

**BEDFORD SCHOOL COMMITTEE
MINUTES OF
October 9, 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 and Ms. Seibert.

2. Comments from the Public

None

3. Personnel Report

Mr. Sills requested an increase in the ESL staffing at the High School and Middle School due to an influx of non-English speaking students. He is asking for a .2 increase, which will cost approximately \$8,776.

Mr. Pierce made the following motion:

MOVED: That the School Committee approve the .2 FTE increase in ESL at the High School and JGMS at a cost not to exceed \$8,776.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED: 5-0

Mr. Hafer asked if Mr. Sills had any ideas of whether this influx would continue, and Mr. Sills said he did not.

Mr. Pierce asked where the students were coming from. Mr. Sills said many are homeless. Mr. Pierce asked if the state was going to reimburse us, and Mr. Sills answered, “Not likely”.

Ms. O’Gara asked if the state was helping us with instruction. Mr. Sills said no. He said that the State is not providing teachers with training for ESL students.

Mr. Sills announced the following informational items:

Resignations

Nancy Gocht	Food Services	Lane
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Appointments

Brian Sheehan	Custodian	Middle
Elizabeth Johnson	.7 PE Teaching Assistant	Lane

Extracurricular Appointments

High School

Angela Allen	AFS Advisor
Barbara Barnett	Atmosphere Committee Advisor
Sean Mc Gowan	Chess Club Advisor
Bill Berlino	Drama Advisor
Gerry Peters	Drama Scenery Advisor
Chris Edris	Drill Team Advisor
Michael Griffin	Environmental Club Advisor

Jackie Surprise	Environmental Club Advisor
Lisa Flannery	Gay Straight Alliance Advisor
Justine Flora	Grade 9 Class Co-Advisor
Lisa Predaina	Grade 9 Class Co-Advisor
Evan Grunwald	Grade 10 Class Co-Advisor
Cassie Dresser	Grade 10 Class Co-Advisor
Scott Steif	Grade 11 Class Co-Advisor
Betsy Goetschius	Grade 11 Class Co-Advisor
Dana Button	Grade 12 Class Co-Advisor
Ashley Martel	Grade 12 Class C0-Advisor
Jim Sunderland	History Day Advisor
Rich Donnelly	Inquiry Advisor
Janel Halupowski	Interact Club Advisor
Lisa Flannery	French Club Advisor
Kim Alexander	Latin Club Advisor
Cintia Laurencio	Spanish Club Advisor
Larry Sheinfeld	Literary Magazine Advisor
Megan Asp	Marching Band Flag Squad Advisor
Bryan Nash	Marching Band Advisor
Jim Felker	Marching Band Director
Nick Gleason	Marching Band Drill Instructor
Sean McGowan	Math League Advisor
Evan Grunwold	Music Instrumental – Wind/Percussion Advisor
Phil Moffa	Music Jazz Band Advisor
Jim Felker	Music Jazz Band Advisor
Katrina Faulstich	Musical Vocal Ensemble Director
Jessica Ham	Musical Theater Co-Assistant Director
TBD	Musical Theater Co-Assistant Director
Evan Grunwold	Musical Theater Co-Director
Katrina Faulstich	Musical Theater Co-Director
Evan Grunwold	Musical Theater Co-Conductor
Katrina Faulstich	Musical Theater Co-Conductor
Christine Larimore	National Honor Society Advisor
Sarah Leshay	Robotics Team Co-Advisor
Richard Herbst	Robotics Team Co-Advisor
Laura Bruno	School Newspaper Advisor
Mike Griffin	Science Bowl/Ocean Bowl Co-Advisor
Beth Billouin	Science Bowl/Ocean Bowl Co-Advisor
Mike Griffin	Science League Advisor
Lisa Flannery	Step Team Advisor
TBD	Student Government Advisor
Lisa Flannery	Tournament of Plays Advisor
Bill Berlino	Tournament of Plays Advisor
Dana Button	Tournament of Plays Advisor
Barbara Barnett	Tournament of Plays Advisor
Karen Santos	Tournament of Plays Advisor
Scott Steif	West Suburban Science League Advisor
Liana Heldman	West Suburban Science League Olympiad Advisor
Angela Allen	Yearbook Co-Advisor
Karen Santos	Yearbook Co-Advisor

Angela Allen	Yearbook Art Co-Advisor
Karen Santos	Yearbook Art Co-Advisor

Middle School:

