

BEDFORD SCHOOL COMMITTEE
MINUTES OF
September 4, 2012
Bedford High School - Large Instruction Room

1. Return to Open Session

At 7:30, Ms Bickford called to order the Open Session meeting of the Bedford School Committee. Other members present included Mr. Hafer, Ms. O’Gara, Mr. Pierce and Ms. Seibert.

Ms. Bickford welcomed Jon Sills to his first School Committee meeting as Superintendent and also welcomed Claire Jackson, Assistant Superintendent.

Ms. Bickford reported that in the Executive Session just held, the School Committee approved three motions regarding approval of contracts with the Custodial/Maintenance Organization, the Bedford Cafeteria Workers Association, and the Bedford School Secretaries Association.

2. Comments from Public

None

3. Personnel Report

Mr. Sills asked the School Committee to consider approving a new job description for Intervention Specialist. Mr. Sills explained that this description is newly crafted to meet the needs of Reading and ELL support in the elementary classroom.

The School Committee discussed the description and suggested a few minor edits to Mr. Sills. They agreed to vote on approving the description at the next meeting.

Mr. Sills made the following informational announcements:

Retirements:

Alan Sutkus	Custodian	High School
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Resignations:

Christine Ward	Speech Language Pathologist	High and Middle Schools
Matt Rose	Physics/Mathematics Teacher	High School
Sarah Byrne	School Psychologist	High School
Genevieve Gannon	Teaching Assistant	High School
Nicole Pallardy	Spanish Teacher	Middle School
Alison Moore	Teaching Assistant	Lane School

Leave-of-Absence:

Stania Augustin	Social Studies Teacher	High School
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Appointments:

Matt Ryan	Teaching Assistant	High
Allie Bossman	Teaching Assistant	Davis
Ali Lua	Teaching Assistant	Davis
Nuri Barlas	Teaching Assistant	Davis
Paul Burke	Custodian	Davis
Julie Oakman	Teaching Assistant	Middle

Katherine Copenhaver	Teaching Assistant	Middle
Jamie Reynolds	Teaching Assistant	Middle
Jaimie Smith	Computer Lab Assistant	Middle
Stacy Mann	Teaching Assistant	Lane
Linda Barbacano	Secretary – Business Office	System
Susan Lusk	Accounts Coordinator	System
Serena Danielson	Secretary to Food Services	System
Patricia White	.8 Intervention Specialist	Davis
Allison Mader	.6 Replacement PE Teacher	Middle
Lisa Predaina	Replacement Social Studies Teacher	High
Marianne Vines	Program Admin. Special Ed.	Middle/High
Katrina Faulstich	.4 Music Teacher	Middle/High
John O'Connor	Vocational Education Teacher	Middle/High
Eugenie Armangau	Replacement Elementary Teacher	Lane
Scott Pease	.8 Kindergarten Teacher	Davis
Jennifer Wolf	School Psychologist	High/Middle
Joe Stanley	Instructional Technology Teacher	Davis/Middle
Lisa Campana	ELL Teacher	Davis
Catherine Murray	Physics/Math Teacher	High
Anna Bueno Salinas	Spanish Teacher	Middle

High School Coaching Appointments:

Brittany Russell	Cheerleading Coach
Joseph Pike	Cross Country Boys
Joel Hebert	Cross Country Girls
Amanda Kelley	Varsity Field Hockey
Meghan Proudman	JV Field Hockey
Roseanne Ham	Freshman Field Hockey
Jack Belcher	Varsity Football
Vin McGrath	Co-Assistant Football Coach
Jeff McGrath	Co-Assistant Football Coach
Dan Hirsch	Co - JV Football Coach
Matt Hagar	Co – JV Football Coach
Ted O'Brien	Co – Freshman Football Coach
Nuri Barlas	Co-Freshman Football Coach
Todd Smith	Co-Freshman Football Coach
David Boschetto	Varsity Boys Soccer
Bill Berlino	JV Boys Soccer
Leroy Span	Freshman Boys Soccer
Karl Southwick	Varsity Girls Soccer
Kim Morast	JV Girls Soccer
Sean McGowan	Freshman Girls Soccer
Ryan Schmitt	Varsity Volleyball Coach
Lisa Tsaur	JV Volleyball Coach
Lisa Predaina	Freshman Volleyball Coach
Amanda Rebesa	Athletic Trainer

