

BEDFORD SCHOOL COMMITTEE
November 4, 2014
Bedford High School - Large Group Instruction Room

1. Call to Order

At 7:30 p.m., Mr. Hafer called to order the meeting of the Bedford School Committee. Other members present included Ms. Seibert, Mr. Pierce and Mr. McAllister. Ms. Guay is expected to arrive later.

2. Comments from Public

None

3. Personnel Report

Mr. Sills asked the School Committee to approve a field trip for the METCO students at BHS to visit University of New Hampshire on November 7, 2014. The goal is to expose the students to higher education in general. Funds for the trip will come from the METCO Grant.

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the field trip for 45-50 METCO students to travel to the University of New Hampshire on November 7, 2014 at no cost to the School department.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 4-0

Mr. Sills announced the following personnel items:

Resignations:	Susan Lusk	Education Assistant	PreSchool
	April Carmichael	Long term Psychologist Sub	High School

Leave of Absences:	Jenna Shaughnessy	Maternity	Lane
	Rachel Leblanc	Maternity	JGMS

Appointment/Change of Title:

Sandra Terranova	Sub to full time food worker	Lane
Laura Troisi	Long Term Sub	JGMS
Renatta Leavitt	Teaching Assistant	Lane
Kathleen Orlando	Educational Assistant	Preschool

4. Discussion: Six-Year Capital Plan

Town Manager Rick Reed and Town Treasurer Victor Garofalo presented the new planning process that the Town has engaged in for planning Capital expenses.

Mr. Garofalo explained that the new process started by creating a town-wide database of all assets. The new software helps the town determine the value and life span of all of its assets. This has led town management to adopt a new method for the capital planning process.

Mr. Garofalo presented highlights of this process. He presented a summary of all proposed capital projects from all of the departments and committees spread over a six-year period. The projects were broken down by estimated funding sources such as non-exempt borrowing projects, exempt borrowing projects, community preservation projects, water/sewer rates, Chapter 90 projects, etc.

Mr. Garofalo then presented hypothetical capital long term funding options for each project. He explained that this was done to help identify possible sources.

Mr. Garofalo explained that the next step is for the Capital Expenditure Committee to determine which projects make sense for the town to fund and at what point in time.

Mr. Garofalo explained that the Finance Committee has set a placeholder of \$2.8 million for funding Capital projects for FY 2016. He said the actual amount would depend on what the Capital Expenditure committee deems important projects to move forward. Mr. Garofalo reiterated that the Finance Committee has not committed to this dollar amount but is only using it for discussion purposes at this point.

Mr. Garofalo explained that current fiscal policy states that total debt should be less than 10% of the current budget. The acceptable debt level for the town will be evaluated.

Mr. Garofalo then reviewed the school projects in the six-year plan and he explained some possible funding sources for each.

For example:

- * Technology Replacement Plan 2016 is slated to be funded through available funds.
- * Building Renovations 2017 – if the Davis, Lane and JGMS projects are all bundled together, then it would be necessary to present them at Town Meeting for financing borrowing approval.

Mr. Hafer thanked Mr. Reed and Mr. Garofalo for speaking tonight and sharing the presentation. He thanked them for all the hard work the town has done to get to initiate this new process.

Mr. Pierce said that he thinks the town people need to understand how much the town has in capital assets and to point out to them how important it is to take care of these assets. This effort is very important in his mind.

Mr. Garofalo noted that the rating agencies expect the Bedford to maintain its assets. Bedford is a AAA rated bond (one of only about 25 towns) and it is important to keep this rating because it has tremendous impact on the cost of borrowing.

Mr. McAllister said that the six-year plan makes so much sense for planning. “Thank you for putting in the effort.”

Mr. Sills said that this is a very valuable process and it prompts the Schools to analyze its needs and to develop long term plans.

5. Music Department Action Plan

Ms. Nicole O’Toole, Program Administrator, presented the Music Department’s Action Plan resulting from the Program Review done last February.

The desired action items were presented by school:

Davis School

- Build in down time/prep time in the schedule for the teacher
- Would like to see music classes to be held in the music room
- Purchase a quality sound system

- Consider a rotating schedule so that the same students do not miss class due to Monday holidays.

Lane School

- Have the Lane music teacher teach the Lane chorus
- Expand the choral program to fourth grade
- Build in down time/prep time for the teacher
- Purchase a high quality sound system
- Update lighting in the music room

JGMS

- Extend music requirements K-8. Replace 7th grade theater arts with general music.
- Schedule performance classes for a minimum of 3 class meetings in a 6-day cycle. Allow for multiple ensembles
- Review electives for grade 8 – maybe have them serve as entry level for BHS music courses
- Have mixed grade music ensembles for grades 7 & 8
- Investigate having a boys' chorus.

BHS

- Expand theater offerings to enable students to become college and career ready
- Examine the Tournament of Plays tradition. (This year it will be in the spring)
- A fall play is now offered
- Hire an accompanist for chorus
- Create a music ensemble block – have a major that meets 4 out of the 6 days

Ms. O'Toole also outlined some professional development desires based on feedback from the Program Review.

- Work to blend K-5 music curriculum with current 6th grade music.
- Work to make meaningful curricular progression from JGMS to BHS.
- Continue curricular work around higher order thinking skills and define how students will demonstrate their understanding.
- Document curriculum for new theater art class at BHS.
- Develop common assessment for units taught by all.

Ms. O'Toole noted that more appropriate storage space is needed in all buildings.

