

**BEDFORD SCHOOL COMMITTEE**

**October 10, 2023**

**Meeting location:**

**BHS LGI Room, 9 Mudge Way and Telecast remotely via ZOOM**

**1. Call to Order**

At 7:05 PM, Mr. Brosgol called to order the meeting of the Bedford School Committee. Other members present included Mr. Morrison, Ms. Scoville, Ms. McGinley, Hanscom Representative Kim Howell, and Student Representative Shreyes Shivappa

**2. Public Comment**

No comments

**3. Minutes**

Mr. Morrison made the following motion: The School Committee votes to approve the draft minutes with suggested edits on September 26, 2023

**MOTION SECONDED by Ms. McGinley**

**MOTION APPROVED 3-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>

**4. Personnel Report**

**Appointments:**

Jennifer Scarano	ELL Teacher 10/2/23	Davis
Carrie Raho	Teaching Assistant 9/19/23	Lane
Katherine Recca	Behavior Technician 10/2/23	JGMS
Andrew Lavoie	Teaching Assistant 10/10/23	JGMS
Deborah Kostas	Per Diem Sub 10/2/23	District
Patrick Genetti	Custodian 10/16/23	District
Seamus Crowley	Per Diem Sub 9/28/23	District

**Resignations:**

Indigo Fox Tree-McGath	Interim TA 10/13/23	BHS
Justin Lampron	EA 9/29/23	Lane

**5. FY23 Annual Report- Vote**

Superintendent Chuang presented a brief update to School Committee on the updates and additions that were made to the annual report based on their comments/concerns at the previous meeting held on 9-26-2023. No other changes or additions were made.

Ms. McGinley made the following motion: The School Committee votes to approve the FY23 Annual Town Report from School with the suggested edits.

**MOTION SECONDED by Mr. Morrison  
MOTION APPROVED 3-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>

**6. Facilities Update and Job Description: Facilities Administrative Assistant (new position)- Vote**

Mr. Scaltreto, Facilities Director, presented the following to the School Committee during his presentation about the reshaping of the Facilities Departments. This reshaping will the department to meet the needs of both School and Town buildings now and into the future. The Facilities Department has taken on additional work and responsibilities in addition to their original workload such as scheduling and use of rental space in the school buildings by internal and external groups. This function was formal part of the Business Office responsibilities.

This new Administrative Assistant position will help manage the day to day operation of the custodial and maintenance staff, ordering of materials and supplies.

Mr. Morrison made the following motion: **The School Committee approve the new Facilities Administrative Assistant job description.**

**MOTION SECONDED by Ms. McGinley  
MOTION APPROVED 3-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>

Ms. Scoville joined the meeting at 7:18 pm.

**7. Safety Camera Policy-2nd Read & Vote**

Mr. Chuang reviewed the proposed ECAF policy, again, and provided the targeted changes that will be taking place and reviewed the proposed changes that the School Committee suggested at the last School Committee Meeting that was held on September 26, 2023. Mr. Chuang stated that some of the concerns spoken about where camera placement, access to the security footage and very

targeted changes being made to the policy as a result of comments made at the last meeting. No other changes or updates will be made to this policy.

Mr. Morrison made the following motion: The School Committee votes to approve the FY23 Annual Town Report from School with the suggested edits.

**MOTION SECONDED by Ms. McGinley**  
**MOTION APPROVED 4-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>
<b>Ms. Scoville</b>	<b>Yes</b>

### **8. Update on Six Year Capital Plan**

Mr. Chuang stated prior to this presentation by Mr. Scaltreto and Ms. Kirrane that he recommends an advance implantation of installing camera at Bedford High School. As they have a real time need for cameras now. The installation will take place during the Winter break and the installation of the shatterproof glass will be moved for installation next year. These changes do not increase or change the budget to the Safety Camera Policy.

Mr. Scaltreto and Ms. Kirrane presented an update on the six-year Capital Plan to the School Committee. During their presentation, they discussed some of the following items.

