

**BEDFORD SCHOOL COMMITTEE
MINUTES OF
September 27, 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 and Sam Markuse, student representatives were also in attendance.

2. Comments from Public

None

3. Personnel Report

Dr. LaCroix presented an updated job description for the Director of Information Technology position. She explained that this description was updated to a more appropriate description of the job functions and responsibilities. School Committee members reviewed the position and asked a few questions.

Mr. Hafer asked if this position had any curriculum/content delivery responsibility. Dr. LaCroix said no, but it was closely related.

Mr. Pierce suggested adding the student scheduling responsibility since it is such a large and important part of the position.

Ms. O’Gara said the performance responsibilities were appropriate as long as they were not in a priority order. Dr. LaCroix said they were not in a priority order.

School Committee members agreed to vote on this description at the next School Committee meeting.

Dr. LaCroix announced the following informational items:

Resignations:

Twila Wanamaker	Educational Assistant at JGMS
Eugene Busa	Teaching Assistant at BHS
Marie Oppedisano	Cafeteria Worker at Lane

4. Capital Budget

Mr. Coelho presented a FY ’13 – FY’18 Capital Budget Request proposal to the School Committee. Mr. Coelho explained that the presentation tonight is an overview and is strictly a big picture look. It includes projects such as an expansion of Davis School (required to move more special education programs in house) as well as network upgrades at the high school (required to move forward with the one-to-one computing environment).

Mr. Coelho used five major categories – Technology, Furniture, Fixtures & Equipment (F,F&E) School Building Capital Maintenance, and one-time capital improvements & space modifications/realignment.

The summary of these projects for the FY’13-FY’18 time frame is as follows:

Technology	\$510,000
FF&E	\$189,930
School Building Maintenance	\$1,416,211
One-Time Capital Improvements	\$808,496
Facility Space Modifications	\$5,609,513
Facility Energy Efficiency	\$821,661
Total 6 year request	\$9,355,811

Mr. Coelho noted that it is important that the schools reexamine the facilities to ensure they meet programming needs and this will require broad conversations within the Town. Also, the technology infrastructure needs to be reexamined and perhaps updated, depending on the schools’ technology vision for the future.

Mr. Lord presented information on the specific technology projects on the horizon. He explained that the wireless network at the high school needs to be expanded in order to support full one-to-one computing implementation. He has been working with various vendors to come up with a viable solution to double the data access ports. He estimates that this will cost \$175,000 for FY’2013 and about \$22,000 in FY’2014 for the middle school and Lane. (He plans to move the existing high school equipment to these schools). He would also like to install Smartboards at Lane.

Ms. Bickford asked if the \$175,000 for FY’2013 included the cost of procuring additional iPads. Dr. LaCroix said no, this cost will be presented as part of the operating budget and she estimates that it will cost approximately \$100,000 to add a new grade.

Ms. Seibert asked if it is possible to simply add more access ports the existing ones at the High School. Mr. Lord said no that it was not possible because we have an older model that is no longer being made.

Mr. Pierce asked Mr. Lord to provide details to the \$175,000 quote. Mr. Lord agreed.

Mr. Coelho then presented background information on the FY’13 FF &E request to replace some copiers.

Mr. Jones spoke about his plans for ongoing building maintenance projects as well as the space modifications and energy efficient projects being considered. Mr. Jones can currently identify FY’13 repainting projects at the High School, Middle School and Lane School as well as a roof replacement project at Lane. He estimates these projects will cost \$124,000. He also identified \$55,000 worth of upgrades and improvements at Davis, Lane and middle schools. He noted that many of the Davis projects have been moved to the MSBA project. Mr. Jones also briefed the School Committee on possible energy efficiency projects related to the Green Communities grant. He will be asking for money to design work on the group of projects. He is not sure however, how the Finance Committee will receive this idea and wonders if all of the energy efficiency projects in the town will end up as a bond offering.

Mr. Jones also reviewed the status of academic realignment. He noted:

- A statement of interest was submitted to the MSBA regarding Davis.
- In FY' 13, the JGMS Tech Ed. Room was changed to a regular education classroom and a smaller engineering room.

The School Committee reviewed the list of individual projects and had several questions for Mr. Jones.

