

**BEDFORD SCHOOL COMMITTEE**  
**June 9, 2015**  
**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 Mr. Pierce, Ms. Guay, Mr. McAllister and Mr. Brosgol. Miss Sophia Kyrou, student representative, was absent.

**2. Comments from Public**

None

**3. Enrollment Study**

Mr. Sills introduced Donald Kennedy from the New England School Development Council (NESDEC) to present the findings of the enrollment study completed by NESDEC for the Bedford Public Schools.

Mr. Kennedy said that the bottom line is for Bedford to expect a steady, moderately-paced growth in kindergarten. Mr. Kennedy reported that the K-12 student population in Bedford Public Schools has risen by 230 students over the past decade. A continued, more moderate rise is expected over the next decade as new families move into the elementary grades. This fall, there may be about 40 additional students in grades K-8. Twenty-five fewer are expected at the high school since the class of 2015, a large class, has graduated.

Mr. Kennedy summarized that the quality of Bedford schools continues to be the draw as well as recreation and quality of life issues. Single family home sales in 2012-14 have averaged 157 houses per year, compared with only 82 homes sold in 2009. The median price of a single home has risen above \$580,000 in recent years.

Mr. Kennedy also noted:

- Senior citizens have not been leaving homes in Bedford but he thinks they will likely do so.
- Growth in Bedford is outpacing what the US Census projected.
- The number of Bedford building permits has risen in the last few years.
- Condominium sales in Bedford have risen since 2012.
- There are 38 new construction units underway and this is not considering the former Coast Guard housing area. These homes will soon be converted to new housing.
- Middlesex County is a desirable area given the availability of jobs and good schools.
- Bedford is seen as a community where you get more value for your money (when compared to Lexington, Lincoln, etc.)
- Bedford is 10% about the state average in the number of K-12 students moving into Bedford housing units.
- The number of births in Bedford is not growing due to the median age of the town increasing.
- After 2004 the pattern of kindergarten enrollment really changed. After this year, there have been an average of 30-40 new kindergarteners above the birth rate in town. This will likely continue.

Mr. Kennedy said that the patterns of the last six years is expected to continue. He suggested that the schools watch the number of home sales, net immigration, the number of building permits, the

number of births, the number of 4 year olds in nursery school and any new employment opportunities in the area in order to predict enrollment.

Mr. Hafer thanked Mr. Kennedy for a comprehensive report.

Mr. Brosgol believes that the report is under estimating the numbers of families moving into the new housing in town. He said numbers of move-ins from the past were more than estimates from developers.

Mr. Brosgol if other nearby towns are experiencing similar growth. Mr. Kennedy said Lexington is but not many others.

Mr. Pierce noted that seniors living in Bedford has remained steady and is quite high. He said if seniors start moving out of town, it could make a large impact on the school enrollments.

Ms. Guay asked if Mr. Kennedy considered the homeless community living in town. Mr. Kennedy said it was not considered as it does not seem to be a big issue.

Ms. Guay asked if any nearby towns have schools set up like Bedford (by grade and not neighborhood). Mr. Kennedy said he knew of only Weston.

Ms. Guay asked if Mr. Kennedy noticed any snowball effect when one house is torn down and rebuilt. He said he really has not done this kind of analysis but suggested contacting Newton for information.

Mr. McAllister thanked Mr. Kennedy for being very thorough in his report. He asked if Mr. Kennedy had any experience reporting findings to other town audiences such as the Finance Committee or even community members. Mr. Kennedy said he usually reports solely to School Committees.

Mr. McAllister said that this information needs to be shared with the town.

Mr. Hafer summarized that a lot has happened to Bedford in the last five years – high growth, the arrival of homeless families, teardowns, etc. He believes that the Davis School population will continue to run high for the next ten years and that the School Committee needs to figure out how best to manage it.

#### **4. Feasibility Study**

Mr. Sills initiated the Feasibility Study discussion. He said that the big question is to determine whether Bedford is experiencing sustainable growth. Mr. Sills said we need to look at temporary solutions, such as modular, and also determine if more long term solutions are needed such as building renovations/additions.

Mr. Sills said he thinks the NESEC projections are conservative.

Mr. Sills said that the Davis School's capacity is 554 students. But he also pointed out that the school was designed for a different population of students. ELL and in-house special education programs were not a factor in the design.

