

School Committee Minutes  
Bromfield School Library  
Monday, February 24, 2014  
6:00 p.m.

Members attending: SusanMary Redinger, Kirsten Wright, Patty Wenger, Keith Cheveralls, Bob Sullebarger, Lorraine Leonard, Joseph Connelly. Absent: 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 February 10th meeting as amended

VOTE 3/0

Kirsten Wright made a motion and Keith Cheveralls seconded to move that the minutes from September 14, 2013 and September 16' 2013 be approved and made public.

VOTE 5/0

Kirsten Wright made a motion and Patty Wenger seconded to approve the minutes of March 11' 2013 as amended and make the minutes public.

VOTE 4/0

(Keith Cheveralls abstained)

Kirsten Wright made a motion and Patty Wenger seconded to approve the minutes of November 25, 2013, December 9, 2013, and January 13, 2014 as amended to be released to the public.

VOTE 4/0

(Keith Cheveralls abstained)

The minutes for September 30, 2013 will be brought back with redacted information and September 24, 2012, October 9, 2012, and February 11, 2013 will be approved in an executive session that will be called for the same purpose as the initial meetings were called.

Dr. Connelly introduced Susan Frederick as the new Hildreth Elementary School Principal. School Committee members introduced themselves and welcomed Susan Frederick to the district. Susan Frederick will begin as the Hildreth Elementary School Principal on July 1, 2014.

**Interested Citizens Commentary**

Davida Bagatelle, Kathleen Doherty and Sharlene Tuttle attended the meeting to share with the Committee that there is opposition from the staff to having school on December 24<sup>th</sup>.

**Reports**

**Student Report**

Katia Schwiengershausen reported that students returned back from February vacation today and are settling in. The Model UN returned from Italy and had a wonderful experience. March 12th is the National Honor Society induction ceremony. Ninth grade students will be traveling to Washington, DC from March 12<sup>th</sup> – March 15<sup>th</sup>.

## **Superintendent Report**

Dr. Connelly reported that Town Clerk, Janet Vellante, had requested we change the Tuesday, April 1<sup>st</sup> Early Release Day to Tuesday, April 8<sup>th</sup> to accommodate town elections.

Patty Wenger made a motion and Keith Cheveralls seconded to move that we change the early release day to April 8<sup>th</sup> to allow for town election.

VOTE 5/0

Dr. Connelly reported that the Committee needed to take a formal vote to approve the Memorandum of Understanding/Ratification vote on the HTA/HSC successor contract.

Patty Wenger made a motion and Kirsten Wright seconded to move that we accept the Memorandum of Understanding/Ratification as presented.

VOTE 4/0

Keith Cheveralls abstained from the vote due to the potential conflict of interest. Keith Cheveralls also asked that it be noted on the signature page of the contract that he did not participate in any discussion, deliberations or votes related to the contract agreement and is therefore respectfully omitted as a signatory.

## **Liaison & Subcommittee Reports**

Bob Sullebarger reported the HEAC would like to tour the Bromfield Science labs during the week of April 19-27<sup>th</sup>. Sophia Catalina has initial results of the energy survey and would like to share with the Committee at a later date. HVAC would like some clarification on how to move the weatherization project forward. HEAC would like information on the school lunch vehicle in order to evaluate the vehicle in compliance with the "Green Community" criteria. HEAC's next meeting is next Wednesday, March 5<sup>th</sup> at the Old Library.

SusanMary Redinger reported that the Master Plan Steering Committee invites all to the public forums being held on March 3, 4, and 5<sup>th</sup>. For more information on the forum please go to [harvardmasterplan.org](http://harvardmasterplan.org). On March 8<sup>th</sup> the Master Plan Steering Committee will be holding a public forum about Devens from 9:30 to 11:30 a.m. The Hildreth School Council meets tomorrow and will discuss the principal transition plan, bus routes, the draft of the student survey and the parking lot project at HES. The School Committee is scheduled to meet with the Student Council at 7:00 a.m. on Friday, February 28<sup>th</sup>.

Kirsten Wright reported that the Bromfield School Council will be meeting next week. Kirsten informed the Committee of a Subcommittee that has been formed and is being led by Jim O'Shea and Deb Pierce for the purpose of getting and sharing information to the School Committee and Community about the state of the Science labs at TBS.

Keith Cheveralls reported that the CPIC has made changes to how capital projects will be submitted in the future. The new procedure will likely have a substantial impact. A new schedule has been developed for submission which has been passed on to the Finance Committee for approval. Keith Cheveralls reminded the Committee that the TBS Science labs are on the capital list, with \$280,000 being requested for funding. The School Committee will need to decide on their approach to that project.