Mr. Pierce said that Theater Arts will be good preparation for students to get used to speaking in public and to collaborate together. He would like to see it stay in 7th grade.

Mr. McAllister asked if Ms. O'Toole had a timeline for all of these steps. She said it is an ongoing process and she realizes that some of the changes have implications on building schedules and funding.

Mr. Sills asked Ms. O'Toole to give the School Committee an update in a year. She agreed.

Ms. Seibert suggested that maybe the English department could help get some of the theater arts curriculum going.

6. FY'16 Capital Requests – Space Modifications and Technology

Mr. Alani, Facilities Director, presented the space modification piece of the 2016 Capital Plan. He commented on each item on the list.

METCO Office \$6500

The desire is to open the space up by combining the small office and conference room.

“Lounge”/Special Ed Office \$30,000

The desire is to create a new office and space for a special Ed program.

Early Childhood Room \$17,000

Create a 15x15 space inside the room to help with program needs.

Lane School Conference Room \$23,000

Lane has a very small conference room. The idea is to take some of the workroom space to make a larger conference room.

JGMS Gym door replacements \$39,000

This is needed for security reasons.

JGMS Hallway Security Doors \$32,000

This will allow the school to block off school areas from public areas like the gym and auditorium.

JGMS Computer Room \$26,000

Create two offices within existing lab space. One will be for iPad training and technology issues and the other space will be to secure technology items.

The total request is approximately \$173,000.

Ms. Seibert asked Mr. Sills to prioritize these projects. Mr. Sills agreed to do this but said he believes all of these projects should be discussed with Capital Expenditures.

Mr. Sills said he would prioritize based on program needs first, His priorities are as follows:

1. Preschool Changes
2. Special Ed classroom upgrades
3. JGMS Computer Lab
4. Lane Conference Room
5. JGMS Hallway security
6. METCO Office
7. Gym doors

Mr. Sills also discussed the Technology side of the request. He explained that he added expected life spans into the plan and he broke down the request by infrastructure, cyclical replacements and then by need – critical, need, and advancement.

Mr. Sills presented the updated, comprehensive technology plan to the School Committee. He said although it is comprehensive, it does not meet all of the school’s technology needs. He feels the plan is basic as it maintains the infrastructure. There is a small amount of new technology on the list for Davis School, who has been going without for many years.

Mr. Sills will include a brief description of each piece of hardware in the next version on the plan.

Mr. Sills discussed the FY2016 Security Camera plan for \$122,783. He said this plan calls for 4-6 cameras and new swipe pads to be installed at each school. Mr. Sills said the plan is to use the cameras as a means to protect the building. They will only be used outside. Software is included.

Mr. McAllister asked about Bedford's history of vandalism. Mr. Sills said it spikes at different times. Usually it is graffiti or kids climbing on to the roof and getting into the courtyards at the high school. Mr. Sills thinks the cameras would prevent other crime like drug dealing. He is comfortable with using outside cameras.

Ms. Seibert asked if we would get a insurance benefit if we installed such cameras. Mr. Coelho said he would inquire.

Mr. Pierce suggested looking into a few other types of security camera software and hardware packages.

Mr. Sills also gave some additional information on the Science wing fan that is on the capital project list at an estimated cost of \$135,000. He explained that the all purpose science room and the Chemistry/Biology rooms have inadequate airflow/exhaust with out this fan. Mr. Sills feels that this request is needed for safety concerns.

Mr. Sills said he is prepared to discuss all projects with the Capital Expenditure Committee at the upcoming meeting.

Ms. Seibert said we need to be prepared to explain why we need these projects now. She also suggested that the School Committee be prepared to discuss the bleacher request and to address the option of alternative funding sources to support this.

8. Superintendent's Report

Mr. Sills said that the Press box will be ready for the Thanksgiving game.

Mr. Sills thanked the JGMS teachers for parking at St. Michael's parking lot on Tuesday for Election Day. He feels that we need to meet as a town to examine different voting place options. He is not sure the school is the right place.

Mr. Sills reminded everyone that the CSF Scholarship Foundation will be holding a 50th anniversary celebration on November 9th at Old Town Hall.

Mr. Sills announced that Lane School will be holding a Veteran's Day celebration on Tuesday.

Mr. Sills also reminded everyone of the student art show being held in Lexington this week.

9. Minutes

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the minutes of the September 9, 2014 School Committee meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

(Ms. Guay joined the meeting around 8:15 pm)

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the minutes of the September 23, 2014 School Committee meeting as amended.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

10.Future Agenda

FY'16 budget discussion

11. Adjournment

Mr. Pierce made the following motion.

MOVED: Motion to adjourn at 10:15 p.m. to Executive Session to discuss non-bargaining unit contract, not to reopen.

MOTION SECONDED by Ms. Seibert

MOTION APPROVED:5-0

Roll Call Vote:

Mr. Pierce	Yes
Ms. Seibert	Yes
Mr. McAllister	Yes
Ms. Guay	Yes
Mr. Hafer	Yes

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE

November 4, 2014

Exhibits/Document

- Capital Project Analysis from VFA Software as of October 31, 2014
- FY'16 Technology Capital Plan dated 10/31/14
- Music and Theater Arts Department Action Plan dated Nov. 4, 2014
- Memo FY'16 Schools Space Modification Proposals
- Draft of minutes of School Committee Meeting dated September 9, 2014
- Draft of minutes of School Committee Meeting dated September 23, 2014

BEDFORD SCHOOL COMMITTEE
Executive Session
November 4, 2014