

BEDFORD SCHOOL COMMITTEE

October 26, 2021

Live Virtual Online Meeting using ZOOM Audio/Video Conference Software

*** Due to the COVID-19 Crisis, this meeting was live-streamed over the internet using ZOOM video/audio conferencing software in order to adhere with social distancing measures put in place by Governor Baker. This meeting was open to the public for live chat during Public Comment.*

1. Call to Order

At 7:03 PM, Ms. Scoville called to order the meeting of the Bedford School Committee. Other members present included Ms. Guay, Ms. Santiago, Mr. Brosgol, Mr. Morrison

2. Public Comment

John Cahill

27 Washington St

Mr. Cahill spoke to the school committee about his concerns regarding cancelation of approved field trips in February. Mr. Cahill stated the it is understandable the committee has concerns about the trip moving forward give COVID and country restrictions. However, Mr. Cahill feels that if the committee cancels the trip that the district should reimburse families that would lose money as the travel agency is not cancelling the trip at this time.

3. Introduction of BHS Student Representative: Prakhar Gupta

Mr. Conrad introduced Prakhar Gupta to the School Committee as the 2021-2022 student representative. Prakhar is a senior at Bedford High School. He is an involved member of the school community and has served on the Principal's Advisory for four years, was part of the reopening team through the pandemic and is a class representative. He is passionate about inclusion, social justice and equity. As part of the reopening team, Prakhar advocated for student advisory and felt a sense of urgency to have student and adult connections throughout the pandemic. He is also part of Ground Up, a student run club that promotes balance and healthy living as part of our Challenge Success partnership. Prakhar enjoys music, is a musician and performs with his band in his spare time. Last year, Prakhar performed for staff and faculty at BHS to lift their spirits during the pandemic. He is a kind, creative and thoughtful student.

4. PR Report

Retirements:

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|-----------------|-------------------------------|-----|
| Michael Griffin | Science Program Administrator | BHS |
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Resignations:

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|------------------|--------------------------|---------|
| Emily Catanzano | Executive Assistant HR | Central |
| Jalessa Townsend | METCO Assistant Director | BHS |

Appointments:

| | | |
|--------------|--------------------------------|-------|
| Susan Bacher | LTS Counselor (thru 1/14/2022) | Davis |
|--------------|--------------------------------|-------|

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| Julie Abate | 0.4 Title I Math Tutor | Davis |
| Amanda Boglarski | 0.6 SPED BTSTA | Davis |
| Allyson Hayden | 0.4 ELA Teacher | BHS |
| Brianna Beasley | 1.0 SPED TA | BHS |

Substitutes:

| | | |
|----------------|--------------------|----------|
| Colleen Hardy | 5 Day Building Sub | Davis |
| Bridget Hadorn | Per Diem Sub | JGMS |
| Alia Kalai | Per Diem Sub | District |

5. SY22 Field Trips- Review & Vote

Mr. Conrad briefly reviewed and provided the School Committee members with an update on the pending field trips for 2022. The trip to Sicily & Greece will no longer include the group travelling to Greece due to the current level four status place by the state department due to high rates of COVID related illness. At this time no family or students have chosen to withdraw from any of the scheduled trips. Mr. Conrad made the recommendation and the School Committee agreed to allow all pending field trips for 2022 to move forward with planning. As these trips were previously approved by the School Committee no vote was need at this time.

