

**BEDFORD SCHOOL COMMITTEE**  
**MINUTES OF**  
**June 11, 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 Mr. McAllister, Ms. Guay, Mr. Hafer and Ms. Seibert. Mr. Ben Driscoll, student representative, was also in attendance.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills asked for approval for the annual football camp outing to be held August 21-24, 2013 in Camp Winaukee, New Hampshire for members of the football team in grades 10-12.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the field trip request for football players in grades 10-12 to travel to Camp Winaukee on August 21-24, 2013 in order to participate in the annual football camp at no cost to the school department.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Mr. Sills also asked for permission for the football team to travel overnight to Martha's Vineyard for a preseason football game against Martha's Vineyard high school.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the request for the football team (not freshmen) to travel to Martha's Vineyard on September 6 -7, 2013 in order to play a preseason football game against Martha's Vineyard high school at no cost to the school department.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Mr. Sills asked the School Committee to approve the addition of another kindergarten teacher for the 2013-2014 school year due to larger than expected kindergarten enrollment. Right now, enrollment for kindergarten is 183. There is also a need for another 1.0 Teaching Assistant due to an increase in move-ins of special education students. This Teaching Assistant will also provide general classroom support. Mr. Sills explained that Davis will do some reorganizing to make room for this extra kindergarten classroom.

Mr. Hafer asked how this will effect the budget. Mr. Coelho said that there have been some savings in salaries due to retirements and new hires. This money will be used as well as some funds from the School Committee reserve fund.

Mr. Sills said he does not expect this large class to be a trend but will do further research.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the addition of full time Kindergarten Teacher and a full time Teaching Assistant for the 2013-2014 school year.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Mr. Sills presented an updated job description for the Learning Strategies Teacher position at the middle school. He explained that this position is now more robust. He also presented an updated job description for the Integrated Preschool Program Coordinator. Mr. Sills explained that the lead teacher has functioned as a Coordinator and this new description accurately reflects her duties. There is no increase in pay.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the job description for Learning Strategies Teacher.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the job description for the Bedford High School Integrated Preschool Program Coordinator.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Mr. Sills announced the following informational items:

*Transfer*

Lynda McGraw from Middle School English teacher to Middle School librarian.

*Appointments*

Marcy Beinert	Adjustment Counselor	Middle
Aimee Chase	.6 Ell Teacher	Lane
Lynn Armstrong	.4 Reading Specialist	Lane
Emily Antul	Foreign Language Teacher	High
Lisa Wolf	Science Teacher	High
Alysse Bridenbecker	Kindergarten Teacher	Davis
Jessica Lord	.6 Mathematics Teacher	High
Jennifer Naylor	Skill Center Teacher	Middle

*Resignations*

Jason Valdes-Greenwood	Early Childhood Coordinator	Davis
Pamel Radler	Special Education Teacher	Lane
Kristen Gobiel	.6 SOS teacher	Middle
Sandra Smith	.6 SOS teacher	Middle
Elizabeth Goldman	Adjustment Counselor	Middle
Shawn Ayala	Educational Assistant	Middle
Matthew Ryan	Teaching Assistant	High
Nuri Barlis	.6 Teaching Assistant	Davis

#### **4. Energy Conservation and Recycling Policy**

Mr. Sills explained that the Town Recycling Coordinator is working on a grant to allow time to visit schools and to help with the school's recycling efforts. Mr. Sills presented a Recyclable Materials Policy for review. Mr. Sills explained that the purpose of the policy is to formalize the school's recycling efforts and to apply for a grant.

School Committee members said they were comfortable with the policy.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the Recyclable Materials Policy as amended to include legal reference.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

#### **5. Superintendent's End of Year Report**

Mr. Sills presented the complete end of year report on district goals to the School Committee. He also presented a more evaluative summary on his progress towards meeting the district goals. A few highlights of this evaluative summary follow (while the entire summary can be found online):

Goal: Building a New Leadership Team                      B+

Mr. Sills is pleased with the synergy of the new leadership team.

