

BEDFORD SCHOOL COMMITTEE
MINUTES OF
October 23, 2012
Bedford High School - Large Instruction Room

1. Call to Order

At 7:35 p.m., Ms Bickford called to order the meeting of the Bedford School Committee. Other members present included Mr. Hafer, Ms. O’Gara, Mr. Pierce, Ms. Seibert and Ben Driscoll, student representative.

2. Comments from the Public

None

3. Personnel Report

Mr. Sills asked the School Committee to consider approving the annual field trip to Washington D.C. for 8th graders. This trip will take place from May 28th through May 31st and is open to all eighth grade students. The cost is \$634 per pupil and financial aid will be available to those in need. The trip is organized by World Strides, the same organization that has been used in the past. Mr. Joe Casey is the coordinator. This will be the 38th year that students from JGMS have participated in a trip to Washington D.C.

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the field trip request by Mr. Joe Casey for the annual eighth grade trip to Washington D.C. on May 28 – 31, 2012 at no cost to the school department.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

Mr. Sills announced the following informational items:

Appointments:

Donna Pappalardo	.6 Math Coach Interventionist	Lane School
Lindsey Goodhue	Teaching Assistant	Middle School
Barbara Kerley	Food Service Worker	Davis School
Judith Kelly	.6 Library Educational Assistant	High School

Coaching Appointments

High School

Beth Billouin	Cheerleaing
Joseph Pike	Indoor Track – Head Coach
Sophia Grammenos	Indoor Track – Assistant
Jim Byrnes	Varsity Boys’ Basketball
Vin McGrath	Co-JV Boys’ Basketball
Tom Brinklow	Co-JV Boys’ Basketball
Jeff McGrath	Co-Freshman Boys’ Basketball
Matt Hagar	Co-Freshman Boys’ Basketball
Matt Ryan	Varsity Girls’ Basketball
Jim Greenwood	JV Girls’ Basketball
TBD	Freshman Girls’ Basketball
Rich Carson	Rifle
Mark Fontas	Varsity Ice Hockey

Peter Dion	Assistant Varsity Ice Hockey
Dottie Blake	Varsity Swimming
Megan Asp	Assistant Swimming
TBD	Varsity Skiing
Amanda Rabesa	Athletic Trainer

Middle School:

Akil Mondesir	Co-Boys' Basketball
Tyrell Newton	Co-Boys' Basketball
Jim Nagle	Girls' Basketball

4. Class Size Report and Enrollment Projections

Mr. Sills presented a copy of the NESDEC enrollment projection completed in 2009-2010 and noted that it has turned out to be a reliable predictor, especially in the aggregate. He pointed out how the large class bubble in 2009 has moved through Davis and is now at Lane School. Davis and Lane schools have met NESDEC projections. The high school however, does show some disparities with a steeper than predicted growth. He also noted how the changing character of our enrollment, especially the increasing ESL population, is causing a need to reconfigure some space in our school buildings.

Mr. Sills said that disparities in actual enrollment versus the projected enrollment will affect the operational budget rather than the capital budget. Davis and Lane schools have class sizes that fall within the school's target. Mr. Sills explained that we do not need to build additional space at Davis School as previously recommended. The projected need for children with autism has not occurred. One renovation at Davis is desired – the reconfiguring of the Green Pod into another ESL classroom and storage space and will be put on the 2014 capital project list.

Lane School will not need a projected addition either. Mr. Sills is recommending some reconfiguration projects at Lane including a conference room capable of accommodating IEP meetings in the main office.

Mr. Sills said that there are some concerns about the size of classes at the high and middle schools. At JGMS there are 49 classes over 25 students. Mr. Tracy believes that many of these overages are in “specials” and are due to scheduling problems rather than inadequate staffing. There are however four core academic core classes over 25. There are some significant renovation needs to accommodate needed programs. First is the creation of a skills center and the creation of a small ESL classroom/office and a storage area.

The High School has seen the size of classes climb over the last three years. There are 46 classes over 25 students. This is problematic in terms of classroom space and the ability of students to participate in class discussions or to have questions answered. It is also a large student load for many teachers, some in excess of 120 students. “Teachers cannot review 120 essays and projects adequately.” Mr. Sills concluded that there is a critical need for more teachers and space constraints are just starting to appear. He estimates that a minimum of two full-time teachers are needed. He also believes that the Guidance Department needs to add another Counselor (.6).

