

**BEDFORD SCHOOL COMMITTEE  
MINUTES OF  
September 13, 2011**

**Bedford High School - Large Instruction Room**

**1. Call to Order**

At 7:30 p.m., Ms. Seibert called to order the meeting of the Bedford School Committee. Other members present included Mr. Hafer, Ms. O’Gara, Mr. Pierce, and Ms. Bickford. Matt Coughlin, student representative was also in attendance.

**2. Comments From Public**

None

**3. Personnel Report**

Dr. LaCroix asked the School Committee to consider approving two, out-of-state field trip requests.

The first field trip is for the Environmental Club to travel on a weekend camping trip to Lafayette Campground in Franconia State Park in NH. The cost is \$40 per pupil and covers camping fees, breakfast and dinner. Travel will occur on September 30- October 2, 2011.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the field trip request for the Environmental Club to travel to Franconia State Park in New Hampshire on September 30 – October 2, 2011 at a cost of \$40 per student and no cost to the schools.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

The second field trip request was from Mr. Griffin and he is seeking approval for various day trips to nearby state and National parks for the Environmental Club. The Environmental Club hopes to have a hiking trip at least once a month in nearby areas such as New Hampshire, Maine and Vermont.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the field trip request for students in the Environmental Club to travel to various parks in Massachusetts, Maine, New Hampshire and Vermont for day hikes during nonschool hours using either public or private transportation and at no cost to the schools.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

Dr. LaCroix made the following personnel announcements:

Resignations:

Phil Banios	Principal	Davis School
Jen Falzone	.8 Teaching Assistant	Davis School
Kathy Hickey	Cafeteria Worker	Davis School
Cynthia Fisette	Educational Assistant	Davis School

Laurie Wiley	Physical Education Teacher	Lane School
Karen Wolfson	Mathematics Teacher/Coach	Lane School
Carolyn Cohen	Special Education Teacher	Lane School
Brian Revell	Teaching Assistant	Lane School
Andrea Griecci	Teaching Assistant	Lane School
Robert Minasian	Custodian	Lane School
John King	Teaching Assistant	Middle
Anna Hay	Teaching Assistant	High School
Maria Montalto	Teaching Assistant	High School

Transfers:

Sandra Smith	Grade 4 Lane to .6 SOS Teacher at Middle School
Scott Smith	Grade 4 Lane to Physical Education Teacher at Lane
Megan Salvucci	.6 SOS Teacher to Grade 4 Teacher at Lane

Appointments:

Terrell Newton	Teaching Assistant	Middle
Theresa Bergazzi	Teaching Assistant	Middle
David Collamore	Teaching Assistant	Middle
Lori Murphy	.8 Teaching Assistant	Davis
Gevevieve Gannon	Teaching Assistant	High
Alison Moore	Teaching Assistant	High
Taryn Curro	Elementary Teacher	Lane
Stacy Grillo	Special Education Team Chair	High
Gretta Venuti	.5 replacement Teacher	Lane
Laura Villarroel	.5 ELL Teacher	Lane
Nicole Pallardy	Spanish Teacher	Middle
Holly Cole	.8 Reading/ELL	Davis
Bryan Tonini	.6 SOS Teacher	Middle
Nancy Peterson	Interim Principal	Davis
Pamela Radley	Special Education Teacher	Lane

Coaching Appointments:

*High School*

Beth Billouin	Cheerleading Coach
Brittany Russell	Cheerleading Coach
Rich Schilder	Cross Country Coach
Joel Hebert	Cross Country Coach
Amanda Kelley	Varsity Field Hockey
Meghan Proudman	JV Field Hockey
Roseanne Ham	Freshman Field Hockey
Jack Belcher	Varsity Football Coach
Vin McGrath	Co-Assisant Football Coach
Rick Adams	Co-Assisant Football Coach
Dan Hirsch	Co-Junior Varsity Football Coach
Jeff Covelluzzi	Co-Junior Varsity Football Coach
Ted O'Brien	Co-Freshmen Football Coach
David Boschetto	Varsity Boys' Soccer Coach
Bill Berlino	JV Boys' Soccer Coach
Sean Waldron	Freshmen Girls' Soccer Coach

Ryan Schmitt	Varsity Volleyball Coach
Lisa Tsaur	JV Volleyball Coach
Adam Zilcoski	Freshmen Volleyball Coach
Amanda Rebesa	Athletic Trainer

