

School Committee Minutes  
Town Hall Meeting Room  
Monday, September 10, 2012  
6:00 p.m.

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

Absent: Keith Cheveralls

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

**Review of Minutes**

Patty Wenger made a motion and Kirsten Wright seconded to approve the minutes of the July 23, 2012 meeting as amended.

VOTE 4/0

Patty Wenger made a motion and Kirsten Wright seconded to approve the minutes of the August 15, 2012 meeting as presented

VOTE 4/0

The committee delayed approving the August 27<sup>th</sup> meeting until the next meeting to meet a quorum.

**Reports**

Joseph Connelly reviewed the status of his flexible work schedule. The schedule vs. actual is off by a few workday, but Joe expects that will take care of itself over the next four months.

Joe also informed the committee that the policy subcommittee would be meeting September 14<sup>th</sup> to discuss creating a policy on admission of foreign exchange students and specifically whether to waive user fees for these students.

Dr. Connelly presented for approval four generous gifts from the Harvard Schools Trust

Natures Classroom scholarships - \$550.00

Literacy Intervention - \$4,860.40

Model UN expenses - \$2,050.00

Drama - \$750.00

Patty Wenger made a motion and Bob Sullebarger seconded to move to approve four generous gifts from the Harvard School Trust to fund Model UN, Literacy, Drama and Nature's Classroom as presented.

VOTE 4/0

Katie Chambers reported that everyone is settling in and excited to be back at school and the Bromfield sports teams are off to a good start.

### **Liaison & Subcommittee**

Patty Wenger reported that the OPEB (Other Post-Employment Benefits) is made up of five members and is a working group that is compiling data on post-employment benefits. They expect to be able to finish things up by December.

Kirsten Wright reported that SEPAC would like to invite Joe to a meeting to discuss the process and be involved in the hiring of new special education director. SEPAC also has meetings planned with a focus on art therapy, horticulture therapy and basic rights.

Bob Sullebarger will attend his first Bromfield School Council meeting tomorrow and is attending the "Charting the Course" workshop on Saturday.

Maureen Babcock informed the committee that the Devens Enterprise Commission report indicates that 12 new town homes and 8 single family homes (5 of which are inhabited) have been constructed at Devens. DEAC will hold a meeting on September 18<sup>th</sup>. DEAC will hold elections in November. The committee would like to hold their October 9<sup>th</sup> meeting at Devens. Maureen will check availability and get back to SusanMary.

SusanMary reported that HES School Council will be meeting next week. The committee temporarily approved Keith Cheveralls as the liaison to the Cable Committee but will wait until the next meeting to make it official.

### **School Opening Report**

Dr. Connelly reviewed enrollment numbers as of September 5, 2012. Average class size policy ranges have been met in most cases. There are some exceptions at TBS. Joe also reported that the Library Media Technology position at TBS remains unfilled. Jim will be hiring someone to cover maternity leave for 7<sup>th</sup> grade Social Studies teacher Kristen McManus.

### **The Bromfield School Updates/Approvals**

Dr. Julie Horton presented an itinerary for the TBS ninth graders to visit Washington, DC from March 13, 2013 to March 16, 2013.

Kirsten Wright made a motion and Bob Sullebarger seconded to approve the overnight trip to Washington, DC from March 13<sup>th</sup> to March 16<sup>th</sup> as presented.

VOTE 4/0

Jim O'Shea reported that TBS now has an intrusion alarm system in place, including motion-activated alarms with silent signals sent to the police department if the alarm is tripped. The building is open from 5:30 a.m. to 10:30 p.m. Monday through Friday, after which there is limited access. No incidents have occurred since the new alarm system has been put into place.

Jim O'Shea reported that the middle school after school program "Minnow Cup" is up and running again this year. This year the program will run from 2:30 to 4:30 versus 3:00 to 5:00. Gayle Bruning is the new coordinator this year. There are special offerings two days per week and a monthly calendar each month publishing the events. The event planned for this month is cooking and serving dinner to seniors at Hildreth House.

### **The Bromfield School Grade 9-12 Health and Wellness Course Review**

Elaine Beckett the newly hired Health and Wellness teacher at The Bromfield School updated the committee on the Health and Wellness courses that will be offered to all TBS students in grades 9-12.

### **Hildreth Elementary MASS TELL/Harvard Climate Survey Report**

Dr. Linda Dwight and Mary Traphagen reported to the committee the results of the Harvard "climate survey" and the Massachusetts Teaching, Learning, and Leading Survey (TeLLS) initiative. The TeLLS survey was conducted this past spring. The climate survey gauges staff and parents at each school and is an annual effort. Learning assistants, Special Education specialists and 24 classroom teachers take the local climate survey. Both Linda Dwight and Mary Traphagen said there is so much to celebrate. The survey data was used to define issues, make improvements and move on to the next task with input from school council, parents and teachers.

### **Superintendent Search Discussion**

The committee reviewed the time line for the superintendent search timeline. The committee agreed to advertise a salary range from \$155,000 to \$175,000 for the full-time superintendent. The committee will review the brochure being sent out via MASC for edits and suggestions.

### **2012/2013 FY13 Subsidy/Revolving Fund Revenue Projection #1**

The committee discussed the FY13 subsidies as of September 1, 2012. Preliminary projections indicate that overall subsidies are up \$160,927. The largest increase is in the Deven's subsidy and the largest deficit is with the Bridges child-care program. Using this new format should help effectively track revolving funds throughout the year.

### **Personnel Update**

There are no changes on the personnel spreadsheet since our last meeting. All salaries are trending to a positive balance of \$144,103 as of September 1<sup>st</sup>.

### **Five Year Strategic Plan and Goals**

The Board of Selectmen has asked all town departments to submit an updated five year strategic plan (FY13-17). Using the format from last year, Joe updated the plan and shared it with the committee. Joe will have the budget subcommittee review next Monday before it is submitted the Board of Selectman.

### **Future Agenda Items**

HEAC

TBS – Climate Survey

Bus Fees  
Student Fees  
Common Core Standards-schedule dep't head for curriculum alignment presentations  
Student Program Presentations  
Mock Trial Club  
Review minutes from August 27<sup>th</sup>

**Commentary**

Maureen Babcock – enjoyed the website welcome video, data on the HES survey show HES is a happy place.

Bob Sullebarger –looking forward to having the Charting the Course training out of the way.

Kirsten Wright – positive, happy meeting

Patty Wenger – great meeting

SusanMary – loves the new computer lab at HES, happy to be at school to extend appreciation to the faculty.

Joe Connelly- thanked Jim, Colleen, Jenny and Pam for working on the medical emergency response plan submitted to the DESE, great team work.

Patty Wenger made a motion and Bob Sullebarger seconded to adjourn at 8:35 p.m.

VOTE 3/0

Mary Zadroga  
Recording Secretary