

DRAFT
BEDFORD SCHOOL COMMITTEE
February 11, 2020
Large Group Instruction Room, Bedford High School

1. Call to Order

At 7:33 p.m., Ms. Santiago called to order the meeting of the Bedford School Committee. Other members present included Mr. Brosgol, Mr. Morrison, and Ms. Scoville. Ms. Guay was delayed and arrived at 7:40 p.m. There were no student representatives present this evening.

2. Comments from Public

None

3. Personnel Report

ACTION ITEMS:

Out-of-State / Overnight Field Trips:

<i>Justine Flora</i>	<i>Boston, MA</i>	<i>BHS</i>
	<i>DECA State Competition</i>	
	<i>February 27th through February 29th, 2020</i>	

Justine Flora, along with parents and staff volunteers, is requesting School Committee's Approval to attend an overnight field trip in Boston, MA, on February 27th through February 29th, 2020. This will be held at both the Marriott Copley and the Hynes Convention Center.

Approximately 20 students, grades 10 through 12, will be competing in their category for the state championship. This is an annual event and students will be given the opportunity to advance to the national event held in Nashville, TN in April.

Chaperones will consist of parents and staff volunteers. The cost to the student is approximately \$350 and will cover all meals and lodging.

There is no cost to the school.

Mr. Brosgol made the following motion:

MOVED: That the School Committee approve the overnight field trip request for approximately 20 students in grades 10 to 12 and staff to travel the DECA State Competition from February 27th through February 29th, 2020 at a cost of between \$350 to \$400 dollars per student and no cost to the school.

MOTION SECONDED by Mr. Morrison

MOTION APPROVED: 4-0-0

<i>Nicole O'Toole</i>	<i>Boston, MA</i>	<i>BHS</i>
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*Mass Music Educators All State Festival
March 5th through March 7th, 2020*

Nicole O'Toole, along with James Felker, are requesting School Committee's approval to attend an overnight field trip in Boston, MA, on March 5th through March 7th, 2020. This will be held at the Seaport followed by a concert at Symphony Hall.

Approximately 3 students, grades 9 through 12, have been invited to attend the All-State Music Festival. This is an annual event that requires auditions. Once accepted, students have the opportunity to perform in various ensembles with other fellow talented students from across the state.

Chaperones will consist of Nicole O'Toole, James Felker, supervisory parents on site, and a site provided nurse. The cost to the student is approximately \$350 and will cover all meals and lodging. Families will transport their own children.

There is no cost to the school.

Mr. Brosgol made the following motion:

MOVED: That the School Committee approve the overnight field trip request for the Mass Music Educators All State Festival from March 5th through March 7th, 2020 for approximately 3 students in grades 9 to 12 at a cost of approximately \$350 dollars per student and no cost to the school.

MOTION SECONDED by Ms. Scoville

MOTION APPROVED: 4-0-0

Celia Dill

Sandwich, NH

BHS

Camping and Hiking

May 14th through May 15th, 2020

Celia Dill, along with Victoria Breslin and Jeff Wardwell, is requesting School Committee's Approval to attend an overnight field trip in Sandwich, NH, on May 14th through May 15th, 2020. This will be held at Jeff Wardwell's house/camp.

Approximately 10 students, grades 9 through 12 in the STEP Program, will be camping and hiking for the purpose of increasing their mental and physical fitness, along with learning survival skills. Additionally, students will develop self-confidence and grow as responsible members of a small community.

Three additional chaperones from the High School may also be attending. There will be no cost to the students and Ms. Dill would like to use the school vans for transportation.

There will be a minimum cost to the school of approximately \$300.00 to cover the groceries.

The School Committee had the following comments and questions:

Ms. Santiago asked if there would be any liability issues due to the camp/home belonging to a Town employee.

Mr. Sills said that there would be a permission waiver for the parents to sign.

Mr. Morrison asked if there needed to be further approval for the use of a school van.

Mr. Sills said no approval for the van was needed.

Ms. Scoville made the following motion:

MOVED: That the School Committee approve the out-of-state field trip request for approximately 10 students in grades 10 to 12 to travel with staff to the Camp/Home owned by Mr. Jeff Wardwell in Sandwich, NH on May 14th to May 15th, at no cost to the student with an approximate cost of \$300.00 to the school.