#### *Middle School*

Jim Greenwood	Cross Country Coach
Megan Salvucci	Co-Field Hockey Coach
Joanna Daley	Co-Field Hockey Coach
Ken Norling	Boys' Soccer Coach
Tammy Westenfeld	Girls' Soccer Coach
Roseanne Ham	Co-Athletic Coordinator
Ken Norling	Co-Athletic Coordinator

#### **4. Web and Media Permission Default**

Jon Sills asked the School Committee to consider changing the current Web and Media Permission Policy. He explained that the current policy allows parents to choose whether to opt in or opt out, and assigns a “no” as the default when parents do not respond. Last year, the High School had 60 non-responses (these were considered default no’s) and 281 active no’s. The use of the web to showcase student work or to publicize classroom images highlighting student instruction, sharing student work, engaging students in critiquing each other’s work (except in closed systems) became unwieldy because of the need to manage a large number of students opting out.

Mr. Sills explained that increasingly the web is a place where learning, exchange, and student expression takes place. The policy needs to make provisions for the few exceptions where family circumstances require the full protection of the child’s identity. Therefore, the proposed policy is to

- Allow student work, images and first names to be posted on the web and aired on various media unless parents opt out by appealing to the Principal by letter.

This change would be accompanied by an educational campaign to inform parents of the importance of showcasing and sharing student work and of the research available on the relative benefits v. relative risks involved in students’ images and work being shown on the internet.

Ms. O’Gara commented that she hopes that parents who write a letter to opt out do not have to go into a lot of details. Ms. Bickford agrees that parents should not have to give a reason. Mr. Sills agreed.

Matt Coughlin, student representative, said that students do take pride in their work and feels that the web is a good place to showcase their hard work and efforts.

Ms. O’Gara made the following motion:

**MOVED: That the School Committee approve the Web Permission default as described in the Memorandum dated 9/7/11 as amended.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

#### **5. Approval of Annual Report**

The School Committee reviewed a draft of the Bedford Public Schools Annual Town Report for FY’11. A few minor edits were given on the version presented to the School Committee.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the Annual Town Report for the Bedford Public Schools for FY11 as amended.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

#### **6. Approval of Student Activities Account Maximum**

Mr. Coelho explained that every year, the School Committee is required by state law to set up a ceiling in each of the Student Activities accounts. Mr. Coelho suggested using the same ceiling as last year.

Mr. Pierce made the following motion:

**MOVED: That the School Committee establish the following maximum balances for student activity accounts for fiscal year 2012 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 Ms. Bickford**

**MOTION APPROVED: 5-0**

#### **7. Appointment of Superintendent as Voting Member of CASE Collaborative**

Ms. O'Gara made the following motion:

**MOVED: That the School Committee appoint Dr. LaCroix to serve as voting member of the CASE Collaborative for the 2011-2012 school year.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

Dr. LaCroix commented that she thinks that the state will play a more permanent role the management and oversight of the Collaboratives this year.

#### **8. Appointment: Facilities Director as AHERA Designated Person (Asbestos Hazard Emergency Response Act)**

Dr. LaCroix explained that state law requires each school district to designate a person whom is responsible for ensuring that the District adheres to the Asbestos, Hazard, Emergency Response Act.

Ms. Bickford made the following motion:

**MOVED: That the School Committee, per Section S763.84GL of the Asbestos Hazard Emergency Response Act, appoint Mr. Richard Jones as designated person responsible to ensure that requirements under this section are properly implemented.**

**MOTION SECONDED by Ms. O'Gara**

**MOTION APPROVED: 5-0**

#### **9. Presentation: Superintendent's Goals for 2011-2012**

Dr. LaCroix presented the School Committee members with a comprehensive document of goals for the 2011-2012 school year. Dr. LaCroix explained that these goals were gathered from the School Improvement plans of Davis, Lane, JGMS and BHS. Goals resulting from new regulations are also incorporated.

For consistency, Dr. LaCroix continued using the six system categories. She did try to streamline the number of goals. She also noted that teachers must use the system goals to guide their Wednesday collaboration time.

Highlights of this presentation follow:

### **Goal 1 Government and Leadership**

*Critical Issue: Communication among and between staff*

- Continue to expand the use of Aspen, Google documents, and other electronic communication.
- Continue with work of the K-12 Vertical Teams.

*Critical Issue: Communication between school and home*

- Continue with Superintendent's blog.
- New district web page has rolled out.
- Continue to share more data on Aspen.
- Incorporate the new five year technology plan into the Strategic Plan.
- Evaluate new start times.
- Expand use of teacher web pages.

