

**BEDFORD SCHOOL COMMITTEE  
MINUTES OF  
June 12, 2012  
Bedford High School - Large Instruction Room**

**1. Call to Order**

At 7:00 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.

**2. Adjournment to Executive Session**

**3. Return to Open Session**

At 7:30 p.m., Ms. Seibert called a return to open session meeting of the Bedford School Committee. Other members present included Mr. Hafer, Ms. O’Gara, Mr. Pierce and Ms. Bickford.

**4. Personnel Report**

Mr. Jack Belcher asked for approval of the football team’s annual camp in Moltonborough, New Hampshire on August 22 – August 25, 2012. Approximately 45 players in grades 10-12 will attend. Transportation will be provided by Bedford Charter and two school vans. There will not be any cost to the School Department.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the field trip for the annual football camp to Camp Winaukee in Moltonborough, NH on August 22 through August 25, 2012 at no cost to the school.**

**MOTION SECONDED by Ms. O’Gara**

**MOTION APPROVED: 5-0**

The School Committee approved several job descriptions.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the job description for Program Administrator for Special Education Grades 6-12.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

Ms. O’Gara made the following motion:

**MOVED: That the School Committee approve the job description for Program Administrator for Instructional Intervention and Data Analysis.**

**MOTIN SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

Dr. LaCroix explained that the next job description, Curriculum Coordinator, was approved earlier in the year but it has been updated to reflect some of the changes due to the data work that is needed. The change was based on discussions with the teachers union.

Ms. O’Gara made the following motion:

**MOVED: That the School Committee approve the job description for Curriculum Coordinator as amended.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Dr. LaCroix also presented a job description for Middle School Team leaders. She explained that the updates also came about due to discussions with the teacher's union.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the job description of Middle School Team Leaders.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

Dr. LaCroix explained that the Business Office has been reorganized and as a result, she is asking the School Committee to consider approving two revised job descriptions.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the job description of Financial Analyst as amended.**

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

**MOTION APPROVED: 5-0**

Ms. O'Gara made the following motion:

**MOVED: That the School Committee approve the job description of Accounts Coordinator as amended.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

Dr. LaCroix announced several informational items:

*Resignations:*

Gretta Venuti	.5 Grade 3 Teacher	Lane School
Tom Flaherty-Dawson	.8 Kindergarten Teacher	Davis School
Theresa Bergazzi	Teaching Assistant	Middle School
John King	Teaching Assistant	Middle School

*Appointments for 2012-2013:*

Colleen Murray	Network Administrator	System
Kristen Lerra	.5 Guidance Counselor	Lane School
Andrea Youngs	ESL Teacher	Davis School
Kristen Gobiel	.6 SOS Teacher	Middle School
Terry Smolka	.6 Instructional Tech	Middle School

**6. Public Hearing on Teachers Evaluation System**

Dr. LaCroix explained that the law requires a public hearing on the new Teacher Evaluation System that is going to be rolled out in September in order to solicit public comments. The School Committee reviewed the new program in February.

The Public Hearing opened at 7:53 p.m.

Dr. LaCroix explained that a law was passed in June 2011 that said that School Committee's must establish an evaluation system and set performance standards for the evaluation of all teachers, administrators, counselors or anyone with a license. Dr. LaCroix said she truly believes that the new system is a phenomenal opportunity.

The focus of the new regulations include:

- Growth and leadership of all teachers
- Student learning
- Recognition of excellence in teaching and leading
- Shorter timelines for improvements

Dr. LaCroix explained that the system is all about assessment and individual growth. She said educators will use the same rubrics. Bedford will start by using the ones that the DOE has developed. We may end up continuing with these or making changes when the system is finally implemented – in about two years.

The biggest change is in how teachers are supervised and evaluated. Dr. LaCroix said, "It won't be perfect and it will be a big learning curve." However, Bedford is a Race to the Top District and must implement a system by September. Dr. LaCroix further explained that she has been working closely with the BEA. Ultimately, Bedford will end up with an adapted model of the DESE system. Once DESE approves the new version, then the BEA will ask for teacher ratification on Day 1. The system will always be a work in process in order to keep moving forward with improving practice.

There were no public comments.

The School Committee members said that they are hopeful that this system will work for Bedford.

Dr. LaCroix said all parties worked very hard on this new program and feels that Bedford will be an exemplary town in its adoption of a teacher evaluation system.