Middle School Coaching Appointments:

Jim Greenwood	Cross Country Coach
Megan Salvucci	Co-Field Hockey Coach

Joanna Daley	Co-Field Hockey Coach
Ken Norling	Boys Soccer
Tammy Westenfield	Girls Soccer
Amanda Rebesa	Athletic Trainer

4. Annual Town Report

Ms. Bickford asked the School Committee to review the Bedford Public Schools Annual Town Report for FY 12.

Ms. Seibert suggested clarifying some language especially the terms and acronyms familiar only to school personnel (i.e. RTI).

Mr. Hafer was pleased to see the extra information in the report.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the Bedford Public Schools Annual Town Report for FY 12 as presented and amended tonight.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

5. Policy Presentations

Mr. Sills explained that the Mass. Association of School Committees (MASC) has recommended updating several of our school policies. The School Committee reviewed the suggestions and agreed to vote on the final version of the policies at the next School Committee meeting.

Policies with revisions included:

Student Health Services and Requirements File: JLC

School Committee members thought this policy was very awkward and rejected several suggestions made by MASC. They were not even sure if there was a Bedford Emergency Response Plan and Emergency Procedure Handbook as referenced in the policy. Mr. Sills agreed to re-work this policy and to present it again.

School Choice File: JFBB

The School Committee did not have any changes to the proposed policy revisions. They did ask Mr. Sills to verify that a vote on School Choice requires a public hearing.

Executive Session File: BEC

Ms. Seibert asked why the body “energy supplier” was added to one of the specific limitations in which School Committees may enter executive session. Ms. Bickford concluded that it must be stated that way in state law.

Professional Staff Hiring File: GCF

A small change was made in the nondiscrimination language and the School Committee did not have any concerns with this change.

Emergency Plans File: EBC

The School Committee decided to hold off on reviewing the Emergency Plans policy because it was too confusing. Mr. Sills will clarify the language and will present again for approval.

Instructional Materials File: IJ

The School Committee did not have any comments on the minor recommended changes to the policy.

Wellness Policy File: ADF

The School Committee agreed that they were not going to revote the Wellness Policy.

6. Update State Law on Nutrition Guidelines

Mr. Sills explained that last spring, Massachusetts passed a law that was very restrictive on what types of food can be served in schools. In July, the legislature amended the law. The law no longer applies to food being served/offered for fundraising activities and food served in classrooms.

Mr. Sills however, recommends maintaining the food restrictions in the elementary classrooms but lifting them for the middle and high school classrooms. Mr. Sills is concerned with the amount and frequency of sweets that come into classrooms at the elementary schools and is worried about young children trying to manage allergies. He would like to promote healthier choices.

At the high school and middle school, many extracurricular organizations depend on bake sales for funding. In addition where food is present in classrooms it usually has a curriculum connection. Therefore, he would like to allow these practices to continue.

Ms. Bickford commented that the School Committee approved a policy that said we would follow state guidelines. Therefore, she does not see a need to amend the policy to accommodate Mr. Sills's plans.

Ms. Bickford said she would like to revisit this policy if the community is uncomfortable with the changes especially at the elementary level.

Ms. O'Gara said she thinks "no food" in the classroom is respectful of other cultures and our diverse population.

Mr. Steele, a member of the Finance Committee in the audience, asked Mr. Sills to clarify his thoughts on not allowing food to be brought in for classroom celebrations. Mr. Sills said that he was concerned with food allergies and that food parties can get excessive at the elementary level. He would like to promote healthier choices.

The School Committee reached a consensus to move forward with Mr. Sills's recommendations.

7. Appointments

The School Committee must vote annually to appoint a voting member to the EDCO Collaborative Board and a member to the Advisory Council.