Goal: Ensure Common Core Alignment and Curricular Coherence                      B

Mr. Sills said that the district is 80% complete towards meeting the common core alignment. Deadlines have been established for completing work at the elementary level.

Goal: Curriculum and Instruction                      B-

Vertical alignment in ELA and Math is good but more work is needed in the areas of social studies and science.

Goal: Further develop district collaboration in support of rigor, consistency and higher order thinking                      B

Goal: Continue to integrate global education across the curriculum.                      B+

Mr. Sills said there is a lack of systemic focus.

Goal: Implementing new writing curriculum at Davis.                      B

Goal: Refining Davis's 90-minute literature block and 30 minute intervention.                      B

Goal: JGMS revise choice class structure.                      A

Goal: Further develop faculty commitment to create "minds on" student centered instruction. B+ More work is needed on district-wide understanding of this goal and to expand best instructional practices.

Goal: Begin to review the frequency and quality of formative assessments.                      B

Goal: Make it common practice for all grade level/subject teachers to analyze student data to inform instruction.                      B+

Goal: Implement the new Educator Evaluation System B+  
Trained faculty and adjusting contract language to reflect Bedford.

Goal: Technology Integration A+ effort C+ implementation  
Year 2 of Ipad initiative has uneven results but expectations have been defined. Insufficient infrastructure and resources especially at the middle and elementary levels.

Goal: Ensure Educational Equity B  
Year 2 of Tenacity Challenge was a success. The Summer Math Institute was also successful. EEC will be district-wide.

Goal: Strengthen Student and Academic Support Programs A  
Tier II and III interventions are available. SPED and regular education collaboration has been expanded.

Goal: Secure Budget and Address FY14 needs. A  
Obtained Finance Committee support for 4.35% increase over FY13. Received Town Meeting support.

School Committee members had a few comments and questions for Mr. Sills.

Ms. Guay asked if the science and social studies alignment would be done by next year. Dr. Jackson said yes, by January or February it should be complete. Mr. Sills noted that the global focus will continue over the next several years.

Ms. Guay asked if Mr. Sills expected better technology integration at the high school next year. Mr. Sills said yes because all students and all faculty will have iPads.

Ms. Guay suggested that Mr. Sills not overlook the lower income as a “group” to study in terms of improving the achievement gap. Mr. Sills agreed and said that a lot of work is being done with this group of students and it will continue.

Ms. Guay suggested using out-of-district school expertise to help with professional development of regular education teachers.

Ms. Seibert asked if Mr. Sills encountered any surprises while grading his progress towards meeting district goals. Mr. Sills said no, no surprises.

Mr. Hafer thanked Mr. Sills for evaluating himself. He asked Mr. Sills to continue to prioritize and to focus on these goals.

Mr. Pierce asked if Mr. Sills expected to change the format of the goals. Mr. Sills said yes. He would like to link the goal to the strategies more closely.

Mr. Pierce suggested adding time line expectations.

## **6. Field and Facility Dedication Policy**

The School Committee reviewed the proposed policy on naming school facilities. Mr. Sills proposed expanding the existing policy to include fields, school grounds, and parts of the building (i.e. the library).

Ms. Seibert said she was concerned about defining school grounds as part of this policy. School grounds include fields that are a fluid asset. Does the school really have power over the school grounds?

Mr. Hafer said he thinks schools are town buildings and that we have named schools, libraries etc. as a town. He suggests clarifying the policy so that it states that the School Committee will ask the town for buy-in on names. He suggested that this might be done by using an ad hoc committee. He did not think a public hearing would be necessary. Mr. McAllister agreed.

Mr. Pierce said an ad hoc committee should include historical participants too and that the School Committee would have to have a 75% approval of a final vote, not a simple majority.

The School Committee agreed that there is a need for a policy. Members agreed to add comments and edits to Mr. Sills by the end of June and that this issue will be revisited in the fall.

Ms. Seibert suggested looking into what other towns have for naming policies.