The School Committee had some questions and comments on Mr. Sill's presentation.

Mr. Pierce asked Mr. Coelho to please compare projections of the new students from new building developments with the Planning Board's original predictions. Mr. Coelho agreed.

Mr. Sills noted that Hanscom enrollment has rebounded this year but overall it is hard to predict.

Ms. Bickford asked Mr. Sills if he knew what is keeping the high school population up, besides spikes in Hanscom. Mr. Sills did not really know.

Ms. Bickford asked Mr. Coelho to continue the enrollment predictions through 2025. She would like to follow the large class currently at Lane through to graduation.

Mr. Hafer asked if schedule inefficiencies were increasing at the High School. Mr. Sills said yes, but adding staff will help address this problem as well.

Mr. Coelho noted that it would not be necessary to do another full enrollment study since the study completed in 2009 is pretty much on target. He will follow the trends carefully and watch Hanscom enrollment. Mr. Sills noted that the schools's will also carefully follow the number of building permits issued.

Mr. Sills summarized his priorities to address space needs due to the increasing enrollment and changing character of our enrollment:

FY' 14	Renovate JGMS itinerate teacher's room to skills center	\$18,600
FY' 14	Create a partition at Lane School in Room 215	\$27,500
FY' 14	Reconfigure Davis School's Green Pod	\$56,650
FY' 14	Expand Lane School Conference Room	\$19,360
FY' 14	Remove kitchen's in JGMS Special Ed rooms	\$6,050
FY' 14	SPED reconfiguration at JGMS	<u>\$8,000</u>
		\$159,360

Mr. Sills also asked the School Committee to consider changes at the high school. Namely, converting the computer labs, when all students have iPads next year (\$20,700). He noted that the iPad investment can be considered space cost avoidance (\$140,000).

Ms. Seibert asked Mr. Sills if she was correct in saying that the School Committee no longer recommends going forward on \$4.6 million in additions and in its place is recommending approximately \$320,000 in renovations projects. Mr. Sills said that this was an accurate summation.

Ms. Seibert asked Mr. Jones if all of these projects could be done at once. Mr. Jones said that Lane School would be the trickiest because it involves classroom space. He said it could be done in the summer, but we will not have any money to do it until July 1st. Some work can be done without disturbing the students.

Mr. Hafer said that the list seems like it is all needed for next year, but the projects have to get on the capital budget priority list. He is hesitant to add money to change the computer lab space due to the iPads to the Capital Expense budget.

Mr. Pierce agreed that some of the costs may need to come from the operational budget rather than the Capital Expense budget. Mr. Coelho agreed to review.

Ms. Bickford said that there is an application in process with the MSBA (for work at Davis School) and this should be officially withdrawn at the next meeting.

Ms. Bickford and Ms. Seibert suggested looking into bundling some of the capital items in a separate article for spring Town Meeting rather than prioritizing the different priorities.

6. Capital Budget Approval

School Committee members received an updated list of capital projects in priority order and detailed back up sheets from Mr. Jones. Mr. Jones explained that the detail sheets are in a new format this year due to the new software that the town is using. Ms. Bickford noticed this and asked if the description of “automatic generated renewal” was an appropriate description for the JGMS intercom system, a system that is failing. Mr. Jones agreed that this was not a good descriptor and that the software was a little quirky. He advised the School Committee to rely on the description.

The School Committee then reviewed the prioritization for FY14 Capital budget as presented on the report dated October 19, 2012 (with out any renovation projects.) A few comments included:

Mr. Hafer suggested deferring the JGMS/Lane wireless expansion to another year. Mr. Sills agreed but asked if he could wait until he received some additional information on the laptop migration plan to see if they could move to JGMS without adding access points. Mr. Hafer agreed.

Mr. Hafer asked if it really made sense to put building maintenance items below efficiencies? Mr. Jones said yes, except those at Lane School.

Mr. Pierce said that he would like basic maintenance items to be bundled (painting, carpeting). Mr. Jones agreed.

Ms. Seibert suggested packaging the energy efficiency projects with the Town’s efficiency projects. Mr. Jones agreed.

Mr. Hafer suggested moving the video camera for the Superintendent’s office to the bottom of the list. School Committee members agreed.