Marilyn Bemis	Honor Society Co-Advisor
Pat Steven	Honor Society Co-Advisor
Evan Grunwald	Instrumental Advisor
Amy Budka	Jazz Band Advisor
Lisa Fontaine-Rainen	Mathematics League Co-Advisor
TBD	Musical Theater Choreographer
Linda Aiken	Musical Theater Conductor
Denise Breakall	Newspaper Club Advisor
Renee Anderson	Peer Mediation Co-Advisor
Roseanne Ham	Peer Mediation Co-Advisor
Vanessa Mangini	School Council Co-Advisor
Lauren Noferi	School Council Co-Advisor
Barbara Ferri	Science Club Co-Advisor
Heidi Scaltretto	Science Club Co-Advisor
Amy Budka	Vocal Advisor
Joe Casey	Washington DC Trip Coordinator
Lauren Noferi	Yearbook Co-Advisor
Vanessa Mangini	Yearbook Co-Advisor

Lane School

Jean Mickel	Student Council Co-Advisor
Cheryl Johnston	Student Council Co-Advisor
TBD	Talent Show Director

4. METCO Presentation

Dr. Percy Napier, Director of METCO, presented an update on the METCO Program. He was pleased to announce that this program started in Bedford forty years ago. He said that this fact demonstrates the town's commitment to the program.

To date, Bedford Public Schools enrolls 97 METCO students. Enrollment is:

Davis School	16
Lane School	17
JGMS	26
BHS	38

The current budget is \$536,754 which is about 20% more than last year. Dr. Napier explained that funding is precarious year by year but we were lucky this year to see an increase. However the increase was mainly depleted by increases in transportation costs.

Dr. Napier explained that transportation costs are the largest component of the budget followed by staffing and program services. The break-down is as follows:

Transportation	56%
Staffing	33%
Programs and Services	9%
Operations and Prof Devel	1%
Outreach	<1%

Dr. Napier described some of the accomplishments in the 2011-2012 school year:

- Increase focus on student achievement
- Strengthened school partnerships
- Improved parent satisfaction
- Implementation of the Tenacity Challenge
- Implementation of the Summer Math Academy
- Annual Soul Food Dinner (another really successful night – “great community event”)
- Hanscom Partnership

Dr. Napier said that although the Tenacity Challenge academic challenge was not a METCO program, many METCO students were involved and were very positive about the entire experience. He expects a larger turnout this year and would like to have METCO get involved in the planning of this year’s program.

Dr. Napier also explained that the summer math academy was a two week program that focused on algebra and geometry. It really helped students prepare for the course work and it boosted their confidence. Students were very positive about participation.

Dr. Napier also noted that the after school homework club at the middle school is now a more data driven, targeted intervention program.

Dr. Napier said that the partnership with Hanscom is helpful in fostering relationships with another “non residential” group of BHS students.

Dr. Napier noted that some challenges exist. Namely with the cost of transportation. It is expensive to offer late busses, but this is so important for the students to engage in school at Bedford.

Dr. Napier said that Bedford is very committed to seeing progress in diminishing the achievement gap, but it still exists and remains a challenge.

Moving forward this year, Dr. Napier has the following goals:

- Partner with schools and use data to improve student achievement.
- Investigate whether it is possible to expand the summer math academy.
- Continue to develop partnerships with the Bedford community.
- Reinstate the Family Friends Programs (“Host”). Dr. Napier would like to find local families to volunteer to serve as a contact with Boston families. He is starting to do this in the lower grades and has the help of the BEST organization.

Ms. Seibert said she was impressed with the amount of help individual students get. She said it is obvious that METCO is trying to tailor to the needs of all the different kids.

Mr. Hafer thanked Dr. Napier for a great overview. He asked if the \$536,000 budget came from the METCO grant. Mr. Sills said yes and that Bedford residents see a very small incremental cost to have the METCO program.

Mr. Pierce asked to see financial information on the METCO grant and enrollment. Mr. Coelho agreed to get Mr. Pierce this information.

Mr. Pierce asked why the focus on reinstating the Family Friends program is at the elementary schools. Dr. Napier said that this type of program is hard to do with the older students. He said he will focus on new families and most new families are in the lower grades. Dr. Napier clarified that this program only facilitates the relationships and that it is up to individual families to work out the details.