- **IT Replacement**
- **FFE Replacement**
- **Interior Painting**
- **Flooring Replacement**
- **School Safety and Security**
- **Davis & JGMS Elevator Controls Replacement**

#### **FY25 Technology Request Device/Infrastructure Replacement**

- **71 PC Desktops**
- **145 PC Laptops**
- **80 Wireless Access Points**
- **476 Chromebooks**
- **Network Switches**
- **13 Interactive Boards**

**Copiers are due to be replaced. Kitchen equipment also needs to be updated, cost to be shared with the town. Most items are in need of replacement due to the age of the equipment they can no long acquire the parts necessary to make repairs. Elevator controls are more than 20 years old and they need to be in compliance with state regulations. Alarm system at JGMS needs to be updated- motherboard has been replaced three times and it cannot be replaced anymore.**

Ms. McGinley made the following motion: The School Committee votes to approve the Six-year Capital Plan as presented.

**MOTION SECONDED by Mr. Morrison**  
**MOTION APPROVED 4-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>
<b>Ms. Scoville</b>	<b>Yes</b>

**9. Final FY23 Year End Fiscal Update**

Ms. Kirrane presented the following to School Committee regarding the FY23 End of Fiscal year report. The final year-end balance of the FY23 BPS operating budget is \$0. This after all budgetary offsets and reserve fund transfers. Circuit Breaker reimbursements were used to offset costs in the FY23 budget that were higher than planned, for transportation. However, the ending balance was stable due to the Circuit Breaker reimbursements that also were higher than budgeted. The Circuit Breaker account maintains a reserve of 11% of FY24 budgeted gross tuition costs (\$4.8M), which is available to help the district manage an unstable costs area it faces in this area.

**10. Student Account Maximums**

Ms. Kirrane presented the following to the School Committee. Each of the schools in the district has an established Student Activity Fund to support access to extra-curricular or co-curricular activities of students in accordance with M.G.L Chapter 71, Section 47.

The established procedures include an annual vote by the School Committee to set and approve all the schools checking account maximums for the student activity accounts. There is no change in the account maximums from the prior year.

These checking accounts are under the control of the school principal.

Bedford High School \$50,000  
John Glenn Middle School \$15,000  
Lane Elementary School \$7,500  
Davis Elementary School \$7,500

Ms. McGinley made the following motion: That the School Committee approve the established maximum balances for all student activity accounts for fiscal year 2024.

**MOTION SECONDED by Mr. Morrison**  
**MOTION APPROVED 3-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>

**11. Superintendent Evaluation Goals**

Mr. Chuang presented the School Committee with his FY24 Superintendent Goals.

Mr. Chuang stated his proposed goals for FY24 are based upon his core values, the mission of the district, and the immediate short term needs for this year.

Goal 1: Effective Entry and Direction Setting. By late spring, the district will have broad recognition by key stakeholder groups about the district’s most critical needs and will have a widely understood process underway to identify the strategies and goals that will address those needs most effectively, and the measures that will be used to assess progress.

Goal 2: Maintaining Momentum During the Transition. Keep the district moving forward working with principals and district leaders to ensure that meaningful progress is made on critical district and school goals.

Goal 3: (Professional Practice) New Superintendent Induction Program (NSIP). Develop skills in strategy development, data analysis, and instructional leadership by actively engaging in the first year of the New Superintendent Induction Program.

**12. Superintendent Report**

Mr. Chuang presented the following during his superintendent report. Impact Aid Survey is open and ongoing. Please make sure to complete and return your survey by October 31, 2023. Community Survey will be extended another week to ensure all participants have had an opportunity to provide their input. Trail walks will continue five more times. Instructional observations have been taking place and will continue over the next few months. Emergency shelter update: 50 students have been registered at Bedford Public Schools. 10 other students attend school in districts they previously were registered at prior to arriving in Bedford. Massive clothing drive will be taking place this week. Two new staff members were recently on boarded at Davis and another at Lane. Student group meeting will be taking place in the coming months.

**13. Adjournment**

Mr. Morrison made the following motion: **To adjourn the meeting at 8:42 pm not to reopen to the public.**

**MOTION SECONDED by Ms. McGinley**

**MOTION APPROVED 3-0-0**

<b>Mr. Morrison</b>	<b>Yes</b>
<b>Ms. McGinley</b>	<b>Yes</b>
<b>Mr. Brosgol</b>	<b>Yes</b>

**Exhibits/Documents**

- Draft Minutes**
- PR Report**
- Safety Camera Policy**

**FY23 Annual Town Report  
Six-Year Capital Budget  
Student Activity Accounts  
FY23 End of Fiscal Year Report  
Job Description-Facilities Administrative Assistant**

**School Committee Approved**

**Date: October 24, 2023**