Ms. Bickford noted that the Lane recommission project seems like a very large project. Mr. Jones explained that an engineering firm would have to do this and he estimates that they would invest approximately 300 hours to complete it, based on the work done at the high school. He will reexamine the estimate.

Ms. O'Gara asked if Davis School has been recommissioned. Mr. Jones said no and that it would make sense to wait to see if MSBA approves the expansion and modification plans.

Mr. Coelho and Mr. Jones explained that the Town has a new Capital Asset Management System. They hope that this new system will help the Town implement consistent prioritization methods for capital budget requests. The town expects that this new system will help determine procedures for maintaining databases and ultimately help determine funding for desired projects.

Mr. Hafer commented that the investment in this new system will help the town look at the big picture i.e., help the town realize how many assets there are in the entire town and how much we do and should spend on capital projects.

Ms. Bickford suggested that Mr. Jones use a bundle approach when we propose capital requests to the CEC. She especially likes the summary sheets. She thinks the information should be communicated in a more readable way and these summary sheets do a good job of doing this. Mr. Jones agreed to work with Mr. Coelho on accomplishing this.

5. Superintendent's Goals

Dr. LaCroix presented a revised Goal document to the School Committee. She explained that the revisions contained the changes discussed at the last meeting.

Mr. Pierce made the following motion:

MOVED: That the School Committee approve the Superintendent's Goals and Objectives for the 2011-2012 School Year as presented in the September 27, 2011 School Committee packet.

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 5-0

6. Appointment of School Attendance Officers

Dr. LaCroix asked the School Committee to appoint Principals, Assistant Principals and School Resource Officers to be the official School Attendance Officers for the 2011-2012 school year. Previously, it was just the School Resource Officers but Dr. LaCroix thinks for practical reasons, it is important to have the Principals and Assistant Principals appointed as well.

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the appointment of the Principals, Assistant

Principals and School Resource Officers to be official Attendance Officers for the 2011-2012 school year.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

7. Web/Media Permission Form

Last week, Mr. Sills presented the changes he would like to make to the Web/Media Permission form and procedure. Dr. LaCroix presented the final version of the form to the School Committee for review and noted that it now includes permission to use first and last names. This was not made clear during the discussion.

The School Committee reviewed the change and appreciated being informed. They did not take a vote.

8. FY'12 Budget Revote

Mr. Coelho explained that due to shifts in salary line items due to savings in hiring and in ERI/SLBB retirement expenses, there was a reallocation of budget line items from the budget voted at the March 12, 2011 Town Meeting. (No change in the total budget voted).

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the reallocation of the FY'12 budget as voted at the March 12, 2011 Annual Town Meeting, based on revised salary and non-salary projections, inclusive of all personnel and payroll updates, as follows:

Salary	\$22,622,021
NonSalary	\$ 9,094,359
Total	\$31,716,380

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

9. Superintendent's Search Process

Ms. Seibert reported that she and Mr. Pierce defined the process for finding a new Superintendent. Together, with assistance from MASC and past Bedford searches, they determined the following steps and timeline.

- Post job description for internal candidates first. Notice is ready.
- All internal candidates must apply no later than October 13th.
- On October 18th, there will be a community forum with the candidates
- On October 25th, the School Committee will interview internal candidates.
- On November 8th there will be an appointment or the position will be reposted for external candidates.
- November 9 – January 25th selection process will continue with external candidates, if necessary.
- February 11th will be a staff meeting with the candidate.
- Appointment or another action will occur on February 15th.

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the posting for the Superintendent of School position for internal candidates.

MOTION SECONDED by Ms. O'Gara

MOTION APPROVED: 5-0

In the mean time, Ms. Seibert explained that there will be a survey available on the district website for staff, high school students and the community to participate in. Feedback will be handled by MASC and information will be used for interviews.

The questionnaire is under development and was shared with the School Committee. Edits were given to Ms. Seibert.

Mrs. Jennifer Harrington, a member of the audience, commented that it is great to hear that the community will be asked for opinions on the Superintendent search. She did ask how the information would be used.

Ms. Seibert answered her by explaining that the information will help School Committee stay aligned with the community and will help them understand the broad perspective of the role of a Superintendent of Schools.

Ms. Harrington said she hopes that the public can see the survey results. Ms. Seibert said she agrees that some type of summary information should be available for the public.