## **7. Security Task Force**

Mr. Sills updated the School Committee on school safety and security recommendations from the Security Task Force. Mr. Sills prioritized recommendations include:

### **Technical/Capital Improvements**

Priority 1 -Door security enhancements all schools	\$59,671
Priority 2 - Anti shatter glass film on all front doors and on lower café windows at all schools	\$2,321 \$6,109
Priority 2 Fans at Davis and Lane	
Priority 2 – Swipe card readers	\$19,000
Priority 2 Fans for gyms and unairconditioned rooms	\$4,382
Priority 3 Install panic buttons in main offices	\$24,592
Total	\$116,075 (to be completed during 2012 – 2015)

Mr. Sills said procedures such as those below have to be ironed out.

- Continue to improve on early identification capacities and student support services.
- Devise new protocols/consequences for students or faculty propping open doors.
- Devise new protocols for admitting visitors.
- Devise new protocols for student release at Davis and Lane.
- Explore Safe Routes to Schools as source of funding.
- Adopt ALICE crisis response protocol for district wide in age appropriate ways.

Mr. Sills said he is not recommending applying shatterproof film on all windows at all schools since it will be very expensive, nor does he support installing open door alerts at Davis, Lane and JGMS. This too would be very expensive and can be addressed by clearly enforced procedures and regular custodial attention.

Members of the School Committee asked whether the Committee votes on adopting new crisis response procedures such as ALICE. Mr. Sills said no, a vote would not be required but the School Committee could vote on crisis manuals and curriculum changes.

## 8. School Committee Action Items

### *Signatory Delegation for Summer Projects*

Mr. Coelho explained that over the next few weeks, the Facilities Department will be preparing bids and contracts for a variety of work to be completed over the summer at the various school buildings.

After reviewing a list of potential projects, Ms. Seibert made the following motion:

**MOVED: That the School Committee, in order to expedite anticipated summer projects described in a memorandum dated June 7, 2013, allow the Director of Finance to sign contracts up to \$10,000, the Superintendent to sign contracts up to \$24,999 and the School Committee Chair to sign contracts for anything greater than \$25,000 until September 10, 2013.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

### *Mudge Fund Use for Athletic Facilities*

Mr. Sills is asking the School Committee to use funds from the Mudge Fund to study and prepare drawings for a new press box since the current one has been condemned. Mr. Sills noted that the press box is used to film football games that this is vitally important to the program. He thinks the use of the press box will be expanded once we have the turf field installed.

Ms. Seibert said she does not think Mudge Funds should be used for drawing or construction.

Mr. McAllister wonders if it is truly necessary to have a press box. Is it a “nice to have” or is it truly needed? He thinks it seems like a luxury item.

Mr. Sills said he feels that a press box is necessary and important to the football program.

Ms. Guay said she would like more information on the importance of a press box.

Mr. Pierce said he does not think the Mudge Fund should be used for capital items. He agrees that the Committee needs more information on the justification of a new press box. Maybe CPA funds could be a source of funding.

Mr. Coelho said that the Mudge Fund earns \$4-9,000 in interest per year. “It is a last resort source of funds for athletics.”

Mr. Hafer thinks we should use Mudge Funds on things that make an impact on our athletic programs.

Mr. Sills said he will ask the Athletic Director for a list of unfunded items and to prioritize these items for the School Committee to consider use of Mudge Funds to support.

### *Surplus List*

Mr. Coelho presented a list of surplus equipment and furniture in a memorandum dated June 7, 2013. He asked the School Committee to formally declare these items as surplus so he could begin the process of selling, donating or disposing. Money raised goes back into the town's general fund.

Ms. Seibert made the following motion:

**MOVED: That the School Committee declare the list of items in the memo dated June 7, 2013 as surplus.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

#### *Reserve Fund Transfer*

Mr. Coelho explained that through April, the district has spent \$132,573 on transporting displaced students back to original home district school. He projects that the year-end amount will be \$164,232, which is \$104,232 over budget. He is asking the School Committee to vote a transfer of reserve funds up to \$104,232 to cover these expenses. He would also like the School Committee Chair to have the authority to sign.