School Committee members amended the priority order of the projects on the FY14 School Department Projects by Department dated 10/19/12 (with out renovations).

Mr. Hafer made the following motion:

MOVED: That the School Committee approve the following priorities on the October 19, 2012 FY14 School Department Projects by Departmental Priority as amended:

#1	JGMS Intercom System	\$55,000
#2	JGMS Network Switch Upgrade	\$68,436
#3	Photocopier replacements	\$29,520
#4	Add'l JGMS Smartboard install	\$12,900
#5	Lane Smartboard install	\$31,500
#6	Walk-in Freezer	\$36,755
#7	Press Box renewal	\$16,000
#8	Auditorium/Stage Equip at JGMS	\$24,951
#9	Lane hot water heater	\$23,000
#10	Acoustic Treatment in Lane Café	\$17,250
#11	Custodial Equipment Davis	\$9,130

#12	Custodial Equipment Lane	\$9,130	
#13	Lane interior paint	\$28,236	
#14	Energy Efficiency at JGMS	\$19,556	
#15	Energy Efficiency at BHS	\$11,000	
#16	Lane HVAC recommissioning	\$52,377	
#17	Davis gym paint	\$4,560	
#18	Davis library/computer carpet	\$29,024	\$
#19	BHS interior paint	\$40,330	
#20	JGMS interior paint	\$24,471	
#21	carpeting renewal at Lane	\$29,679	
#22	JGMS wireless expansion	\$22,000	
#23	Superintendent's Camera Sys	\$5,841	
#24	Davis HVAC controls upgrade	\$169,442	

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 5-0

Ms. Bickford said that the School Committee will meet with the Capital Expenditure Committee on October 31st to discuss the priorities, enrollment changes and space reconfiguration plans.

7. Presentation by Outdoor Recreation Area Study Committee (ORASC)

Mr. Dave Sukoff, representing the Outdoor Recreation Area Study Committee (ORASC) presented a report to the School Committee. Mr. Sukoff explained that ORASC is a committee of nine volunteers, organized by the Selectmen, to study field inventory and usage in Bedford. Committee members include Dave Sukoff, Brian Bartkus, Tara Capabianco, Elizabeth Cowles, James Harrington, Michael Hayes, James Lespasio, David Powell, and Ronald Taylor.

The committee was charged with the following:

- Assemble a field inventory
- Ascertain best practices for shutting playing fields down for regeneration
- Develop comparison between Bedford and other communities
- Look supply and demand of field use in Bedford
- Develop field expansion plan (if needed)
- Provide cost estimates
- Research health and safety issues connected with synthetic turf

Findings of the ORASC report include:

- ORASC quantified the field inventory and noted that more than half of the inventory is on the school campuses.
- ORASC reviewed research on maintenance practices for grass fields and spoke to DPW employees. They concluded that Bedford is not following best practices for field regeneration because the supply of fields does not meet the demand.
- Bedford is on par with other towns in terms of supply for youth sports. BHS has significantly less fields available for the number of school teams than other DCL schools. However it is difficult to compare due to other town's having artificial turf.
- A review of inventory and demand concludes that there is a shortfall of approximately 1000 hours.
- Existing fields are over used (2.7 teams per field compared to 1.7 teams per field in other DCL towns)

- Fields quickly become unplayable due to overuse. There are large numbers of cancellations.
- Teams are not able to practice on fields. They squeeze practices in wherever possible including indoor gyms and parking lots.

The Committee unanimously felt that to address the supply shortfall, it would be best to put artificial turf on the Sabourin Football field. An estimated 600 hours per year of field supply will be generated, an immediate and significant impact. The Committee felt that this step is the first step and other measures would need to be taken, but the details have not yet been flushed out.

Mr. Sukoff noted that the Selectmen have indicated that CPA funds can now be used on existing fields that will help the town financially manage this option.

Mr. Sukoff also noted that the Board Of Health found no greater health risks associated with an artificial turf field.

Mr. Hafer thanked Mr. Sukoff for the presentation and for sharing the comprehensive report. He noted that he is a liaison with ORASC and with the Fields Partnership Committee. He thanked members of ORASC for all of their hard work in researching and preparing this report. He thanked them for putting numbers on the project that many parents in town know is a problem.

Mr. Hafer noted that ORASC is still looking for future phases of field development and would like to know how the School Committee feels on building fields on campus v. off campus.

