

School Committee Minutes  
Town Hall Meeting Room  
Monday, November 26 2012  
6:00 p.m.

Members attending: SusanMary Redinger, Kirsten Wright, Keith Cheveralls, Patty Wenger, Bob Sullebarger, Joseph Connelly, Lorraine Leonard, Maureen Babcock

SusanMary Redinger called the meeting to order at 6:00 p.m.

**Review of Minutes**

Patty Wenger made a motion and Keith Cheveralls seconded to approve the minutes of the November 13, 2012 meeting as amended.

VOTE 5/0

**Candidate for Interim Special Education Director – Dr. Michael Dubrule**

Dr. Michael Dubrule attended the meeting to give the School Committee the opportunity to meet and learn about Dr. Dubrule's credentials to serve as Harvard's Interim Special Education Director.

**Reports**

Student Report – Nick George reported that the second term had started and students were back in full swing after the Thanksgiving break. Winter sports started today.

Dr. Connelly acknowledged a letter received from Duane Barber expressing appreciation to Dr. Linda Dwight, Christine Reale and the Grade 5 Peer Leaders for hosting an excellent Veteran's Day activity.

**Liaison & Subcommittee**

Keith Cheveralls reported that the Harvard Cable Television Committee will be going before the Board of Selectman on December 4, 2012 to discuss moving their operation to The Bromfield School. Kirsten Wright agreed to attend the meeting to illustrate the committee's support of the project

Bob Sullebarger reported that the Enrollment Study Subcommittee met and discussed the impact of declining enrollment, school choice policy and per pupil costs. The committee plans to look more broadly at impacts and validate trends to come up with options to give the School Committee in March or April. Bob also reported that HEAC is interested in presenting their HES capital request.

Maureen Babcock reported that the DEAC held elections in November, three members were reelected and Phil Crosby was elected for his first term.

SusanMary Redinger reported that the HES School Council met and discussed the budget and implementing additional components to the wellness curriculum.

### **Harvard Schools Trust – Gift Approval**

Dr. Connelly presented for approval the following gifts from The Harvard Schools Trust:

Field Trip to Mechanics Hall for Kindergarten Students - \$300

School Garden at TBS - \$2,621.98

Wellness Curriculum Supplies - \$500

Bromfield Model UN - \$2,000

Keith Cheveralls made a motion and Bob Sullebarger seconded to move that we accept with gratitude the Harvard Schools Trust gifts as delineated by Dr. Connelly with a note of gratitude to follow in due course.

5/0

### **NEASC Accreditation Report**

Jim O'Shea presented an overview of the findings from the NEASC visiting committee report.

The Bromfield School accreditation visit took place from April 29 to May 2, 2013. The committee discussed the best way to support the NEASC recommendations and follow up actions.

Keith Cheveralls made a motion and Patty Wenger seconded to move that by June 30, 2012 the superintendent will cause to be presented, by the Bromfield School administration, a detailed action plan explaining the districts' responses and follow up to All recommendations included in the report of the NEASC visiting committee.

5/0

### **Draft 1 2013/2014 Budget**

Dr. Connelly presented an overview of all sections contained in the proposed FY14 budget document. He then presented in detail the analysis of the FY14 Draft 1 Budget. The Draft 1 FY14 Omnibus budget request \$11,812,996 in funding which is \$327,939 or 2.86% above the approved FY13 budget. Dr. Connelly also highlighted the prioritized supplemental budget list detailing identified budget needs that exceed a level service budget. Cost Center managers will present in detail their individual cost center budgets at the December 10<sup>th</sup> meeting.

### **Capital Plan**

The Committee reviewed the list of Capital requests for submission to the CPIC.

The Committee decided to remove its request to renovate the kindergarten wing until a building assessment is completed. The committee discussed and revised the plan to repave the parking lot at TBS to be linked to a much larger town project. The cost of the project is estimated at \$175,000.

Patty Wenger made a motion and KirstenWright seconded to move that we submit the compromised plan for the Pond Road parking lot for approval to the Capital Committee with an estimated cost of \$175,000.

Keith Cheveralls amended the motion with a second from Patty Wenger that the project be contingent upon support from the Library trustees, Parks and Recreation Department and the Board of Selectmen.

5/0

Other capital requests that remain on the school list for Capital Planning are \$175,000 to repave the parking lot behind TBS and \$29,000 to make a handicapped-accessible entrance to the lower level of Bromfield, where Harvard Cable TV will be relocated to.

### **Superintendent Search Update**

The Superintendent Search Committee will be conducting interviews during the week of December 3, 2012 and will be submitting no more than 5 finalists to the School Committee by Tuesday, December 11, 2012.

### **The Bromfield House – Long Range Discussion**

The Committee discussed possible options to house the central office staff if it is determined that the expenses to repair to the Bromfield House, based on the Galleota report, are too expensive. SusanMary Redinger will draft a letter to the Board of Selectman to ask them if they could jointly look at alternative space to house central office. SusanMary will bring the draft letter to the December 10<sup>th</sup> meeting for approval. Keith Cheveralls also agreed to call Galleota, Gabe Vellente and Mark Force to tease out a prioritized list of items that need to be completed for safety reasons.

### **Personnel Spreadsheet**

Dr. Connelly reported a balance of \$144,896 in the personnel account. This takes into consideration column moves, TBS library media vacancy and a maternity leave. Dr. Connelly recommended the hiring of Dr. Michael Dubrule for 6 months (110 days) not to exceed \$52,000.

Patty Wenger made a motion and Keith Cheveralls seconded to move to hire Dr. Michael Dubrule as the Interim Special Education Director from January to June of 2013.

5/0

### **Future Agenda Items**

Goals

Newsletter

School Improvement Plans

Point of Sale System

Cable TV update

Letter to BOS regard Bromfield House repairs

Draft #1 Budget discussion

HEAC for December 10th

Feedback to reduce stress at TBS

Wellness Program - Guidance

Common Core Standards-schedule dep't head for curriculum alignment presentations

Student Program Presentations

**Commentary**

Keith Cheveralls – couldn't be more pleased to identify Michael Dubrule as the Interim Special Education Director.

Patty Wenger – excited about Michael Dubrule – thank you to Joe for bringing him on and thank to all that work on the budget book.

Kirsten Wright – Bromfield conferences were excellent. Teachers were enthusiastic and it was a great experience. It is wonderful how much the teachers really care about the kids.

Bob Sullebarger – thanked all for capital and budget work. Recommended everyone see the movie "Lincoln.

SusanMary Redinger – thanked her family and the entire community for their support of the School Committee.

**Adjournment**

Keith Cheveralls made a motion and Patty Wenger seconded to adjourn the meeting at 9:35 p.m.

Respectfully submitted:

Mary Zadroga

Recording Secretary