MOTION SECONDED by Mr. Morrison

MOTION APPROVED: 4-0-0

INFORMATION ITEMS:

Resignations:

<i>Tara Turner</i>	<i>1.0 SPED Teaching Assistant/Behavior Tech</i>	<i>Lane</i>
<i>Amanda Mulcahy</i>	<i>1.0 Counseling/Guidance Administrative Asst.</i>	<i>BHS</i>

Retirements:

<i>Dorothy Blake</i>	<i>1.0 Math Teacher</i>	<i>BHS</i>
<i>Laurie Venuti</i>	<i>1.0 Admin. Assistant to Assistant Superintendent</i>	<i>Central Office</i>
<i>Candace Banks</i>	<i>1.0 Art Teacher</i>	<i>JGMS</i>
<i>Laura Pekala</i>	<i>Food Service Worker</i>	<i>JGMS</i>

Appointments:

<i>Chittur Venkatesh</i>	<i>0.2 Math Teacher (returning to District)</i>	<i>BHS</i>
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Transfers:

<i>Graeme Godzyk</i>	<i>1.0 Director of Information Systems</i>	<i>System Wide</i>
<i>Cheryl Felix-Flender</i>	<i>1.0 SPED Teaching Assistant</i>	<i>BHS</i>

Extracurriculars:

<i>Amy Baratta</i>	<i>Revels Tri-Advisor</i>	<i>Lane</i>
<i>Noelle Elien</i>	<i>Revels Tri-Advisor</i>	<i>Lane</i>
<i>Stephanie Shu</i>	<i>Revels Tri-Advisor</i>	<i>Lane</i>

Athletics:

<i>Michael St. Bernard</i>	<i>Lacrosse – Junior Varsity Boys</i>	<i>BHS</i>
<i>Sarah Harkins</i>	<i>Swim – Assistant Coach</i>	<i>BHS</i>

4. Library Presentation

Ms. Donna Clements, Director of Technology and Library Media delivered a presentation to the School Committee reviewing the Massachusetts Digital Literacy and Computer Science Curriculum Framework Overview (DLCS) and a review of American Association of School Librarian National School Library Standards.

Ms. Clements discussed the design of the framework, which integrates practices necessary for student success in a technological world, development of core concepts and the integration of the core concepts and practices across K-12 curriculum. She said that the School Library Program supports classroom curricula, promotes literacy skills and love of reading, advocates for the development of research skills, and encourages creative problem solving, computation thinking and engineering design. Ms. Clements also mentioned the transitioning of the traditional library setting into a more student-centered collaborative environment.

The Davis School librarian, Mr. Jeremy Royds said that the Davis School library is still very much a traditional library for the younger students but noted that the landscape of childhood has changed and that there is an added focus on digital and print media. He talked about the students using PebbleGo by Capstone, which is a digital curriculum-connected research tool for elementary students and teaches media literacy and digital citizenship. Mr. Royds said that the Davis Library space belongs to the children and that he teaches his students traditional responsibilities. He said that students currently use the Minecraft Educational program for problem solving and also participate in a weekly book exchange.

Ms. Clements talked about Lane School Library. She highlighted author visits for students and “Paws to Pages”, which is a program that involves reading to therapy dogs. She said that the Lane School library also has a weekly book exchange and book shares with classmates. Ms. Clements said that students participate in frequent individual and collaborative project-based learning opportunities using robotics, 3D printing projects, research projects, book fairs and summer reading activities.

Ms. Lynda McGraw, the JGMS librarian also presented. Ms. McGraw that the JGMS library has new Chromebooks this year. She said that as a result, students are collaborating more because it gives them more mobility. Ms. McGraw explained that the makerspace in the library has been successful, it is a great place for the students to come and decompress and a place for them to get away from the stresses of the school day. She talked about her use of NEWSELA, which is a database of current events stories tailor-made for classroom use, which she uses to help determine student reading levels. She finds this to be a valuable asset for teaching and learning.

The BHS librarian, Ms. Christine Walker-Magoon said that she too has new Chromebooks for the students. Ms. Walker-Magoon said that she has set up the BHS Library with a “quiet zone”, a “social zone” and a “collaborative zone”. She said that the zones help the students accomplish their needs when they come to the library. Ms. Walker-Magoon told about author and musician Emmet Smith who performed music based on “Dear Evan Hansen”. He also talked with the students about personal experiences and working with anxiety.