*Critical Issue: Communicate between schools/community*

- Complete the five-year Strategic Plan. This plan will include the space needs issue at Davis, Lane and JGMS and instructional technology.

### **Goal 2 Curriculum and Instruction**

*Critical Issue: Continue to establish high expectations for academic excellence*

- Continue with introducing RTI strategies.
- Continue with metacognitive learning strategy integration at BHS.
- Develop common and equivalent assessments at BHS.
- Continue with K-3 reading taskforce work for seamless transition.
- Continue with K-5 writing instruction and practices.

*Critical Issue: Maintain a balanced K-12 curriculum*

- Continue with integrating new Massachusetts Frameworks and Common Core in all content areas.
- Implement the 90 minute literacy block at Davis and Lane.
- Lane students will do a research project as directed by the Common Core.
- Develop content curriculum to strengthen English Immersion classrooms. The new teacher training will include Tier 1 and Tier 2 ELL training.
- Continue with targeting 21<sup>st</sup> century skills. (iPad project is an example)
- Train some teachers on how to evaluate 21<sup>st</sup> century skill building programs.

### **Goal 3 Assessment and Evaluations**

*Critical Issue: Assess student achievement on local, state and national measures*

- Train building-based Data Teams and they in turn will train others in the building.

*Critical Issue: Evaluate effectiveness of programs*

- Continue with the Program Review process. Art, Physical Education, and Consumer Sciences will start. Action plans are expected from Social Studies.
- DOE program audits will continue.

### **Goal 4 Human Resources and Professional Development**

*Critical Issue: Recruit competent, motivated teachers*

- Bedford has a 97% Highly Qualified Staff and will continue to hire with this in mind.
- Integrate new Literacy Coaches at Davis and Lane.
- Continue to focus on closing the achievement gaps in income level and race.

*Critical Issue: Recruit and train competent, motivated Administrators*

- In mid-October will start search for permanent Principal at Davis School.

### **Goal 5 Student Academic Support**

*Critical Issue: Provide acceptable social climate for students in school*

- Continue with anti-bullying efforts and to strengthen tolerant and empathetic student culture.

*Critical Issue: Provide direction and support to students and parents as they prepare for college application.*

- Communicate BHS uniqueness in terms of its diverse student enrollment to college admissions personnel.

### **Goal 6 Finances/Asset Management**

*Critical Issue: Maintain annual budgets that reflect the mission and values that are supported by the Town.*

- Develop strategy of prudent use of Federal monies.
- Develop a FY 2013 budget to meet growing student population with diminishing resources.
- Reduce energy by 5%.
- Negotiate new contracts with secretaries, cafeteria workers and custodians.
- Work with CEC to establish consistent methodology for prioritizing capital asset projects.
- Conduct financial analysis on in-house special education programs.
- Continue to work with MSBA to reorganize/add space at Davis School, especially for the special education programs.

*Critical Issue: Maximize federal and state financial resources to support Hanscom Air Force Base enrollment.*

- Continue work with the Strategic Communications Task Force to increase federal and state funding.
- Work with DESE to continue state's financial support for Hanscom students.

School Committee members had a few questions and comments.

Mr. Hafer said that it would be very important to justify the one-to-one technology program on a year- to-year basis and that the focus should be on how the program meets the goals.

Mr. Hafer suggested adding the Superintendent search to the goal document as well.

Mr. Pierce agreed that the one-to-one pilot needs to have clear criteria on success.

Mr. Pierce also asked to see a chart summarizing where the district is in each of the program reviews underway.

Mr. Pierce suggested continuing with the state's Maintenance Trust goal even though we have not received any information on this from the State.

Mr. Pierce suggested creating a video (similar to “You Tube”) on the uniqueness of BHS. He thinks this may be a good way to get the word out to colleges, especially those we cannot meet in person.

Mr. Pierce thinks it is a very good idea to do several quick bus change surveys over several months to get a read on how the community feels about the changes.

Ms. O’Gara asked if there are any DOE changes on the ELL program. Ms. Taymore said that she is not expecting to see a lot of changes in this area. Translating documents into people’s first language will be an issue for Bedford. Ms. Taymore further explained that the State recognizes that this may be a problem but has not yet offered any remedies.

Ms. Bickford asked Dr. LaCroix which goals were scaled back. Dr. LaCroix explained that many goals were combined and that none were really dropped.