6. Final FY 21 Year End Fiscal Update

Ms. Kirrane presented the following during her presentation of the Final FY21 Year End Fiscal Report. As summarized in the chart below, the final year-end balance of the FY21 Bedford Public Schools operating budget is \$0, after: 1) the application of all budgetary offsets, 2) a reserve fund transfer to increase available operating budget funds, and 3) a final transfer of remaining ARPA and CARES eligible expenses. FY21 School Committee Budget \$ 42,031,459 FY21 Reserve Fund Transfer \$ 395,671 FY21 Final Available Budget \$ 42,427,130 FY21 Expenditures Salaries \$ 34,509,390 Operating Expenses \$ 2,165,808 Special Education Tuition \$ 3,150,065 Regular Transportation \$ 1,171,449 Special Education Transportation \$ 715,437 Total FY21 Expended \$ 41,712,150 FY21 Budget Surplus (Deficit) \$ 319,309 FY21 Covid Expenses on Operating Budget \$ 515,755 FY21 Deficit \$ (196,446) Transferred to Muni CARES \$ 76,374 Transferred to ARPA \$ 46,079 FEMA claim \$ 73,993 Actual FY21 Final Balance \$ 0 FY21 Funds Carried Forward State Impact Aid \$ 346,943 Special Education Circuit Breaker \$ 660,905

Operating Expenses ended the year with a surplus of \$95,769, a budget variance of 4%. This was primarily due to programmatic changes due to Covid-19, as well as conservative spending in regular areas of the budget.

Both regular and special education transportation expenses were lower than budgeted in FY21.

Regular Transportation ended the year with a surplus of \$9,761 and a budget variance of less than one percent. There was some reduction in routes during the year (e.g., late buses), while there were extra costs incurred for sanitization.

Special Ed Transportation ended the year with a surplus and savings of \$189,064, or 21%. This was due the numbers of students eligible for specialized transportation who elected not to ride special education vans. Lower ridership was due to parental choice of remote education, or to drive students to school.

7. Capital Budget Presentation

Mr. Alani and Ms. Kirrane presented the following to the School Committee during their presentation on the Capital Budget. FY23 Facilities Projects are as follows:

- All Schools- Equipment Replacement - \$29,292
 - Capital Maintenance –Safety
- Flooring Replacement \$58,358-
 - Capital Preventive Maintenance - Annual All Schools
- Interior Painting \$58,358-
 - Capital Preventive Maintenance - Annual All Schools
- Program Space Modifications \$45,152
 - Capital Improvement - Annual
- BHS & John Glenn Middle School- Exterior Painting \$143,916
 - Capital Maintenance
- Lane School- Elevator Controls Panel Replacement \$59,946
 - Capital Maintenance - Safety Lane School
- Cooling Equipment \$175,000 Capital Improvement
 - Health & Safety
- Sabourin Field – Public Bathrooms \$120,488
 - Capital Improvement

All School Equipment Replacement

- Annual assessment and evaluation of all floor scrubbers and one-man lifts
- Replaced with the most energy and water efficient model available
- Current average useful life is 15-20 years

FY 2023 School Projects

- Information Technology Plan Replacement -\$ 536,900
- Annual Durable Furniture/Equipment Replacement- \$ 65,688
- School Photocopier Replacement- \$ 52,919
 - Total Cost for School Projects FY2023 \$ 567,356

Mr. Brosgol made the following motion:

MOVED: Motion approve Capital Budget.

MOTION SECONDED by Ms. Santiago

MOTION APPROVED 5-0-0

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| Ms. Guay | Yes |
| Ms. Scoville | Yes |
| Mr. Brosgol | Yes |
| Ms. Santiago | Yes |
| Mr. Morrison | Yes |

8. Cafeteria Worker's Contract Vote

Mr. Conrad presented the following to the School Committee with regards to the Cafeteria Employees Associate Contract Renewal for FY2022-FY24 Memorandum of Agreement.

- The parties agree to a salary COLA of 2% per year in FY22 through FY24
- The parties agree to a salary scale to reset to ensure no steps pay hourly rates below the state minimum wage of \$15 to take effect in January 2022
- The parties agree to eliminate Article 7-2 to pay substitutes \$1.00 less in order to meet minimum wage guidelines and since substitutes do not receive any of the benefits available to full time employees.
- The parties agree to a Kitchen Manager Differential of 30% in FY22, 31% in FY 23 and 31% in FY24

Mr. Morrison made the following motion:

MOVED: Motion to approve Cafeteria Worker's Contract

MOTION SECONDED by Ms. Santiago

MOTION APPROVED 5-0-0

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| Ms. Guay | Yes |
| Ms. Scoville | Yes |
| Mr. Brosgol | Yes |
| Ms. Santiago | Yes |
| Mr. Morrison | Yes |

9. District Improvement Plan- 1st Read

Mr. Conrad reviewed with the School Committee the School Improvement Plan for 2021-2024.