The Open Hearing closed at 8:10 p.m.

### **7. BHS Handbook for 2012-2013**

Mr. Sills presented changes proposed for the BHS Student Handbook for 2012-2013. He said that there were not many major changes, mainly updates and language changes.

Mr. Sills explained one change would be in the calculation of GPA. The school will now add .2 to each value in the unweighted and weighted GPA columns of the Class Rank Table. "After reviewing many colleges and other high school GPA tables, we determined that students at the lower end of the scale (A-, B-, C-, D-) would be better advantaged by the .7 value rather than the .5 value that current tables use. The .7 value is more typical in college GPA calculations."

Profile information will also be amended to reflect this change.

Mr. Sills also noted that Graduation Requirements were updated to reflect changes required by the Common Core standards (which were approved by the Committee). Attendance policy was also clarified.

The School Committee reviewed all of the proposed changes in a memo dated June 1, 2012. They did not have any questions.

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the 2012-2013 Student Handbook as presented.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

### **8. Approval of Grade 3 and 4 Math Textbooks**

Dr. LaCroix asked the School Committee to vote on the Envision textbook adoption request that Ms. Dorer presented at the last School Committee meeting.

Ms. O’Gara made the following motion:

**MOVED: That the School Committee approve the adoption of Envision Math Program and texts for grades 3 and 4 at a cost of \$39,154.16 as presented on May 22, 2012.**

**MOTION SECONDED by Ms. Bickford**

**MOTION APPROVED: 5-0**

### **9. Superintendent’s End of Year Report**

Dr. LaCroix presented a full End of Year report to the School Committee. She briefly discussed the following highlights:

- Continued integrating curriculum to the Massachusetts frameworks and the Common Core.
- Expanded common assessment.
- Implemented the new start time at all schools. (A full report will be forthcoming in the fall.)
- The iPad initiative was launched at the high school.
- Initiated the ¾ day Wednesdays.
- Expanded the RTI model and incorporated 90-minute literacy and intervention blocks at the elementary schools. (This is a big change for the elementary schools.)
- Adopted a new writing program at Davis.
- Expanded Web 2.0 tools.
- ELL learner teams at building level have been established.
- BHS Tenacity Challenge was launched at BHS. Nine school districts participated. The goal of this challenge is raising academic achievement for students of color.
- Program review process continues. In the fall, we will get the state CPR report.
- The Strategic Plan has been completed through 2017.
- There have been lots of personnel changes especially at the administrative level.
- Data Team Leaders have been trained and are ready to lead building data teams.
- State support for Hanscom is likely to happen again this year.
- Bedford, Burlington, and Andover received a \$50,000 innovation grant to share. Ed Camp will be held in June for faculty.
- Provided financial savings analysis on bringing many special education programs in house.
- Implemented energy savings program.
- Implemented a bundled approach to maintenance requests.

Dr. LaCroix said the comprehensive year-in-review report will be posted online for all.

School Committee members made a few comments to Dr. LaCroix.

Mr. Hafer said that it is impressive to see how much was accomplished this year including the amount of long-term strategy for the future. He said, "You are leaving us in great shape. Thank you!"

Mr. Pierce thanked Dr. LaCroix for her thoroughness over the ten years that they worked together.

Ms. O'Gara said that Dr. LaCroix gave a great summary and she is impressed that the State, in its CPR review, has a very small list of concerns.

Ms. Bickford thanked Ms. Taymore for her help in reaching the goals too. She said that Ms. Taymore was "very instrumental with fixing and sharpening the details".

Ms. Bickford commented that Dr. LaCroix is universally respected throughout the state of Massachusetts. She thanked her for being a "tremendous mentor, leader and friend."

Ms. Seibert agreed with Ms. Bickford and thanked Dr. LaCroix for her hard work right up until the very end.

Ms. Bickford made the following motion:

**MOVED: That the School Committee accept the end-of-year highlights to the Superintendent's End-of-Year Report on goals as reported tonight.**

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

**MOTION APPROVED: 5-0**

#### **10. Options for Warrant Schedule Signatures**

David Coelho explained in a memo dated May 18, 2012 that the current policy on payment warrants is to have three school committee signatures to approve payments. (This is based on DOR rules that a majority of school committee is required to approve all bills.)

Mr. Coelho explained that the current practice used by the Bedford School Committee takes about 30 days. He would like to look at some options in attempt to streamline the process.