Ms. Bickford asked if we received any feedback on the district’s anti-bullying plan. Dr. LaCroix said that the District plan was approved and that we now have to present a research-based curriculum, which we are prepared to do.

Ms. Bickford said that she would like to learn more about the new Capital Asset Management System and how it affects the schools (priorities and budget).

Mr. Matt Coughlin (student representative) said that the reduced passing time of three minutes at BHS makes it virtually impossible to get to one end of the building to the other without being late. He said it is very hard to get to your locker and to class on time. Also, even regular things such as saving work and shutting down the computer in the library can make you late for class.

Ms. O’Gara agrees that a three-minute passing time is unrealistic in such a big building with a growing student population.

Mr. Sills commend that he is aware of this issue and is trying to find ways to make it better. Right now, he does not have a lot of options due to the 990 hours of learning rule.

Ms. Seibert said she did not have any extra questions and thanked Dr. LaCroix for such a comprehensive and detailed plan.

The School Committee agreed to vote on the final document at the next meeting.

#### **10. Approval of Superintendent’s Attendance to National Conference**

Dr. LaCroix asked for permission to attend the National Conference of Superintendents in Houston, Texas later in the year. Although the school district will not incur any costs for her attendance, she is asking for permission to be away for three days.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the Superintendent’s attendance at the AASA Conference in Houston, Texas at no cost to the school department.**

**MOTION SECONDED by Ms. O’Gara**

**MOTION APPROVED: 5-0**

#### **11. Superintendent’s Report**

Dr. LaCroix reported on opening day enrollment as follows:

Davis School	513
Lane School	501
JGMS	576
BHS	831 (the largest enrollment since the 1970s)
Total	2421

Dr. LaCroix reminded everyone that September 17, 2011 is Bedford Day.

Dr. LaCroix also described a change to the ROTC program. Billerica is now partnering with us with regards to this program. Our instructors travel to Billerica to teach ROTC courses. This allows us to sustain our program and to help Billerica establish an ROTC program. The instructors are very excited about this change and to have the opportunity to continue the program at BHS.

Dr. LaCroix thanked Peter Naum, Director of Finance for the Town of Bedford, who recently retired. She said that the schools' will miss him very much.

Dr. LaCroix noted that the new bus schedule is still very much a work in process. She is monitoring the busses very carefully and working with Bedford Charter to resolve any issues.

## **12. Liaison Reports**

Mr. Hafer said that the Fields Partnership recently held a meeting and will submit a Use Policy for the School Committee to review.

Ms. O'Gara said that Bedford Youth and Family Services is continuing with its Safe Homes program and is also offering the APPLAUD Program. This new program offers parent education on drug and alcohol abuse.

Ms. Seibert reminded everyone of a fundraiser for the Bedford Education Foundation on September 21<sup>st</sup> at Whole Foods.

## **13. Minutes**

Ms. O'Gara made the following motion:

**MOVED: That the School Committee approve the minutes of the June 14, 2011 School Committee meeting as amended.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

## **14. Future Agenda**

Ms. Seibert would like to start a subcommittee to set up the process for hiring a Superintendent. Ms. Seibert would like to serve on this subcommittee and asked other members to contact her if interested in serving as well.

Ms. O'Gara made the following motion:

**MOVED: That the School Committee approve the establishment of a subcommittee for planning and outlining the process for hiring a Superintendent.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**



**15. Adjournment**

Mr. Hafer made the following motion:

**MOVED:** Motion to adjourn at 9:45.

**MOTION SECONDED by Ms. O’Gara**

**MOTION APPROVED: 5-0**

**Roll Call Vote:**

<b>Ms. Seibert</b>	<b>Yes</b>
<b>Mr. Hafer</b>	<b>Yes</b>
<b>Mr. Pierce</b>	<b>Yes</b>
<b>Ms. Bickford</b>	<b>Yes</b>
<b>Ms. O’Gara</b>	<b>Yes</b>

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School Committee Secretary

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Date

**BEDFORD SCHOOL COMMITTEE**  
**Sept. 13, 2011**  
**Exhibits/Documents**

- **Web and Media Permission Default dated 9/7/11**
- **Bedford Public Schools Annual Town Report FY'11**
- **District Goals and Objectives for 2011-2012**
- **Draft of June 14, 2011 minutes.**

**Bedford School Committee**

**Executive Session Minutes  
September 13, 2011**