

**BEDFORD SCHOOL COMMITTEE
MINUTES OF**

May 21, 2013

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. McAllister and Ms. Guay. Mr. Hafer is expected later. Mr. Pierce will be absent. Mr. Ben Driscoll, student representative, was also in attendance.

2. Comments from Public

None

3. Personnel Report

Mr. Sills announced the following appointments:

Matthew Mehler	Assistant Principal at JGMS
Patrick Culhane	Social Studies Teacher at BHS
Limor Delzingo	Special Education Teacher at Davis
John Wysokowski	Social Studies Teacher at BHS
Lael Piehl	Special Education Teacher at BHS
Sheila Meyers	Special Education Teacher at Lane
Matthew Hall	Instructional Technology Teacher at Davis/Lane

Mr. Sills asked the School Committee to approve a job description for Bedford High School Integrated Preschool Program Coordinator. This is not a new position, but an updated job description. Its been updated to accurately reflect the duties and responsibilities of the position.

Ms. Guay suggested clarifying one item under Performance Responsibilities. The item, “collect data” should be clarified so it is not misinterpreted to mean ABA type of data collection.

The School Committee agreed to vote on the job description at the next meeting.

4. Davis School School Improvement Plan for 2013-2014

Ms. Nancy Peterson, interim Principal of Davis School, presented the School Improvement plan for 2013-2014. She thanked the School Council for their help in preparing this plan. Before she presented the plan, she did a quick review of the 2012-2013 year.

Highlights 2012-2013

- Professional Learning Communities (PLCs) were established so teachers could focus on student learning and begin to develop common assessments and review data.
- Implemented Lucy Calkins Writing Program in grades K through 2.
- Monthly all-school meetings were implemented as a means to discuss social responsibilities.
- Two multicultural days were held where families shared their cultures with students.
- Read Across America was a fun day for students and staff alike.

Ms. Peterson shared a video with the School Committee showing examples of daily life at Davis school.

2013-2014 School Improvement Plan

Ms. Peterson framed Davis School's goals and objectives by using the system-wide focus on Governance and Leadership, Curriculum and Instruction, Assessment and Evaluation, and Student Support.

Governance and Leadership

- Support new principal's transition.
- Implement Phase II of teacher/administrator evaluation system.
- Further strengthen the PLCs. Maintain a building schedule that provides common planning time for collaborative teams and one PLC meeting per week.

Curriculum and Instruction

- Support Year 2 of Lucy Calkins writing program.
- Implement Year 1 of Foundations, a phonics program for K-2.
- Implement newly formatted Bridges Math in grade 2.
- Pilot a student-centered iPad project.
- Provide professional development for Davis staff in writing of UBDs.

Assessment and Evaluation

- Continue to develop and implement common assessments. Do this at PLC and Grade Level meeting times.
- Increase use of formative and "just in time" assessments.
- Continue systemic review of student data to inform instruction.

Student Support

- Implement and support new Bridge Program at Davis for students with social-emotional needs.
- Continue to clarify and refine academic and behavioral RTI process.
- Develop a plan to assess the success of the Intervention Block at Davis.
- Continue monthly all school meeting and school celebrations.

Ms. Guay asked if there were any surprises from the student data collection. Ms. Peterson said that the biggest surprise was that teachers were surprised that this really works. The PLCs meet every week and teachers share and collaborate. This is the real surprise.

Mr. McAllister asked who did the data training for the teachers. Ms. Peterson explained that the district organized an all day teacher training for staff.

Mr. McAllister asked how often teachers discuss data. Ms. Peterson said a minimum of three times. PLCs do meet every week.

Mr. McAllister asked if the new Principal reviewed the School Improvement Plan. Ms. Peterson said she will review it at the next School Council meeting. Also, Ms. Peterson said she did not put a lot of details in the plan because the new Principal is the one who needs to do this. The plan focuses on the goals the district has determined to be important.

Ms. Seibert asked Ms. Peterson what she would do next year in terms of the PLCs. Ms. Peterson said that classrooms need to be consistent and data needs to flow more often. Also, teachers need to begin talking about formative assessments while balancing developmental differences.

Ms. Seibert asked how K-2 students react to assessments. Ms. Peterson said she does not see stress with the students in terms of assessments. She thinks the support the teachers get from the district allows them to take the time needed to assess at a comfortable pace and process for the students.

Ms. Seibert asked how the Intervention Block is going at Davis. Ms. Peterson said that when students need Tier II instruction (more support) there is a need to allow these students to be pulled out of the classroom for a boost.

Mr. Driscoll asked what plans are in place for iPad use. Ms. Peterson said that this was really up to the new Principal and the teachers. She noted that the Reading Teachers received iPads from BEST.

Ms. Seibert thanked Ms. Peterson for sharing her talents and wisdom with us for the past two years.

Mr. Sills noted that Ms. Peterson created time for the PLCs that have now become an important piece of the Davis teaching culture. He also thanked Ms. Peterson for creating a sense of community at Davis. He is thankful for her energy. He is especially thankful for her sensible approach balancing developmental concerns with the new curriculum.