Ms. Bickford said she likes the idea of a survey because you cannot have conversations with everyone in the community.

Ms. O’Gara said that MASC is leading the School Committee through the search process and will certainly help the School Committee guide us with the responses.

Mr. Hafer said that School Committee will use the information to help formulate interview questions.

Matt Coughlin, student representative, asked how the availability of the survey will be advertised to the town. Ms. Seibert said all schools will use their email lists and links will be set up with other town organizations. She even suggested using the Bedford Minuteman newspaper.

Dr. LaCroix said that the MASC guides school departments through Superintendent searches all the time and that their advice will be very valuable.

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve posting a survey to the community for the Superintendent search as drafted on September 27, 2011 and amended.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 5-0

Ms. Bickford also made the following motion:

MOVED: That the School Committee approve Version 1 of the Superintendent Search Process as outlined.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

10. Superintendent’s Report

According to Dr. LaCroix, the State Department of Education is talking very seriously about applying for a waiver for some of the requirements of NCLB.

Dr. LaCroix commented that this action, if it happens, does not mean that the State is lowering its standards. According to Dr. LaCroix, the waiver is about AYP. Currently, 82% of schools in Massachusetts are not making AYP goals. Many of these schools have 97-98% of their students in the "Proficient" or above category. Therefore, the expectations are illogical and the Board of Education is beginning to recognize this fact. They recognize that it is wrong to label the majority of schools as failing when it is not true.

11. Liaison Reports

Ms. Bickford reported that the Finance Committee has begun financial model discussions. She also announced that there will be a Special Town Meeting on November 7th.

Mr. Hafer will soon present a draft of the Field Usage policy for School Committee review.

Mr. Steele, a member of the Finance Committee in the audience, asked if there was any feedback from parents on the bus schedule changes.

Dr. LaCroix said that she and Mr. Coelho have been working very closely with the Bus Company on a problem with one of the bus routes at Davis School. (It is coming to Davis very late in the afternoon). Right now, they are collecting data and will be sitting down with the bus company to find a solution. She said that Bedford Charter has been very good to work with.

12. Minutes

Ms. Bickford made the following motion:

MOVED: That the School Committee approve the minutes from the March 8, 2011 Executive Session meeting.
MOTION SECONDED by Mr. Pierce
MOTION APPROVED: 5-0

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes from the April 26, 2011 Executive Session meeting.
MOTION SECONDED by Mr. Pierce
MOTION APPROVED: 5-0

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes from the March 28, 2011 open session meeting.
MOTION SECONDED by Mr. Pierce
MOTION APPROVED: 5-0

Ms. O'Gara made the following motion:

MOVED: That the School Committee approve the minutes from the May 10, 2011 Executive Session meeting.
MOTION SECONDED by Mr. Pierce
MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes from the May 10, 2011 Open Session II meeting.

MOTION SECONDED by Mr. Pierce

MOTION APPROVED: 5-0

Ms. O’Gara made the following motion:

MOVED: That the School Committee approve the minutes from the September 23, 2011 Open Session meeting.

MOTION SECONDED by Ms. Bickford

MOTION APPROVED: 3-2-0

Roll Call Vote:

Ms. Seibert	Yes
Mr. Hafer	abstained
Mr. Pierce	Yes
Ms. Bickford	Yes
Ms. O’Gara	abstained

13. Adjournment

Ms. Bickford made the following motion:

MOVED: Motion to adjourn at 9:50.

MOTION SECONDED by Ms. O’Gara

MOTION APPROVED: 5-0

Roll Call Vote:

Ms. Seibert	Yes
Mr. Hafer	Yes
Mr. Pierce	Yes
Ms. Bickford	Yes
Ms. O’Gara	Yes

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE
September 27, 2011
Exhibits/Documents

- **FY 2013-FY2018 School Department Capital Budget Request**
- **Final Goals and Objectives for 2011-2012**
- **Web and Media Permission Default Memo dated September 7, 2011**
- **Draft of Minutes from the following meetings:**
 - March 8, 2011 Executive Session**
 - April 26, 2011 Executive Session**
 - March 28, 2011 Open Session**
 - May 10, 2011 Executive Session**
 - May 10, 2011 Open Session II**
 - September 23, 2011 Open Session**

Bedford School Committee

**Executive Session Minutes
September 27, 2011**