The School Committee had the following questions and comments:

Mr. Brosgol thanked the librarians for their presentation.
He asked if BHS students make appointments to come to the library or can they just stop in.

1 Ms. Walker-Magoon said that she has to cap flex-blocks because the library typically fills to
2 capacity, which is around 80 students. She said that the BHS Library is a very busy place, even
3 during lunchtime.

4
5 Mr. Brosgol asked if students seem to be reading less.

6
7 Mr. Royds said that this was not the case at the Davis School and that there is a natural transition
8 between books and media.

9
10 Ms. Walker-Magoon said that she uses colored labels to distinguish different genres to make it
11 easier for student to find books that they are interested in.

12
13 Mr. Brosgol asked what the relationship is between the school staff and the Bedford Free Library.

14
15 Ms. McGraw said that if the school library does not have a copy of the book that they are looking
16 for, she offers to try to help them get a copy from the Bedford Free Library if it is available.

17
18 Mr. Morrison also thanked the librarians for the presentation and their effort. He asked what steps
19 the librarians took to proactively reach out to students and staff.

20
21 Ms. McGraw says that she volunteers to purchase books based on the curriculum that the teachers
22 are developing each year.

23
24 Ms. Walker-Magoon said that she does the same and publishes a newsletter to staff periodically
25 to promote the library.

26
27 Mr. Royds says the he also works with the teachers when they are developing their curriculum
28 and emails library happenings to them.

29
30 Mr. Morrison asked if the librarians had any insight on what students may be feeling about
31 having cameras in the schools since it is along the same lines as digital media.

32
33 Ms. McGraw said that the JGMS students would rather remain anonymous.

34
35 Ms. Walker-Magoon said that although students may film themselves or each other and
36 sometimes post things, they would feel differently about school cameras.

37
38 Mr. Royds feels that it is the role of the staff to be sure that this would not become normalized.

39 Mr. Morrison wondered about the student's Digital Portfolios and what steps are taken to be sure
40 that they remain protected.

41
42 Mr. Royds said that Google runs part of this software.

43
44 Ms. Clements said that the Davis School uses Seesaw, which only permits the student's parents to
45 view. She said that grades 3-12 work with Google. SeeSaw has signed privacy contracts but that
46 this is still being worked on with Google.

47
48 Ms. Guay asked if Mr. Royds noticed if students who struggle with motor skills or who may not
49 be familiar with using a mouse have trouble keeping up with other students.

1 Mr. Royds said that some students struggle more than others do but there is more use of touch
2 screens, which is easier for all of the students.

3
4 Ms. Guay asked if there are still parents who volunteer to help at the school library.

5
6 Mr. Royds said that volunteering usually starts off strong but notices that it does die down. He
7 finds he will have repeat parents, but most do not have time.

8
9 Ms. Guay asked if the LABBB and CASE students use the library.

10
11 Ms. McGraw said that all students and classes come to the library.

12
13 Ms. Scoville said that she is passionate about the makerspace. She said that she believes all
14 students should take part in the makerspace and asked how the librarians are able to take a student
15 out of their comfort zone so that they are creative.

16
17 Mr. Royds said that it takes encouragement and some students need to be pushed a little bit to
18 take creative risks.

19
20 Ms. Santiago asked if the preschool students used the library.

21
22 Mr. Royds said that they come to the library once or twice a month and wishes that they would
23 use it more because it does not impact the library.

24
25 Ms. Santiago said that she is happy that the students are finding confidence in the makerspace and
26 went on to thank the librarians.

27
28 Mr. Sills also thanked Ms. Clements and the librarians. He said that he appreciates their work
29 making the makerspace a motivational place for students. Mr. Sills said that it was former
30 Superintendent Dr. Maureen LaCroix's vision to make the BHS Library the centerpiece and that
31 Ms. Walker-Magoon has really brought that to life.

32 33 34 **5. Job Descriptions (First Reading)**

35
36 There were two new job descriptions reviewed by the School Committee for the following
37 positions:

- 38
39 • *Director of Information Services*
- 40 • *Network and Server Engineer*

41
42 The School Committee suggested some edits, there were no other questions.

43 44 45 **6. District Goals Midyear Update**

46
47 Ms. Julie Kirrane presented a fiscal midyear update on the 2019-2020 budget. Ms. Kirrane
48 reported that after reviewing the current operating budget, her projections show that we will
49 finish with a positive budget of \$82K by the end of FY20.