A Strategic Plan is developed through broad-based participation that expresses an organization's foundational beliefs and through goals, objectives, and action plans. It's also a "blueprint" for long-term direction and decision-making. Core values are a set of fundamental beliefs of a district about children and learning that serve as guide for decisions, behaviors, and actions that the district takes. A mission statement is a district's primary purpose and reason for existing. It communicates a sense of direction for the entire district and is intended to remain relatively unchanged over time. The District Improvement Plan (DIP) builds upon the foundational principles and expresses goals, objectives, and strategies that, if accomplished, lead to the achievement of the vision.

Our District Improvement Plan is based on a number of components including but not limited to:

- Correlating Core Values
- Initiative Titles
- Goals
- Objectives
- Action Steps
- Resources
- Description of staff responsible for overseeing accomplishment of initiatives
- Outcomes or Products
- Timelines for Implementation/Completion of Strategies Maintaining the District Improvement Plan

Each school year, the District Improvement Plan should be reviewed in its entirety and the plan updated for the new school year. Goals and objectives that have been accomplished may be eliminated from the future plan. Goals that have not been completed should be carried over to the new plan. Conclusion for purposes of clarity, this district improvement planning process starts as a series of separate initiatives intended to be congruent. Finally, the purpose of the district improvement planning process: to focus and provide a plan of action that consistently reinforces student learning and achievement.

10. School Committee Expansion: HAFB & METCO

First Read of proposal to expand the Bedford School Committee to include a representative from our HAFB & METCO communities.

The Bedford School Committee, in addition to its regular voting members and Hanscom Representative, will have a non-voting delegate representative on the METCO community on the Bedford School Committee. This delegate shall be a willing volunteer solicited from among parents of current METCO students and appointed by agreement of the School Committee. The delegate will participate in Committee assignments, sit at the table, and discuss matters in all sessions. Each delegate may serve a renewable term of three years.

The role of the Hanscom Representative is to represent the interest of the residents of Hanscom Air Force Base in the operation of the Bedford Public Schools, especially Bedford High School. As non-voting members of the Bedford School Committee, the Hanscom Representatives participate in all Committee functions, including these specifically related to the relationship between the Lincoln School Committee and the Hanscom schools.

11. Superintendent's Evaluation Goals- 1st Read

Professional Practice Goal PPG GOAL 1: During the 2021-2022 school year, I will participate in the second year of the three-year New Superintendent Induction Program (NSIP) launched in 2010 by the Department of Elementary and Secondary Education (DESE) and Massachusetts Association School Superintendents (MASS) in collaboration with the Massachusetts Association of School Committees (MASC). The three-year-long induction program will support me in my role as a new superintendent. It is designed to improve my ability to be an effective instructional leader, to build strong and meaningful relationships with the school committee, the teachers association, municipal leaders, as well as to develop a high-functioning leadership team of district administrators, principals, assistant principals, directors, program administrators, and program directors.

Key Actions 1. Attend content sessions, group, and individual coaching sessions and participate in all round tables including (EDCO, MVSA, MASS, and DESE) as well as an executive leadership group facilitated by Future Management Solutions (FMS) 2. Complete all readings, participate in discussions and complete all writing assignments 3. Consult with my coach and NSIP program leaders on a regular basis and as needed

Student Learning Goal SL GOAL 1: Throughout the 2021-2022 school year I will continue to support effective instructional practices throughout the district by engaging in regularly scheduled school visits, attending the Data Wise leadership group run by Assistant Superintendent Clifford, participating in the Bedford Instructional Leadership Course taught by Chris Olansen-Rilli from Research for Better Teaching (RBT) with other instructional leaders from the district, as well as leading the Instructional Leadership Group of the Bedford Public Schools.