Mr. Pierce said he is fearful that the bubble in Davis School's projected enrollment is NOT temporary and that the State will not agree to finance a building addition. Mr. Pierce said that the School Committee needs to redo the building projections and capacity to show what we need for current and future programming needs.

Mr. Sills recommends moving forward on Feasibility Studies for Davis and Lane Schools for December with a goal of having renovated buildings for 2018. He said that these studies will review buildings, projections, and what solutions are available and may present a broad idea of costs. Mr. Sills said an architect will be needed to do this study and an RFP would have to be issued.

Mr. Pierce suggested establishing a Space Needs Committee as the schools had done in the past. Mr. Pierce said it is a good way to get community input. Mr. Sills agreed.

Mr. Sills said he expects the feasibility study for the two schools to cost approximately \$78,600 and that this money has already been approved in the capital budget.

Ms. Guay said she feels that Mr. Kennedy should present the findings to the town stakeholders since the presentation is so informative. She also said that this is not a school issue but a town-wide issue.

Mr. Sills said he thinks a feasibility study will be needed for the middle school in a couple of years.

Mr. McAllister made the following motion:

**MOVED: That the School Committee commission a feasibility study for the Davis and Lane schools at a cost not to exceed \$78,600.**

**MOTION SECONDE by Mr. Brosgol**

**MOTION APPROVED: 5-0**

Mr. Hafer said he is concerned that the \$78,600 budgeted in the Capital budget was for three feasibility studies. He asked Mr. Sills to be mindful of the costs.

Mr. McAllister made the following motion:

**MOVED: That the School Committee authorize Mr. Sills to create a representative committee to guide the feasibility studies.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 5-0**

## **5. Personnel Report**

Mr. Sills asked the School Committee to approve the field trip request from Mr. Mangan for the annual football camp to be held in Moultonborough, NH. This annual event is an opportunity to bring together the students, all from diverse backgrounds. The camp will be held on August 26-29, 2015. There will be no cost for the students to attend since funds were raised to cover the expenses from fundraising. The only costs incurred by the school department will be the cost of bus transportation.

Ms. Guay made the following motion:

**MOVED: That the School Committee approve the Bedford High School football camp to be held from August 26 through August 29, 2015 at Camp Winaukee in Moultonborough,**

**NH at no cost to the students. Transportation costs will be incurred and will come from the athletic department budget.**

**MOTION SECONDED by Mr. McAllister**

**MOTION APPROVED: 5-0**

Mr. Pierce asked if freshman were excluded. Mr. Sills said yes.

Mr. Sills announced the following personnel changes:

*Retirements (at end of school year)*

|                |                                 |               |
|----------------|---------------------------------|---------------|
| Terri Mills    | Foreign Language Teacher        | Middle School |
| Aleta Devenay  | Art Program Administrator       | District      |
| Deb Sakelakos  | Director of Student Achievement | District      |
| Gloria DeRocco | Elementary Teacher              | Lane          |
| Mary Ann Kiely | Teacher Assistant               | Davis         |
| Ann Basile     | Educational Assistant           | Preschool     |
| Linda Young    | Library Educational Assistant   | Lane          |

*Resignations:*

|                 |                                   |             |
|-----------------|-----------------------------------|-------------|
| Barbara Barnett | Foreign Language Program Director | High School |
|-----------------|-----------------------------------|-------------|

*Appointments:*

|                 |                               |             |
|-----------------|-------------------------------|-------------|
| Venus Ho        | Library Educational Assistant | Lane        |
| Brittany Morley | School Adjustment Counselor   | High School |
| Erin Eggers     | Biology/Anatomy instructor    | High School |

Mr. Sills asked the School Committee to approve two new job descriptions.

#### Out-of-District Coordinator/Team Chair

This job replaces the Assistant Director of Special Education position. The person who is in this position is out of school a lot since they support the out-of-district students. Therefore, it is difficult to do special educator evaluations. Team Chairs will have the responsibilities of evaluating the special educators in their building. The Team Chair position will be updated accordingly. The new Out-of-District Coordinator is a Team Chair position and is a .8 not a 1.0. Savings from this reduction will allow school-based Team Chairs to do evaluations.

#### Teaching Assistant/Behavior Specialist

This new position will support the students in the Autism program at Davis School. It commands a higher salary due to the special skills required. Funding is available from the reduced out-of-district coordinator position.

The School Committee reviewed the descriptions presented and gave Mr. Sills some edits. Mr. Sills will bring back for approval at the next meeting.