1 Ms. Kirrane talked about additional surplus of \$164K in the salary line. She said that these
2 positive balances will offset the deficits in the transportation lines and she is happy to report that
3 we will end up with a positive balance. Ms. Kirrane went on to explain the budget savings.
4

5 Ms. Kirrane reported that the Out of District transportation is projected as budgeted and that the
6 regular transportation is just slightly over plan. She reported that the Special Education
7 transportation is forecasted with a negative balance of \$203K but this was over budget in FY19
8 and has carried to FY20. Ms. Kirrane finished by saying that all of the Revolving and Special
9 Revenue accounts are all on track as expected.
10

11 *The School Committee had the following questions:*
12

13 Mr. Morrison asked if Ms. Kirrane could break out the \$203K in Special Ed Transportation costs
14 out to how much due to increased usage and how much is due to higher rates.
15

16 Ms. Kirrane said that this is a mix of both and she can get that information.
17

18 Ms. Scoville thanked Ms. Kirrane for the clarity of her report.
19

20 Ms. Santiago noticed that there was more spending on long term subs and asked if there have
21 been more absences.
22

23 Ms. Kirrane said that there have been quite a few maternity leaves.
24

25 Ms. Santiago mentioned the BHS renovation and asked if the substitutes would be responsible for
26 more students.
27

28 Mr. Sills said he cannot predict but an increased number of students at BHS can do their work on
29 their iPads and sees that there is no reason to increase the amount of substitutes.
30

31 32 **7. Budget Hearing** 33

34 Mr. Sills gave a quick budget overview. There is a 3.5% budget increase in FY21 as well as a
35 \$461,557.00 Expansion request.

36 The major increase in Maintenance of Effort due to tuition costs and out of district placements
37 despite controlling operating budget costs.

38 Mr. Sills said that the proposal that has gone to the Finance Committee has been approved.
39

40 *There were no questions from the School Committee*
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42

43 **8. Superintendent Search Update** 44

45 Ms. Santiago gave a brief update on the Superintendent's search saying that there have been a
46 high number of applicants and that the Search Screening and Interview Committee plan to start
47 interviews after the break. She also said that there are planned site visits to include our Boston
48 families.
49

50 Mr. Brosgol mentioned the positive feedback from the discussion and focus groups.

1 **9. Superintendent's Report**

2
3 Mr. Sills reported that there have been many requests to look into putting interior cameras in the
4 school buildings and he said that he has asked Ms. Heather Galante to form a task force to look
5 into this. Mr. Sills said that they will also be looking into the bus camera pilot program and that a
6 recommendation will be made to the School Committee by the end of the year.

7
8 Mr. Morrison asked when the bus pilot will be starting.

9
10 Mr. Sills said that the program will start in the beginning of March but the cameras will not be
11 activated until there is a policy in place.

12
13 Mr. Brosgol made the following motion:

14 **MOVED: That the School Committee vote to approve the Bedford High School Program of**
15 **Studies for the 2020-2021 school year.**

16 **MOTION SECONDED by Mr. Morrison**

17 **MOTION APPROVED: 5-0-0**
18
19

20 **10. Minutes**

21
22 Mr. Brosgol made the following motion:

23 **MOVED That the School Committee approve the minutes from the January 14, 2020**

24 **School Committee meeting as amended.**

25 **MOTION SECONDED by Mr. Morrison**

26 **MOTION APPROVED: 5-0**
27

28 **11. Adjournment**

29 Ms. Guay made the following motion:

30 **MOVED: Motion to adjourn at 10:40 p.m. not to reopen.**

31 **MOTION SECONDED by Mr. Brosgol**

32 **MOTION APPROVED 5-0-0**

33 **Mr. Brosgol Yes**

34 **Ms. Santiago Yes**

35 **Ms. Scoville Yes**

36 **Ms. Guay Yes**

37 **Mr. Morrison Yes**
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42 
43 **School Committee Secretary**

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48

3 / 13 / 20
Date

BEDFORD SCHOOL COMMITTEE

February 11, 2020

Exhibits/Documents

- Job Descriptions
 - Director of Information Services
 - Network and Server Engineer
- Bedford Public Schools Library Presentation
- 2019 – 2020 District Goals Midyear Update
- FY20 Budget Update
- Minutes January 14, 2020