Ms. O’Gara asked if there is a drop in METCO participation in the upper schools. Dr. Napier said no. He explained that churn is usually due to families moving out of the city of Boston. He does not think that the bus ride to Bedford from Boston is a deterrent.

Ms. Bickford thanked Dr. Napier and noted that it has been a long time since the School Committee heard from METCO. She is pleased the program is so academically focused.

5. MCAS Results Presentation

Claire Jackson, Interim Assistant Superintendent, reported “extraordinary” MCAS results to the School Committee. She said that teachers across the district are doing a great job. She said that it is up to the Administration to dig into the MCAS data to help the teachers do even a better job.

Dr. Jackson explained that over the last 20 years, the DOE and Ed Reform, have created an enormous database on all students and employees in Massachusetts. She urged the School Committee to keep in mind that MCAS scores are just one measure for student learning.

Dr. Jackson noted that Bedford takes the time to understand the data and to use it to help instruction. Bedford has changed in response to this data. It utilizes Professional Learning Communities (PLCs), Common Planning Time, Common Assessments, Wednesday Professional Days, and Vertical Teams.

Currently, the MCAS is moving away from the CPI (Composite Performance Index) measure and is now using a measure called PPI (Progress and Performance Index). Districts are now categorized as a 1-5 district (1 being the highest.) Bedford High School has been designated a Level 1 school. The district has been designated a Level 2 district because some subgroups did not meet performance goals set by the state. For example, Bedford needs to do a better job in the special education, ELL, African-American and Low Income subgroups.

Dr. Jackson reviewed CPI and SGP (Student Growth Percentile) scores for all schools in Bedford. As a result of this data, Dr. Jackson determined the following recommendations:

- Continue to refine the common and equivalent assessments at BHS.
- Adopt a uniform, articulated math program and sequence over the next three years in grades K-8.
- Adopt a uniform, articulated phonics program and sequence over the next three years in grades K-3.
- Develop and publish the Bedford Schools Learning Expectations aligned with the Common Core and reflecting local standards and values.
- Create common and equivalent formative assessments in grades K-8.
- Strengthen science, math and reading and writing instruction by providing focused in-house professional development and summer workshops for K-8.
- Support each of the initiatives with adequate funding to ensure all teachers participate in school year district wide initiatives and that all have opportunity to participate in summer workshops on instructional strategies.

- Support strengthening the focus of the intervention blocks at Davis and Lane and piloting a Skills Center at JGMS.

The School Committee thanked Dr. Jackson and had several comments.

Ms. Seibert thanked Dr. Jackson for such a clear explanation on the new measurement system being used by the State. She was pleased to hear that MCAS is just one measurement of learning.

Ms. Seibert said that the High School scores show that over time, students learn and consistently do well at this point in their career.

Ms. Seibert asked if Dr. Jackson thinks that the MCAS test may not be an accurate measure in some cases.

Dr. Jackson said possibly but the overall data makes teachers and administrators stop and ask if there is a better way to help some students learn. “What can we do as a district to get better?”

Ms. Seibert asked how this information will be shared with teachers. Dr. Jackson said that the message to the teachers will be that they are doing a great job. She also thinks the data will show teachers that they need more development, especially in the summer and to focus on end-of-year benchmarks.

Ms. Seibert said she agrees with all of the recommendations.

Mr. Hafer said he also agrees with the recommendations despite its budget impact. The data points out that dynamics in town and in the district affect results.

Mr. Pierce said that the old way of just passing kids along no longer exists. He sees lots of success now, but weaknesses still exist. The data provokes questions on how we can do better.

Ms. O’Gara said that MCAS is a good tool and that it forces us as a district to not overlook certain subgroups. She is pleased with the summary recommendations too.

Ms. Bickford predicts that the SGP will vary in the younger years due to developmental issues. She is pleased that it all comes together at the high school level.

6. Presentation of FY’14 Draft of the Capital Budget Request

Mr. Coelho presented a draft of potential capital projects for the period of FY’14 through FY’19. He explained that the goal of the presentation tonight was to gain an understanding of the proposed projects and that prioritization of each would be discussed at the next meeting.

Mr. Coelho defined the project definitions – the same categories used in past capital budget discussions. The total request by category is:

Technology (7 projects)	\$33,875
FF & E (6 projects)	\$201,441
Capital Maintenance (53 projects)	\$3,078,520
Space Modifications (16 projects)	\$3,788,656
System Improvements (11 projects)	\$516,208
Facility Energy Efficiency (5 projects)	\$201,137

Total \$8,099,837

Mr. Coelho and Mr. Jones discussed each project . The School Committee used the FY' 14 Capital Projects by Department Priority Report to help them with this discussion.