Mr. Sukoff said that the Selectmen voted to approve putting turf on Sabourin field, four to one. He said they seemed very pleased with the work the Committee did and was pleased to see data to support the feeling that the town has a field shortfall.

Mr. Sukoff said that ORASC will work on Phase 2 of the plans for spring Town Meeting.

Mr. Hafer thanked the Selectmen for forming this committee.

Mr. Pierce thanked ORASC for quantifying the need. He suggested breaking down the hours of demand further – perhaps by schools and by season. Mr. Pierce also noted that demand increased due to new team offerings over the last twelve years by the schools and recreation departments.

Mr. Pierce noted that the financial analysis did not show turfing the field without improving the track. Mr. Sukoff said that this was true. The committee heard the track needed repair and they agreed it would make sense to do it at the same time.

Mr. Pierce said that the net cost to the town may end up being zero since there is revenue potential from fees. Mr. Sukoff agreed that there is a possibility that the project could end up paying for itself and will end up protecting other town assets (other fields).

Ms. O’Gara said it was a great report full of helpful data. She also wanted to point out that on page 29, that the report points out that overuse of existing fields causes school teams to practice and play on “blatantly unsafe conditions”. She also thinks this reports dovetails the earlier discussions tonight on our growing enrollment at the high school.

Ms. Seibert commented that the Capital Expenditures Committee wanted to see the artificial turf proposal on the warrant for the spring Town Meeting because they needed more information and that this project is being presented ahead of all of the other capital projects. She thinks it makes more sense to review the project in context of all the other town projects.

She also suggested doing an analysis of keeping Sabourin grass but regarding the field so other teams could use it as well. She wonders if the cost of electricity (by keeping the lights on later at night) will have a negative effect too.

Ms. Seibert asked how the proposal will mitigate Saturday morning soccer problems. Mr. Sukoff said that this proposal will help some but not fully. It will help by having better youth soccer fields because they will have time to rest and not be overused.

Ms. Bickford thanked Mr. Sukoff and the Committee for the tremendous amount of work. She said the PowerPoint charts were very effective and that quantification of supply and demand is impressive. She did suggest that there may be better comparative towns, but overall the critical part of the report is showing the supply v. demand in Bedford.

Ms. Bickford does wonder if two new turf fields on the St. Michael's land purchase would be a better alternative to one turf on Sabourin?

Ms. Bickford said that she expects that Town Meeting will focus on how this project fits in with the town's overall level of debt.

8. Superintendent's Report

None

9. Liaison Report

Mr. Hafer reminded everyone of the Bedford Education Foundation Winter reception being held on December 1st and noted that this is a major fundraiser of the organization.

10. Approval of Minutes

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes of the Executive Session meeting of the June 12, 2012 School Committee meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes of the Executive Session 2 meeting of the June 12, 2012 School Committee meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes of Reconvened Open Meeting of June 12, 2012 as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the Open Meeting of the July 19, 2012 School Committee meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the Open Meeting of the July 23, 2012 School Committee meeting as amended.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 4-0

Ms. Bickford	Yes
Mr. Hafer	Yes
Mr. Pierce	Yes
Ms. Seibert	absent
Ms. O’Gara	Yes

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes of the Executive Session meeting of the July 23, 2012 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 Open Meeting of the August 2, 2012 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 of the Open Meeting Session 1 of the September 4, 2012 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 of the Executive Session 1 of the September 4, 2012 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 of the Executive Session 2 of the September 4, 2012 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 of the September 4, 2012 School Committee meeting as amended.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

11. Adjournment

Ms. Seibert made the following motion:

MOVED: Motion to adjourn at 11:15 p.m., not to reopen.

MOTION SECONDED by Mr. Hafer

MOTION APPROVED: 5-0

Roll Call Vote:

Ms. Bickford	Yes
Mr. Hafer	Yes
Mr. Pierce	Yes
Ms. Seibert	Yes
Ms. O’Gara	Yes

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE

October 23, 2012

Exhibits/Documents

- **FY14 School Department Projects by Departmental Priority October 19, 2012**
- **Enrollment Projection Comparison NESDEC 2009-2010 vs. In-house Projections**
- **ORASC Report to Selectmen dated October 2012**

BEDFORD SCHOOL COMMITTEE
Executive Session
October 23, 2012