Ms. Seibert made the following motion:

**MOVED: That the School Committee vote to request up to \$104,232 for a reserve draw transfer from Bedford Finance Committee to cover extraordinary costs to provide transportation to displaced students housed in Bedford and attending their original home district school.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Ms. Guay suggested that State Reps and Congress are aware of these expenses. Mr. Sills said he would be sure to do this. He noted that right now, Bedford has 4% of the state's homeless living here.

#### *IPad Leases*

Massachusetts has new IT leasing vendors and Bedford has received leasing bids from several on this list. They are all lower than the earlier lease agreements. Therefore, Mr. Coelho recommends entering into an agreement with IBM Credit, who has the lowest bid on the approved list.

Ms. Seibert made the following motion:

**MOVED: That the School Committee authorize the school department to negotiate a 36 month lease with IBM Credit for leasing of iPads and hardware peripherals, at a cost of \$47,779.59 and to authorize the Chairperson of the School Committee to sign any required contracts with the vendor on behalf of the School Committee.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

### **9. Superintendent Evaluation**

As part of the Educator Evaluation System, the School Committee evaluates the Superintendent on professional practice. This is a public process, so Mr. Sills will post it on the web.

Mr. Sills discussed the goals in his evaluation:

1. Carry out effective entry and direction setting process

2. Maintain momentum of district during transition.
3. Ensure effective participation in new Superintendent Induction Program
4. Implement Educator Evaluation System in ways that advance our district's key mission.

School Committee members saw these goals earlier and made comments on Mr. Sill's professional practice, using four standards. Mr. Pierce noted that the general feeling is that Mr. Sills is overall rated as proficient. Also, his self-directed growth plan is moving forward.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the evaluation of Mr. Sills for the year 2013, dated June 11, 2013.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

### **10. Liaison Reports**

Ms. Seibert noted that the CEC met last night to review the asset management process software. The goal is to have all departments in town use this system. The goal is to develop a long-term asset management plan for the town.

Mr. Hafer said that BEF is still looking for new members. There is a meeting tomorrow morning.

### **11. Minutes for Review**

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the minutes of the March 12, 2013 School Committee meeting as amended.**

**MOTION SECONDED by Mr. McAllister**

**MOTION APPROVED: 4-0-1**

**Roll Call Vote:**

<b>Mr. Hafer</b>	<b>Yes</b>
<b>Mr. Pierce</b>	<b>Yes</b>
<b>Ms. Seibert</b>	<b>Yes</b>
<b>Mr. McAllister</b>	<b>Yes</b>
<b>Ms. Guay</b>	<b>abstained</b>

### **12. Future Agenda**

A meeting will be posted for the summer. The first meeting for next school year will be September 10, 2013.

### **13 Adjournment**

Ms. Seibert made the following motion:

**MOVED: Motion to adjourn at 11:00 to Executive Session to discuss salary negotiations for non-union personnel, not to reopen.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 5-0**

**Roll Call Vote:**

<b>Mr. Hafer</b>	<b>Yes</b>
<b>Mr. Pierce</b>	<b>Yes</b>
<b>Ms. Seibert</b>	<b>Yes</b>
<b>Mr. McAllister</b>	<b>Yes</b>
<b>Ms. Guay</b>	<b>Yes</b>

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School Committee Secretary

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Date

**BEDFORD SCHOOL COMMITTEE**

**June 11, 2013**

**Exhibits/Documents**

- Draft Job Description for Learning Strategies Teacher
- Draft Job Description for Integrated Preschool Program Coordinator
- Draft of Bedford Public Schools' Recyclable Materials Policy
- Bedford Public Schools Goals and Objectives dated September 2012 report with evaluative summary.
- Presentation of Bedford Public Schools District Goals – End of Year Assessment
- Draft of Naming New Facilities policy
- Memo regarding Mudge Fund Use dated June 5, 2013
- Memo regarding Surplus equipment dated June 7, 2013
- Draft of School Committee minutes dated March 12, 2013

**BEDFORD SCHOOL COMMITTEE**  
**Executive Session**  
**June 11, 2013**