Mr. Pierce made the following motion:

MOVED: That the School Committee appoint the Superintendent as voting member of CASE and LABBB collaboratives for the period of July 1, 2012 through June 30, 2013.

MOTION SECONDED by Mr. Hafer

MOTION APPROVED: 5-0

Ms O'Gara made the following motion:

MOVED: That the School Committee approve the appointment of Abbie Seibert as Advisory Council Member to the EDCO Advisory Council for the period of July 1, 2012 through June 30, 2013.

MOTION SECONDED by Mr. Hafer

MOTION APPROVED: 5-0

8. Superintendent's Goals

Mr. Sills explained that his goals for the year will build on the existing Bedford culture of excellence. His focus will be on:

Teaching and Learning

- Coherence
- Collaboration
- Data
- Communication (within the district and with parents)
- Growth

Mr. Sills presented the district's goals for 2012-2013 using the same focal points as in the past:

Governance and Leadership

- Support the new principals' transition at the high school and middle school.
- Hire a new principal for Davis School
- Hire a new Assistant Superintendent
- Implement the new educator evaluation system in a way that furthers our district goals
- Continue with the iPad one-to-one initiative
- Build classroom collaborative teams
- Implement common planning time (a challenge at primary level)
- Review the JGMS schedule to accommodate intervention requirements and collaboratives

Curriculum and Instruction

- Continue with aligning to the Common Core standards
- Ensure curriculum is consistent, rigorous and leads to higher order thinking
- Develop common and equivalent assessments
- Implement the literacy block at Davis and Lane (year 2)
- Implement Lucy Caulkins writing program at Davis
- Implement Envision math at Lane School

Assessment and Evaluation

- At the secondary level, increase formative assessment
- Continue to develop benchmark assessments
- Share and analyze data
- Review the mid-term and final exam policy at BHS
- Develop a plan for measuring and communicating student academic achievement

Student Academic Support

- Develop assistance for chronic homework avoidance
- Transition to a more clinical model of in-house therapeutic services
- Work on closing the achievement gap in ELL, African Americans and Latino subgroups

- Expand use of Aspen to share information and begin the vertical database on each student.
- Increase use of Aspen in the lower grades

Human Resources and Professional Development

- Implement teacher evaluation system
- Continue with technology integration
- Continue professional development on social/emotional issues and needs of military families
- Develop skills of special education teaching assistants

Finance and Asset Management

- FY 14 budget planning
- Continue to implement energy policy
- Work with Finance Committee and Capital Expenditures Committee
- Review/update the 2009 Space Needs Study
- Continue to monitor cost savings possibilities in Special Education
- Explore funding a fifth day of kindergarten

Ms. Seibert thanked Mr. Sills and said that his objectives were clear and concise.

Mr. Hafer was pleased that the goals were succinct and organized in a familiar manner. He did ask why the midterms and final exam policy was being reviewed.

Mr. Sills said that the Graduation Requirements Committee and the School Advisory Council have suggested doing this for the last few years. The question is do the exams carry too much weight? Is it worth giving up so much teaching time to administer exams? Mr. Sills said that there is no predetermined agenda.

Mr. Pierce complimented Mr. Sills on a great, concise presentation. He looks forward to learning more about the iPad program now that data on the pilot has been collected.

Ms. O’Gara also agreed that Mr. Sills’s presentation was very thorough. She did wonder how the elementary teachers would be using Aspen. She thought that it may be too restrictive for their report cards. She also noted that parents need to be trained on the system too.

Ms. Bickford asked if parents would be involved in the review of the JGMS schedule and that this endeavor has the potential to turn into a big deal. Mr. Sills did not think parents would be involved initially in this initiative.

Ms. Bickford said she believes that the midterms and final exams are one way BHS graduates are prepared for college success. She suggested including BHS graduates in the review process.

School Committee members agreed to send any other comments and/or edits directly to Mr. Sills so he can incorporate them into the final version, which will be up for approval at the next meeting.