### **6. Superintendent's Evaluation**

Mr. Sills explained that he needs to be evaluated against the goals approved by the School Committee earlier in the year. He handed the Committee a rubric (Standards and Indicators of Effective Administrative Leadership 2014-2015) to help with the discussion.

Mr. Sills said that he will go through the goals and highlight the actions undertaken to meet the goals. Mr. Hafer will then summarize the School Committee feedback. The end results will be submitted online to the Department of Education by Mr. Hafer.

Mr. Sills reminded the School Committee that the District agreed that no teacher will be exemplary and all teachers will be moderate against meeting student achievement goals since more work is needed in this area.

**Goal 1 Assess and Effectively Address Enrollment Trends Across the District**

- Enrollment study commissioned (and reported tonight)
- Budget addresses class size pressures while maintaining programming
- Capital budget provides for additional modular if needed and holds places for additions at Davis, Lane and JGMS.
- Budget included new in-house special education programming at Davis and BHS
- Technology budget increased

**Goal 2 Continue to build the Leadership Team’s shared and individual instructional leadership**

- School Improvement Plans show collaborative culture in buildings
- Hired new Assistant Superintendent
- Did not satisfy the goal of bi-weekly visits to all schools

**Goal 3 Strengthen communication between the district and the community and between schools and families**

- Produced BPS brochure to help communicate district’s philosophy, goals and accomplishments
- Held second annual technology showcase for community
- Wrote articles/participated in interviews for local newspapers. Did not do this frequently enough.
- Did not publish second phase of learning objectives nor added exemplars.

**Student Learning Goal: Improve math skills for all subgroups in grades 6**

- Set achievement goals with Principals
- Ensured special education practices corresponded with classrooms
- Information not yet available to see if goal was met. Also switching to PARCC will make comparisons more difficult.
- March data did show that 6<sup>th</sup> graders showed a 36% increase in their interim assessments scores.
- Mr. Morrissey, new math program administrator, helped set clear learning outcomes and pacing guides.

Mr. Hafer asked the School Committee to summarize their feedback to all of this information and get it back to him.

**7. Superintendent’s Report**

Mr. Sills said he will share the Massachusetts Superintendent Association position paper on assessments. He said it is an interesting paper on what Superintendents feel “good” assessments should include (the purpose is to inform instruction and not establish accountability). The group will also ask the Board of Education to look at the frequency of assessments.

Mr. Sills commented on the wonderful graduation ceremony that was held earlier this month. He said it was extra special because three School Committee members had graduates this year.

### **8. Liaison Reports**

Ms. Guay said there are concerns with the new policy limiting information that is sent home with students from the schools. She hopes that BEST will find ways to help disseminate this information.

### **9. School Committee Minutes**

Mr. McAllister made the following motion:

**MOVED: That the School Committee approve the minutes of the May 5, 2015 School Committee meeting as amended.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

### **10. Future Agenda**

- School Committee positions realignment
- Vote on two new job descriptions
- Report of Superintendent's evaluation
- Summer logistics
- Budget clean-up of actuals v. budget

### **11. Adjournment**

Before voting to adjourn, members of the School Committee thanked Assistant Superintendent Claire Jackson for her hard work over the last couple of years. They all agreed that Bedford Schools have been very fortunate to have her.

Ms. Jackson responded by telling the Committee to, "Keep up the incredibly powerful job you do!"

Mr. McAllister made the following motion.

**MOVED: Motion to adjourn at 10:00 pm.**

**MOTION SECONDED by Ms. Guay**

**Roll Call Vote:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Hafer</b>      | <b>Yes</b> |
| <b>Mr. Pierce</b>     | <b>Yes</b> |
| <b>Mr. McAllister</b> | <b>Yes</b> |
| <b>Ms. Guay</b>       | <b>Yes</b> |
| <b>Mr. Brosgol</b>    | <b>Yes</b> |

\_\_\_\_\_  
School Committee Secretary

\_\_\_\_\_  
Date

**BEDFORD SCHOOL COMMITTEE**

**June 9, 2015**

**Exhibits/Documents**

- NESDEC Demography and Enrollment Projections presentation
- Draft of Job Description “Out of District Coordinator/Team Chair”
- Draft of Job Description “Teaching Assistant/Behavior Specialist – Special Education”
- Superintendent’s Evaluation 2014-2015
- Standards and Indicators of Effective Administrative Leadership Superintendent’s Rubric 2014-2015
- Draft of minutes from the May 5, 2015 School Committee meeting