Key Actions 1. Schedule school and classroom visit opportunities with and without the building principal 2. Communicate directly with teachers to secure invitations to classes held through our remote learning model and our one school model 3. Engage in professional development with our instructional leaders to develop more robust observation and evaluation skills through the Bedford Instructional Leadership Course taught by Chris Olansen-Rilli from Research for Better Teaching (RBT)

District Improvement Goals: DI GOAL 1: To support the implementation of the district's literacy plan including the five (5) stated goals of Vision/Leadership and Communication, Assessment, Intervention Processes, Core Curriculum and Instruction, and Professional Development/Coaching. Additionally, I will continue to commit the resources needed to prioritize the teaching of literacy in all content areas and at all levels of our district. Work with administrators to keep the goal of literacy alive at all four schools through classroom observations, administrative goal setting, the analysis of student data, and the implementation of instructional strategies that support all learners.

Key Actions 1. Continue to actively support the implementation of the district's literacy plan 2. Develop individual goals with the leadership team that prioritizes the literacy plan

DI GOAL 2: To enhance the academic achievement, social-emotional learning, and understanding of diversity, equity, and inclusion for all students.

Key Actions: Academic Achievement 1. Clarify to all educators the importance of developing and maintaining relationships with students and colleagues that respect and value the complete identity of each student. 2. Lead the district utilizing cultural responsive practices 3. Develop stronger transition plans between schools

12. Superintendent's Report

Mr. Conrad provided the following during his Superintendent's Report to the School Committee. Mask mandate was extended to at least January 15, 2022. Small portion of school have met the requirement of 80% vaccination rate to utilize the off ramp option to move away from the mask mandate for those individuals that are vaccinated in the buildings. District evaluators first course in coaching has been completed. Marianne Vines will sit on the committee for the LABBB Executive Director search. CASE looking for space as they have a need to expand their programs. Unfortunately, we cannot offer any more space to the program. Unfortunately, we have no more available space to offer them. November 2, 2021 is a Professional Development Day. No School for students. New England Association of Schools and Colleges will conduct a virtual decennial visit on 11/7-11/10. This is our accreditation evaluation. Fall athletic season coming to a close. DCL Champions- Boys Soccer, Field Hockey. Football and volleyball teams in the

playoffs. Cheerleading team in final competition on Saturday. Accreditation visit will be held on November 7-9. Will be done virtually this year.

13. Draft Minutes: Review & Vote

Mr. Brosgol made the following motion:

MOVED: That the School Committee votes to approve the minutes from October 12, 2021 School Committee meeting

MOTION SECONDED by Ms. Santiago

MOTION APPROVED 5-0-0

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| Ms. Guay | Yes |
| Ms. Scoville | Yes |
| Mr. Brosgol | Yes |
| Ms. Santiago | Yes |
| Mr. Morrison | Yes |

14. Adjournment

Mr. Morrison made the following motion:

MOVED: Motion to adjourn into Executive Session at 10:11 pm for the purpose on contract negotiations not to re-open in Open Session.

MOTION SECONDED by Ms. Santiago

MOTION APPROVED 5-0-0

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| Ms. Guay | Yes |
| Ms. Scoville | Yes |
| Mr. Brosgol | Yes |
| Ms. Santiago | Yes |
| Mr. Morrison | Yes |

Exhibits/Documents

BHS Student Representative

PR Report

SY22 Field Trips

FY21 Year End Fiscal Update

Capital Budget Presentation

Cafeteria Worker's Contract

District Improvement Plan

Superintendent's Goals

School Committee Expansion: HAFB & METCO



School Committee Secretary



Date