Ms. Seibert explained that the current process is difficult and thinks that the bills should not leave the Business Office building.

Mr. Coelho proposed several options. One option would be to sign bills during School Committee meetings. Another is to have School Committee members stop by the business office to review bills or create a subcommittee to do this on a regular basis.

Ms. Bickford said she really does not see a need to change the current system.

Ms. O'Gara does not like the practice of the bills leaving the Business Office and getting dropped off at a variety of places.

Ms. Seibert said she thinks the current process is unreliable and that it is hard to track down the package of bills.

Mr. Pierce said he is concerned that one option will require School Committee members to regularly stop by the Business Office.

School Committee members discussed the pros and cons of all the options. Mr. Pierce asked if Mr. Coelho could check with our auditors to verify how many signatures are truly needed.

For the time being, the School Committee decided to use email to help streamline the process and to keep track of the bill package. They will continue using three signatures for now and if necessary, bring the packet to the meeting for signatures. The Business Office will use email to follow up on the signatures.

#### **11. Superintendent's Report**

Dr. LaCroix announced that the Girl's Tennis Team is headed to the state championship!

Dr. LaCroix thanked the School Committee, the Staff and the Community for the opportunity to work in Bedford. She said Bedford is a "wonderful place to do this work." She believes that the culture and values of Bedford truly match the culture and values of the School Committee. She is amazed at how well the town committees work together. "Thank you! It's been a pleasure."

#### **12. Liaison Reports**

None

#### **13. Minutes for Approval**

Ms. Bickford made the following motion:

**MOVED: That the School Committee approve the April 24, 2012 minutes as amended.**

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

**MOTION APPROVED: 5-0**

Ms. O'Gara made the following motion:

**MOVED: That the School Committee approve the March 6, 2012 minutes as amended.**

**MOTION SECONDED by Mr. Pierce**

**MOTION APPROVED: 5-0**

#### **14. Future Agenda**

Ms. Bickford used this time to say how spectacular this year's graduation ceremony was.

#### **15. School Committee Reorganization**

Ms. O'Gara made the following motion:

**MOVED to nominate Anne Bickford to be chairperson of the 2012-2013 School Committee**

**MOTION SECONDED by Mr. Pierce**

**Ms. Bickford accepted the nomination.**

**MOTION APPROVED: 5-0**

Mr. Pierce made the following motion:

**MOVED to nominate Noreen O'Gara as vice chairperson of the 2012-2013 School Committee.**

**MOTION SECONDED by Mr. Hafer**

**Ms. O'Gara accepted the nomination**

**MOTION APPROVED: 5-0**

Ms. O’Gara made the following motion:

**MOVED to nominate Ed Pierce as secretary of the 2012-2013 School Committee.**

**MOTION SECONDED by Mr. Hafer**

**Mr. Pierce accepted the nomination.**

**MOTION APPROVED: 5-0**

Ms. Bickford thanked Ms. Seibert for doing a tremendous job leading the School Committee throughout the 2011-2012 school year.

Ms. Seibert said that the reward was to be able to participate in the graduation ceremony!

## **16. Adjournment**

Mr. Hafer made the following motion:

**MOVED:** Motion to adjourn at 9:25 p.m. to Executive Session to discuss non-contractual employee adjustments, to re-open.

**MOTION SECONDED by Mr. Pierce**

**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

\_\_\_\_\_  
Date

## **BEDFORD SCHOOL COMMITTEE**

**June 12, 2012**

### **Exhibits/Documents**

- **Draft job description – Program Administrator for Special Education Grades 6-12**
- **Draft job description – Program Administrator for Instructional Intervention and Data Analysis**
- **Draft job description – Curriculum Coordinator**
- **Draft job description – Middle School Team Leaders**
- **Presentation “Public Hearing - New Massachusetts Educator Evaluation Regulations”**
- **Memorandum on Proposed Changes to the 2012-2013 Student/Parent Handbook for BHS dated June 1, 2012 from Jon Sills.**
- **BPS Goals and Objectives dated September 27, 2011 with updates.**
- **Memorandum on Options for Warrant Schedule Signatures dated May 18, 2012 from David Coelho.**
- **Draft of April 24, 2012 School Committee meeting minutes.**
- **Draft of March 6, 2012 School Committee meeting minutes.**



**BEDFORD SCHOOL COMMITTEE**  
**Executive Session**  
June 12, 2012