5. Lane School - School Improvement Plan

Mr. Robert Ackerman, Principal of Lane, presented the 2013-2014 school improvement plan.

Goal 1 – Improve School Safety

- Will trial a new pick up procedure because with the current system, students have to cross busy roads. The goal is to try it at the end of this year and refine it over the summer.
- Create a coherent social-emotional curriculum for K-5 and articulate it clearly and consistently at both schools.
- Implement a new behavior plan so that there are consistent rules in all classrooms.

Goal 2 – Align Lane School curriculum with high order thinking curriculum

- Teachers need to truly understand standards in ELA and Math as well as previous and next grade standards.
- Teachers need to make sure high level thinking is behind curriculum activities
- Teachers will have professional development in this area – “Making Thinking Visible”.

Goal 3 – Improve Teacher Skills and Understanding on Integrating Technology

- Work with new technology teacher to develop staff training schedule.
- Survey staff for needs.
- Support teachers using iPads.
- Extend 5th grade electronic portfolios.

Goal 4 – Develop Shared Ownership of “High Risk” Students

- IEP training for staff.
- Develop and share easy ways to differentiate instruction.
- Schedule collaborative time for teachers and specialists.
- Share examples of productive collaboration.

Goal 5 – iPad Pilot

- Teachers will submit proposals for their pilot and Mr. Ackerman and Ms. Clements will select two.
- Will gather data on iPad pilot as proof that it is enhancing education.
- Focus will be on creation not consumption.

Ms. Guay asked how students at Lane School know the expectations. Mr. Ackerman said that every classroom posts the expectations. Also teachers are expected to deal with discipline issues in the classroom. They know when it is time to bring in Administration for help. Also, Administration has been using a “Think About It” sheet where students go home, write about the incident, and have a parent sign it.

Ms. Guay suggests having the Special Education Teachers ask the classroom teachers about what areas they need help with on IEPs.

Mr. McAllister was pleased to see a lot of “continues” on the plan. He thinks it is important that the School Committee see a lot of ongoing goals. Also, he thinks it is a great idea for teachers to learn more about implementing IEPs for students.

Ms. Seibert asked what types of reaction Lane School students have to all of the assessments. Mr. Ackerman said that these kids do see a lot of assessments but he thinks they are used to it. He does not see stress but he is concerned about rising anxiety. He wonders if it is related to assessments. He thinks the teachers do a great job reassuring the students that the assessments are not high stakes assessments.

Mr. Hafer wonders if students lose anything in grades 3-5 when the focus shifts to higher order thinking. Mr. Ackerman said no. The facts are applied. Students at this age can do both.

Mr. Hafer asked Mr. Ackerman what he would like to do differently. Mr. Ackerman said that data analysis is very time consuming and is especially difficult to do timely in a school environment.

Mr. Sills said that higher order thinking is an everyday activity and does not have to be extraordinary. For example, ask students to categorize rather than memorize.

Ms. Seibert made the following motion:

MOVED: That the School Committee approve the Davis School and Lane School Improvement Plans for 2013-2014 as presented tonight.

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 4-0

6. Superintendent’s Report

Mr. Sills said it looks like the State reimbursement will be good.

Mr. Sills said he was proud of the student work presented at the various Technology Showcases held this year.

He also noted how successful and fun the Davis School multicultural celebrations were. The High School is having one this week too.

7. Liaison Reports

Ms. Seibert said per the EDCO report, more Special Education funding is expected.

8. Acceptance of Computer Equipment Donations

Mr. Coelho presented a memo to the School Committee with a list of computer equipment which is being donated by Mr. William Fair, of Brigham and Women's Hospital to Bedford Public Schools. The BPS computer department feels that this equipment is in good working order and will be good additions to the hardware inventory.

Mr. Coelho asked the School Committee to accept this donation.

Ms. Seibert made the following motion:

MOVED: That the School Committee accept the contribution of 19 computer monitors from William Fair to Bedford Public Schools computer department as outlined in the memorandum dated May 21, 2013 from Mr. Coelho to Mr. Sills.

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 4-0

9. Approval of Minutes

None

10. Future Agenda

The last School Committee meeting will be June 11, 2013. Items on the agenda may include Security Task Force recommendations and priorities, Review of the Naming Policy for Facilities and Fields, and year-end report on Superintendent's goals.

11. Adjournment

Ms. Seibert made the following motion:

MOVED: Motion to adjourn at 9:00 pm.

MOTION SECONDED by Ms. Guay

MOTION APPROVED: 4-0

Roll Call Vote:

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

School Committee Secretary

Date

BEDFORD SCHOOL COMMITTEE

May 21, 2013

Exhibits/Documents

- Draft of job description, “Bedford High School Integrated Preschool Program Coordinator”
- Memorandum dated May 21, 2013 from David Coelho to Jon Sills regarding donation of computer equipment.
- Presentation: Davis School School Improvement Plan 2013-2014
- Presentation: Lane School School Improvement Plan 2013-2014

BEDFORD SCHOOL COMMITTEE
Executive Session
May 21, 2013