9. Approval of Student Account Maximums

David Coelho explained that in accordance with Massachusetts General Law (Ch. 71, section 47), the School Committee must annually vote to establish a maximum balance that shall be available for the various student activity accounts across the system.

Mr. Coelho suggested using the same maximum balance as in the past.

Mr. Pierce asked who audited the accounts. Mr. Coelho said that the town Treasurer has oversight and that there will be independent audits too.

Ms. Seibert made the following motion:

MOVED: That the School Committee establish the following maximum balances for student activity accounts for the fiscal year 2013 as follows:

Bedford High School	\$40,000
John Glenn Middle School	\$10,000
Lane Elementary School	\$5,000
Davis Elementary School	\$5,000

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

10. Superintendent' Report

Mr. Sills said 2,483 students were welcomed today. He said this number was consistent with overall projections. Opening day was very smooth. Mr. Sills thanked the support staff (janitorial, technology, secretarial, facilities, central office, etc.) for their key role in getting the buildings ready to welcome the students.

School enrollment for opening day 2012:

Davis	489
Lane	532
JGMS	581
High School	881

Mr. Sills noted that there are 109 ELL students enrolled in the district as well as 22 homeless students. Overall, classes are very large at the middle and high schools.

Mr. Sills also reported that the Lane School roof was repaired over the summer and the school received a new compressor. He also said that facilities embarked on many energy conservation projections including light replacements at several of the schools.

The outdoor play space at the High School will soon be ready for use. There was quite a lot of work done during the summer.

The press box at Sabourin football field has been deemed unsafe. A long-term solution is being sought and a lift will be used temporarily during football games.

Mr. Sills also noted that new state laws have been implemented on discipline (long term suspensions and expulsions). Schools are now responsible to educate even if there is a felony conviction. Mr. Sills said that Bedford's practice already follows this line of reasoning.

11. Liaison Reports

Mr. Hafer said that the Fields Committee met all summer, gathering data. They are in the process of putting together a comprehensive plan for the Selectmen.

Mr. Sills said that Keith Mangan, Athletic Director, said that his comments in the recent article in the Bedford Minuteman regarding fields, were misconstrued. Mr. Mangan wanted to make it clear to the School Committee that while he supports field improvements, he recognizes that it is not his place to prioritize school department expenditures.

Ms. Bickford said that the Capital Expenditure Committee has new software being developed that includes a prioritization piece. This year, they will use the existing system and trial the new software. Therefore, she expects that the capital expense process will look a little different this year as they learn how to use this new software.

12. Minutes for Approval

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Open Session minutes of the March 26, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Executive Session Minutes of the March 26, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Open Session II Minutes of the March 26, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Open Session Minutes of the April 10, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Executive Session Minutes of the April 10, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Open Session Minutes of the April 25, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the minutes of the May 8, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the minutes of the May 22, 2012 meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

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

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 4-0-1 (Mr. Hafer abstained)

Ms. Seibert made the following motion:

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

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 4-0-1 (Mr. Hafer abstained)

13.Future Agenda

None

14. Adjournment

Mr. Hafer made the following motion:

MOVED: Motion to adjourn at 10:15 p.m. to Executive Session to discuss bargaining with the BEA. 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
September 4, 2012
Exhibits/Documents

- Draft - Bedford Public School's Annual town Report FY12
- Drafts of the following Bedford Public School's Policies:
 - JLC Student Health Services
 - JFBB School Choice
 - BEC Executive Session
 - GCF Professional Staff Hiring
 - IJ Instructional Materials
- Presentation – District Goals and Objectives 9/4/2012
- Drafts of the following School Committee meeting minutes:
 - Open Session March 26, 2012
 - Executive Session march 26, 2012
 - Open Session II March 26, 2012
 - Open Session April 10, 2012
 - Executive Session April 10, 2012
 - Open Session April 25, 2012
 - Open Session May 8, 2012
 - Open Session May 22, 2012
 - Open Session June 12, 2012
 - Executive Session June 12, 2012

BEDFORD SCHOOL COMMITTEE
Executive Session
September 4, 2012