

**BEDFORD SCHOOL COMMITTEE**  
**January 15, 2019**  
**Bedford High School – Large Group Instruction Room**

**1. Call to Order**

At 7:30 p.m., Mr. Brosgol called to order the meeting of the Bedford School Committee. Other members present included Ms. Santiago, Ms. Scoville, and Ms. Guay. Mr. McAllister was absent.

**2. Comments from Public**

None

**3. Personnel Report**

Mr. Sills presented the revised job description for Assistant Superintendent. He asked that School Committee members consider approving the revision tonight. School Committee members agreed to do this. Ms. Santiago asked that acronyms be defined. Mr. Brosgol asked that the formatting be consistent – use all numbers or bullets.

Ms. Guay made the following motion:

**MOVED: That the School Committee approve the job description for Assistant Superintendent as presented and discussed tonight.**

**MOTION SECONDED by Ms. Scoville**

**MOTION APPROVED: 4-0-0**

Mr. Sills said he hopes to conduct interviews before the February break and to move a candidate forward in March.

Ms. Santiago asked what Mr. Sills is doing to try to attract diverse applicants for this position. Mr. Sills said he is reaching out to mentors and mentees and utilizing minority job fairs.

**4. FY20 Budget Discussion**

Mr. Sills and Mr. Coelho asked the School Committee members to continue to review the FY20 budget request by reviewing each budget section, line by line. This process started at the last School Committee meeting. Highlights of this discussion include:

*Bedford High School*

- The new NEASC accreditation process at the high school is underway. \$3,500 is set aside to cover expenses related to this process.
- Offsets from the Mudge Fund are from interest earned on the fund.
- Requesting adding a 1.0 Reading Teacher
- Requesting to add a .4 Science/Technology teacher
- Requesting to add more math lab support
- Increase the supply account for the academic achievement center due to the increase in the number of students enrolled in program.

*John Glenn Middle School*

- Requesting a Curriculum Coordinator for Academic Support
- Replace 120 Ipad renewal lease with purchase of 60 Chromebooks, carts, and software. This is still under evaluation.

- Add a 1.0 Foreign Language teacher
- Guidance is asking for extra support in supplies to support group counseling and private school application demands.
- Requesting to add a .2 FTE Writing Lab teacher

*Lane School*

- Will not request a chrome book purchase for FY20. Lane will borrow district Chromebooks for MCAS. (Therefore, we will have a longer district-wide testing window.)
- Requesting an additional .3 Recess Aide
- Requesting \$5,200 to continue to build the class room libraries for Lucy Calkins reading program.

Ms. Guay commented that the process of reviewing the entire operating budget (line by line) is very time consuming but extremely helpful.

Ms. Guay and Ms. Scoville suggested the Mr. Sills explain what needs to be done to meet the state mandate of having MCAS exams completed entirely on computers. Mr. Sills agreed to do this. He is also concerned that daily education will be interrupted because of the amount time it will take to plan and share computer resources for the exams.

Ms. Santiago thanked Mr. Sills and Mr. Coelho and everyone else for all the work completed to prepare the budget and analysis information.

Mr. Brosgol said he still would like additional information on the following:

- Ink and toner request
- Transportation expense based on the new bus contract
- Information on Chrome v. Ipads
- The policy on using reserve funds
- Substitute expenditures

Mr. Coelho explained the town's plan for covering the charges for our new telephone and fiber optic system. He reported that the Town would like to consolidate the charge into one line item, similar to the way utilities are handled. This would cover the costs for both phone and internet service. The Town determined that \$60,000 is the amount that will be taken from the school's FY20 operating budget. Therefore, the budget needs to be adjusted to account for this charge.

Mr. Sills summarized that the FY20 budget request is a 3.94% increase over last year's. Next week, he will present a FY20 budget that is a 3.75% increase and one that is a 3.50% increase.

Mr. Sills also reminded the Committee that next week, the Committee needs to decide on the FY20 operating budget number to move forward to the Finance Committee.

Ms. Guay reminded Mr. Sills that it will be helpful to prepare information that shows what we save by having an in-house SAIL Program compared to sending students to out-of-district programs. She suggested the Mr. Sills point out the unusual requirements of such in-house programs such as summer programs.

Ms. Guay said that she fears that the new state school funding formula which is being discussed now, may not be beneficial to towns such as Bedford.

### 5. Superintendent's Report

Mr. Sills reported that the Davis School renovation project is moving along. Weather in November did slow down the time-line but the schedule has been readjusted. The new building structure is expected to be completed in the May/June time frame so permitting can be done in time of September opening,

### 6. Minutes

Ms. Scoville made the following motion:

**MOVED: That the School Committee approve the minutes from the December 18, 2018 School Committee meeting as amended.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 4-0-0**

### 7. Adjournment

Ms. Scoville made the following motion:

**MOVED: Motion to adjourn at 9:52, not to re-open.**

**MOTION SECONDED by Ms. Guay**

**MOTION APPROVED: 4-0**

### Roll Call Vote:

Mr. Brosgol	Yes
Ms. Santiago	Yes
Ms. Scoville	Yes
Ms. Guay	Yes
Mr. McAllister	Absent

  
\_\_\_\_\_  
School Committee Secretary

3/12/19  
\_\_\_\_\_  
Date

**BEDFORD SCHOOL COMMITTEE**

**Jan. 15, 2019**

**Exhibits/Documents**

- Job Description – Assistant Superintendent
- FY20 Operating Budget Binder
- Draft of minutes from the December 18, 2018 School Committee meeting.