Ms. Bickford noted that the new software being used for this process does not seem to produce enough detail on each project. She recommends keeping the detailed information as back up somehow because it is important to have this information for the Capital Expenditures Committee's deliberations. Mr. Jones said he would try to figure out a way to have the new software incorporate all of the details of each project.

Mr. Jones discussed the intrusion system at Davis School and noted that the system needs to be renewed. He asked whether the School Committee was interested in replacing the system with a video surveillance system (for an additional cost of \$17,000). The School Committee did not agree to this change.

Mr. Jones also noted that painting is behind schedule at Lane School.

Mr. Jones noted that Energy Efficiency projects will further reduce usage rates. Ms. Bickford suggested the he quantify the payback and energy reduction. Mr. Jones agreed and said he may end up bundling with other town energy efficiency projects.

Ms. Bickford suggested that the School Committee continue this discussion at the October 23rd School Committee meeting after learning about enrollment and space needs studies as this information is linked to the FY' 14 capital budget request. School Committee members agreed.

7. Town of Bedford's Financial Policies

The School Committee reviewed the draft of the Town of Bedford, Massachusetts Financial Policies. This version of the draft incorporated many of the comments and edits given by the School Committee.

Mr. Steve Steele, a member of the Finance Committee in the audience, said that the Finance Committee was looking for the School Committee's buy-in and did not really need the School Committee to sign the document.

Ms. Bickford was pleased to hear this. She was not certain that it was appropriate for the School Committee to sign the Finance Committee's financial policies. She also did not think that the rating agencies would care if the School Committee signed the document.

Mr. Pierce agreed and said he did not think it was appropriate for the School Committee to sign the document because the School Committee has a different charter.

Ms. O'Gara agreed too.

The School Committee members came to a consensus not to sign the Financial Policy document but they did agree that if the Finance Committee found it to be helpful the School Committee could perhaps transmit a memorandum acknowledging the document and its purpose.

Mr. Steele was comfortable with this and agreed to explain it to the Finance Committee.

8. Transfer of JGMS Scholarship Funds from Town to Citizens Scholarship Foundation

Mr. Coelho asked the School Committee to consider approving a request from the family of former Superintendent John Glenn to transfer the balance of the John Glenn Memorial Scholarship to the Citizen's Scholarship Foundation (CSF). The Foundation would then provide the ongoing oversight of the account and its earnings, and for the selection of the annual \$250 scholarship. The intent of the scholarship is to award \$250 to any graduating student at BHS who would be majoring in the fine arts or music. CSF indicated they would welcome the opportunity to take charge of the scholarship. The current balance of the fund is \$5,286.88.

Mr. Pierce made the following motion:

MOVED: That the School Committee approve the transference of the JGMS Memorial Fund to the CSF.

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 5-0

9. Superintendent's Report

Mr. Sills explained that he is launching the Davis School Principal search with issuing a job posting this month. Ms. Claire Jackson will chair the committee. Applications will be accepted through November 28th and interviews will be scheduled for the week of December 10th. A decision will be made in early January.

10. Liaison Reports

Mr. Hafer reported that the Fields Committee is putting together a final report and will be presenting it to the Selectmen and then will present to the School Committee.

Ms. O'Gara reported that the Energy Task Force will continue as a watchdog organization and will begin to think about how to make some cultural changes regarding energy conservation in our community.

Ms. Bickford said that the Finance Committee will be discussing warrant articles at its next meeting.

11. Minutes for Review

The School Committee agreed to review minutes at the next meeting.

12. Future Agenda

Nothing discussed.

13. Adjournment

Ms. Seibert made the following motion:

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

MOTION SECONDED by Mr. Pierce

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 9, 2012
Exhibits/Documents

- METCO Program Presentation dated October 2, 2012
- MCAS 2012 Presentation dated October 9, 2012
- FY'14-FY'19 Capital Project Request
- FY'14 – FY'19 School Department Capital Budget Request presentation dated October 9, 2012
- Draft of Town of Bedford, Massachusetts Financial Policies

BEDFORD SCHOOL COMMITTEE
Executive Session
October 9, 2012