

**BEDFORD SCHOOL COMMITTEE**  
**MINUTES OF**  
**May 6, 2014**  
**Bedford High School - Large Group Instruction Room**

**1. Call to Order**

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

**2. Comments**

None

**3. Personnel Report**

Mr. Sills announced the following informational items:

Resignation:

Percy Napier, METCO Director

Appointments for next year:

Don Hendrick	Teaching Assistant at the High School
Laila Alamni	Teaching Assistant at the High School
Pat Morrissey	Math Program Administrator for middle and high school
Marianne Vines	Interim Special Education Director
Keith Mangan	Athletic Director and Program Director for PE/Health/Famco
John Preusch	Art Teacher at Davis School
Deb Darlington	Science (Biology/Physics) at the High School
Megan Chadzutka	Elementary Teacher at Lane School
Chris Larimore	Assistant Principal at the High School

**4. BHS Handbook Presentation**

Principal Turner and Assistant Principal Boynton presented the proposed changes to the BHS Handbook. Mr. Turner explained that there are only a few changes this year. He presented a memo dated April 30, 2014 highlighting all of the changes.

According to Mr. Turner, one of the biggest changes for the 2014-2015 school year is that students will choose whether they want to report their class rank to colleges. This information will not be put on the transcripts. It will be available to Guidance Counselors and they can report in their recommendation letter if the student wants to report it. The Class Rank Committee will continue to review BHS's policy and will make a final recommendation.

Mr. Turner explained that colleges do not require class rank and he has learned that many districts do not report it. This change will be explained in the school profile.

Ms. Guay said that she fears that many college admission readers may be confused because some students from BHS will report their rank and others will not.

Mr. Turner said that it is important for the Class Rank Committee to understand if rank hurts some of our students since many high schools do not use it. Mr. Turner said that the language in

the Program of Studies on this topic also needs to be clarified. The procedures need to be clarified as well. Parents will receive notification about this change.

The School Committee reviewed the change memorandum.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the proposed 2014-2015 BHS Parent/Student Handbook with the understanding that any changes to the Student Athlete Handbook be subject to a separate approval by the School Committee.**

**MOTION SECONDED by Mr. Hafer**

**MOTION APPROVED: 5-0**

### **5. Program Review Process Proposal**

Mr. Sills explained that the district, since 2006, has been involved in comprehensive program review process. All in all, the process has generated a lot of value to the district. However, the process has been very time consuming and tends delay or bump other important teaching collaborative work. The current review process consumes all of the professional development time for two years.

Mr. Sills is concerned about the time involved with the program review especially in light of the new teacher evaluation process that the Common Core demands. This new evaluation system is very deliberate and incorporates outside perspective.

Therefore, Mr. Sills is recommending a modification to the program review process. He would like to propose:

- Reducing the process to 14 months
- Developing just a couple of essential questions at the end of the school year
- Using these questions as the basis of the program review.
- Visiting other schools to see how they approach these questions.
- Sharing finding with others in the district and on the School Committee

Mr. Sills said that this new plan would be very flexible especially when the teachers visit other schools. These visits could spur new essential questions.

Mr. McAllister said it sounds like a sustainable way to reflect and review curriculum and practices.

All other members agreed that this plan sounded reasonable.

### **6. Facilities Naming Policy and Procedure**

Mr. Sills asked the School Committee to vote on the proposed policy and procedure that incorporated the changes discussed at the last meeting. Mr. Sills noted he also shared the policy with the Town Manager.

Mr. Sills said that a School Committee vote is not needed since it is a change in procedure on naming school facilities.

Ms. Seibert made the following motion:

**MOVED: That the School Committee approve the “Naming New Facilities Policy- File:FF” as presented and discussed tonight.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 5-0**

### **7. Superintendent’s Report**

The Middle School teachers arranged to have Jeff Bowman, a marathon-bombing survivor who wrote a book about his experience, speak to the students. He discussed what he learned as he wrote his memoir.

Davis School has embraced the “Love Your Neighbor” campaign by having students write poems.

The Leadership team has met with the CSF volunteers to discuss how to help them celebrate next year’s 50<sup>th</sup> anniversary year. Mr. Sills said that the group wants to expand its presence and roots to the new families in town. CSF has helped so many students in town over the 50 years.

Dr. Jackson will be systemizing how the district should handle bias and discrimination.

### **8. Liaison Reports**

Mr. Pierce reported that the Charter Committee met last week and would like the School Committee to consider several elements of the town charter.

### **9. Minutes for Review**

Mr. Hafer made the following motion:

**MOVED: That the School Committee approve the minutes of the April 1, 2013 School Committee meeting.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

Mr. Hafer made the following motion:

**MOVED: That the School Committee approve the minutes of the March 11, 2014 School Committee meeting.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

Mr. Hafer made the following motion:

**MOVED: That the School Committee approve the minutes of the March 18, 2014 Executive Session to the School Committee meeting.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

Mr. Hafer made the following motion:

**MOVED: That the School Committee approve the minutes of the March 24, 2014 School Committee meeting.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

### **10. Future Agenda**

Review the town charter.

**11. Adjournment**

Mr. Hafer made the following motion.

**MOVED: Motion to adjourn at 8:30 p.m.**

**MOTION SECONDED by Ms. Seibert**

**MOTION APPROVED: 5-0**

**Roll Call Vote:**

**Mr. Pierce                      Yes**

**Mr. Hafer                      Yes**

**Ms. Seibert                    Yes**

**Mr. McAllister              Yes**

**Ms. Guay                      Yes**

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School Committee Secretary

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Date

**BEDFORD SCHOOL COMMITTEE**

**May 6, 2014**

**Exhibits/Documents**

- Memorandum dated April 30, 2014 from Henry Turner regarding proposed changes to the BHS 2014-2015 Student/Parent Handbook
- Final version of Naming New Facilities policy
- Final version of School Facilities Naming Procedure
- Drafts of meeting minutes from the School Committee meetings on April 1, 2013, March 11, 2014, March 18, 2014 Executive Session, and March 24, 2014

**BEDFORD SCHOOL COMMITTEE**  
**Executive Session**  
May 6, 2014