills said not in recent years but Principal Benoit said she would like to see some of the pods used for cross collaboration.

##### Building Maintenance

Mr. Sills said that the budget for bundled internal painting and flooring for FY15 will be \$71,000. This will keep the buildings in the same condition as they are now. Mr. Jones recommends pushing out exterior painting to 2016.

Mr. Jones discussed various other facility projects that are on the proposal. Mr. Sills agreed to get more information on these projects to help determine whether they are still viable projects.

##### Security

Mr. Sills explained that the FY14 budget covered securing the front doors at all the school buildings, installing panic buttons, improving the access system at BHS, and completing some internal building access modifications. The FY15 budget request will have funding for having the windows of the buildings coated with a protective film and for access upgrades at the rear of Davis and Lane School buildings.

Mr. Jones said that security systems (motion detectors and glass breaking) at Davis and JGMS are up for renewal. Therefore, it is a good time to evaluate whether we keep the same or change systems. Do we add external video surveillance instead?

Mr. Sills said about five years ago, a study was done on whether we should install cameras at the schools. The community said no. However, Mr. Sills now feels that external cameras may be a good deterrent. He suggested looking back over the past five years to see what has happened at the buildings (vandalism, etc.) to justify spending money on surveillance cameras.

Mr. McAllister asked if the current intrusion system was adequate or not. Mr. Jones said we have never caught anyone vandalizing the buildings with the existing intrusion system. He also noted that our insurance deductible has risen significantly. He believes video surveillance systems will help catch a vandal or intruder.

Mr. Sills said we could think about piloting a partial surveillance system to see how it feels.

Mr. Jones said he will get more information on surveillance systems if this is something the School Committee wants to consider.

#### Technology

Mr. Jones said it is important to keep in mind the importance of infrastructure not only for instructional technology and personal computing devices but also for building and administrative systems. Today, everything – phone systems, fire systems, security systems, etc. all require updated and reliable network infrastructure.

Mr. Sills then reminded the School Committee of Mr. Mangan's recent discussion on the need and costs of a new press box. Mr. Sills said that use of a lift rather than a permanent press box structure is not a feasible option for the long term. The cost for constructing a new press box is estimated to be \$99,500. Mr. Sills believes that having a press box is important to BHS.

#### Instructional Technology

Mr. Sills explained that Davis School has little working instructional technology in the pods. The bulk of the equipment they have is ten years old and cannot handle new programs. Teachers will not use it. However, the equipment in the computer lab works well and is used appropriately. Mr. Sills said that children are missing important learning opportunities. Smartboards are key to interactive learning, especially at the elementary level. Mr. Sills further explained that the wireless infrastructure at Davis, Lane and JGMS needs updating.

Therefore, the Capital Budget proposal has Smartboard replacements beginning in FY16 and infrastructure upgrading proposals for JGMS, Lane and Davis beginning in FY15. Also, a switch replacement will be required at BHS in FY17. Technology upgrades will drop after FY17. Mr. Sills suggested presenting these upgrades to the town as a possible three-year project at an estimated cost of \$1,063,000. Mr. Sills wondered if this could be a bonded bundle project.

Ms. Guay asked if kindergarteners across the state are getting Smartboards. Mr. Sills said yes that it is the trend.

Mr. McAllister suggested looking at Smarttables for kindergarten.

Mr. Pierce explained that at the next School Committee meeting on October 22<sup>nd</sup>, Mr. Sills will present his priorities and then hopefully be ready to present to the CEC on October 23<sup>rd</sup>.

Mr. Hafer said that the School Committee should not recommend a project for bonding that this is up to the Finance Committee to determine.

Mr. Pierce asked Mr. Sills to consider the big picture when we decide to invest in technology. The School Committee needs to understand what needs may arise in the future as a result of these investments.

### **5. Superintendent's Report**

Mr. Sills said at the recent meeting at the town hall, he presented information in an attempt to dispel rumors and concerns about the lower rating of Bedford Public Schools in Boston Magazine. He presented information on MCAS. The feedback he has since received has been positive. People understand that the quality of schools is improving.

Mr. Sills along with State Representative Gordon, Town Manager Rick Reed, and Mr. Rich Bowen from the town's Finance Committee met with state housing authorities and they have since pledged not to place any new homeless families in Bedford and will take deliberate steps to place current homeless families in permanent situations.

Ms. Guay said that there is a lot of misinformation out there. People were happy to learn more about our schools at the meeting. She thinks people walked out of the meeting knowing more and feeling good about the schools.

### **6. Liaison Reports**

Ms. Guay said that the Bedford Community Partnership met last week.

Mr. Pierce reported that the Hanscom Task Force has two hearing coming up with legislative people to discuss permanent funding.

### **7. Minutes**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes of the May 7, 2013 School Committee meeting as amended.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes from the May 14, 2013 School Committee meeting as amended.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

### **8. Future Agenda**



**BEDFORD SCHOOL COMMITTEE**  
**October 8, 2013**  
**Exhibits/Documents**

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**BEDFORD SCHOOL COMMITTEE**  
**Executive Session**  
**October 8, 2013**

- Draft of minutes from the May 7, 2013 School Committee meeting.
- Draft of minutes from the May 14, 2013 School Committee meeting.