

School Committee Minutes  
The Bromfield School Media Center  
Monday, November 1, 2010  
7:00 pm.

Members attending: Keith Cheveralls, Virginia Justicz, Piali De, Patty Wenger, Kirsten Wright, Lorraine Leonard and Thomas Jefferson

Keith Cheveralls called the meeting to order at 7:06 p.m.

Patty Wenger made a motion and Piali De seconded to approve the minutes from the October 8<sup>th</sup> meeting.

VOTED (5/0) to accept the motion.

Patty Wenger made a motion and Piali De seconded to approve the minutes from the October 12<sup>th</sup> meeting.

VOTED (5/0) to accept the motion.

**Student Report**

Carolina Mazzola reported on the success of the fall athletic teams at Bromfield. Nick George reported that the Student Council had sent their position letter to the School Calendar Subcommittee.

**Liaison and subcommittee reports**

Virginia Justicz reported that the Long Range Planning Committee met with NESDEC reps to outline areas that they will cover in their study in order to get decent information to make decisions.

Kirsten Wright reported that the Bromfield School Council will meet on Tuesday, at 3:00 to discuss graduation and user fees. The Instructional Leadership Subcommittee has been meeting with administration and teachers and will have a model to present at the November 15<sup>th</sup> School Committee meeting.

Keith Cheveralls thanked the Student Council for the invitation to their meeting and will follow up with dates to attend a future meeting. Pam, Keith and Tom have reviewed the Special Education Plan Statement and are ready to sign. The Capital Plan & Investment Committee met last week. Mark Force and the HES Playground committee will go before CPIC to go over capital requests. The Green building request has two items K-wing windows and a 2<sup>nd</sup> boiler at HES, not sure of the dollar value and will require approval from MSBA. Keith tanks Lorraine Leonard and Mark Force for their hard work in getting the proposal ready. Council meeting on October 22<sup>nd</sup> to get feedback on this issue from the student body representatives.

Patty Wenger reported that the HES School Council will be meeting on November 9<sup>th</sup>. Piali De reported that negotiations have started and the schedule has been laid out. The hope is to finish up with negotiations in January.

Maureen Babcock reported that DEAC met on October 26<sup>th</sup>. Glen Koocher was a guest and was very informative. The Mass Development Board of Directors will be meeting

next week. Election will be held November 15<sup>th</sup> and Maureen will be running again. Their next meeting will be November 30<sup>th</sup>.

### **Superintendent Report**

Thomas Jefferson reported on a power situation, which could have closed HES on Wednesday, but was able to be rectified so that no school closure was necessary. The cause of the problem seemed that a car ran into a pole and knocked the transformer out. The transformer was replaced.

Reported that Edline is now the main source of school to parent communication and almost everyone is signed up.

Dr. Jefferson reported that Kristen Seed has resigned her position as the Eighth Grade English teacher and will be replaced by Emily Verrochi, who was a previous English teacher at TBS. Drew Skoroki has been hired as paid Guidance Intern to replace Steve Favulli. Drew is working to finish up his Masters. Tom wishes to thank Cindy Hurley and Lisa Soldi for their hard work filling in until the vacancy left by Steve Favulli was filled. Judy Moore has been selected as a representative on the State's Education Advisory Council. Sharon Chandler, Middle School Art teacher, coordinated a visit of 40 teachers from Iceland to visit the Bromfield School. Tom wishes to congratulate Collin Myers for a wonderful band concert. Tom informed the committee that he will be serving on a panel at the MASC/MASS sharing information on our food service program.

### **Review and Approve Superintendents 2010 Evaluative Instrument and Process**

The items in this document have been lifted from Tom's goals and standard job responsibilities with specific categories and individual items. Each member will sit down with Tom individually to go over items and under open meeting law will present and discuss result. Performance review period is from April 30<sup>th</sup> for one year.

Piali De made a motion and Patty Wenger seconded to move that the Committee adopt this instrument as a way to provide feedback to Tom for the 2010/2011 school year.

VOTED (5/0) to accept the motion

### **Budget 2012 – Discussion with Mr. Bob Thurston – Chair, Fin Com**

Bob Thurston, Chair of the Finance Committee discussed with the Committee the town's free cash status. The town is in a good position. Bob explained that the free cash was higher than usual due in large part to non recurring revenue. Bob explained the plan for the use of free cash, with much of it going into the capital and stabilization funds. The Superintendent along with School Councils and Administrative Council will deliver a budget document to the School Committee with level funds plus accounting for step increases before the Thanksgiving holiday.

### **Boxborough/Harvard Collaboration Subcommittee**

Keith Cheveralls and Patty Wenger have met twice with two members of the Boxborough School Committee to discuss the possibilities of job sharing and collaboration of resources. The meetings have been enthusiastic and ambitious. Thus far it has been informal and the next step is to get serious financial analysis. The Committee discussed setting up a Subcommittee which would consist of two School Committee members as well as Finance director and Superintendent as well as other resources. The committee

would like to set a time from of Jan/Feb to make a recommendation back to the School Committee. Patty Wenger agreed to bring up the question of posting meeting requirements at the MASS/MASC conference.

Piali De made a motion and Patty Wenger seconded to authorize the establishment of a subcommittee comprising of the Chair, Vice Chair and other appointed members in advisory capacity to look at collaboration opportunities with neighboring communities. VOTED (5/0) to accept the motion.

**Devens Economic Analysis Team (DEAT). Mr. Victor Normand, DEAT Chair**  
Victor Normand attended the meeting to seek a School Committee Liaison to work with DEAT as they study the economic impact of Devens. The Selectman are looking for input from the School Committee. The expectation would be for one morning and one evening meeting per month. The deliverable time line would be to report at town meeting. There was discussion about job sharing as not to burden one person. Piali De made a motion and Virginia Justicz seconded to move that we offer a member from the Long Range Planning Subcommittee and our DEAC liaison as member of the DEAT to help with the analysis of the education impact of Devens on Harvard's education planning. VOTED (5/0) to accept the motion.

### **HES Principal Search**

The committee discussed the options available for moving forward with the search for a principal at HES. The Instructional Leadership Subcommittee will be solidifying a model to present at the November 15<sup>th</sup> meeting, which will meet the time line of the selection process.

### **Questions #3 – Sales (Tax Roll Back) – SC Discussion and Position**

The Committee strongly opposes the sales tax roll back.

### **Policy**

The Committee reviewed the Bullying Policy. Keith Cheveralls drew attention to review of the Special Education Plan Statement which zeroed in on a district requirement to have special reference of singling out student on IEP's as part of the policy language. Dr Jefferson is developing a district prevention and intervention plan. Members will mark up the policy with comments for future discussion. No action was taken on the District's Special Education Procedures Manual 200/10 update. Pam DeGregorio is collaborating with a member of the Carlisle School District to update the manual. The Standing Committee met last week to review the Teacher Evaluation Instrument and will be revising one page, with a soon to follow ratification vote. Student and Parent Handbooks as well as District Handbooks are available for review on line and do require School Committee approval.

**Future Agenda Item:**

Editorial comments on Bullying Policy

Schedule a Friday a.m. meeting to go over the strategic plan – assess progress

User Fee discussion

**Executive Session**

Patty Wenger made a motion and Kirsten Wright seconded move that the School Committee enter into executive session, as authorized by Chapter 30A, Section 18-25 for the purpose of contract negotiation discussion. Following the executive session, the Committee will not return to open session.

VOTED (4/0) to accept the motion.

Keith Cheveralls recused from the vote.

Mary Zadroga

Recording Secretary