Patty Wenger reported that the Strategic Planning Subcommittee will be meeting on Thursday afternoon. The Subcommittee has been getting great feedback from their surveys and are ready to use the data to develop the mission statement.

### **Field Trip Approval**

Jim O'Shea asked the Committee to approve the traditional sixth grade overnight field trip to the Boston Science Museum. The date of the trip is currently on hold due to a scheduling conflict with the original date of February 27<sup>th</sup>.

Patty Wenger made a motion and Keith Cheveralls seconded to approve the Sixth Grade Science Museum Overnight Field Trip with date to be determined.

VOTE 5/0

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

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

Washington DC trip \$2,000

Yoga Class \$2,000

Grief Support Training \$1200

Keith Cheveralls made a motion and Patty Wenger seconded to approve the gifts as specified with a note of thanks to the Harvard Schools Trust.

VOTE 5/0

### **New Department Leaders Presentation**

Lisa Soldi – Guidance K-12 Department Leader, Janet Brown – English Department Leader 6-12, and Tom Reynolds – Unified Arts K-12 Department Leader highlighted how the newly created department leader positions have impacted their departments.

### **School Calendar**

SusanMary Redinger reviewed the Superintendent's recommended 2014/2015 school calendar and reviewed the religious holiday policy prior to asking the Committee for their input. Committee members agreed that having school on December 24<sup>th</sup> was in line with the intent of the School Committee Policy IMD and IMD-E approved in December 2010.

Patty Wenger made a motion and Keith Cheveralls seconded to move that we approve the calendar for the 2014/2015 school year as presented.

VOTE 5/0

### **Policy Review and Action – Section G Personnel**

Dr. Connelly reviewed the policies in section G that were being adopted, amended or reviewed with no change.

Kirsten Wright made a motion and Bob Sullebarger seconded to approve policies reviewed without any recommended changes as follows: GA, GBD, GBEA, GBEB, GBI, GCB, GCBA, GCCC, GCD, GCJ, GDA, GDE, GDI, GDO, GDQD, GDQE as presented or amended.

VOTE 3/0

Keith Cheveralls abstained due to potential conflict of interest.

Patty Wenger left meeting at 7:30 p.m.

Kirsten Wright made a motion and Bob Sullebarger seconded to approve policies reviewed with amendments as follows: GBA, GBEB, GBEC, GBED, GBGB, GBJ, GCF, GCIA, GCQD, GCRD as amended.

VOTE 3/0

Policies that were read as first reads were as follows:

GBEE – Employee Appropriate Use Policy on Information Technology Resources

GCA-B - Professional Staff Positions

GCBC - Professional Staff Supplementary Pay Plans

GCK – Professional Staff Assignments and Transfers

GCO- Evaluation of Professional Staff

These policies will be brought forth at the March 10<sup>th</sup> meeting for final approval.

### **FY15 Final Budget Action and Preparation for FY15 School Budget Public Hearing March 10, 2014**

Dr. Connelly asked the Committee to approve \$22,268 that had been earmarked to fund the .4 Wellness position by the Devens offset now be funded by the omnibus budget making the final FY15 budget \$12,019,625 due to the Finance Committee approving the increase.

Bob Sullebarger made a motion and Kirsten Wright seconded to reduce the Devens offset by \$22,628 and increase omnibus budget by the same amount for the purpose of funding the .4 FTE Wellness teacher.

VOTE 4/0

### **Final Review School Sponsored ATM Warrant Articles**

The Committee reviewed the school sponsored warrant articles that will be presented at the Annual Town Meeting. Keith Cheveralls will make the motion regarding the articles and School Committee members will speak to specific articles as follows:

SusanMary Redinger – K-Wing Building Assessment - HES

Kirsten Wright – Emergency Generator – TBS

Keith Cheveralls – Replace Spalling Concrete – TBS

Bob Sullebarger – Repair & Replace Heat Recovery Units and Bathroom Exhaust Systems – TBS

SusanMary Redinger – Resurface Front Roadway and Parking Lot – HES

Bob Sullebarger – Sand and Paint All Exposed Steel - TBS

### **The Bromfield House Action Items Review**

In preparation for the BOS meeting on March 18<sup>th</sup> SusanMary Redinger reviewed the list of next step action items. Keith Cheveralls will have the cost estimates for a new construction of the Bromfield House, SusanMary Redinger will work with Mark Force and Rich Nota on costs and code upgrades for The Bromfield House versus the Old Library, SusanMary Redinger will review Mark Lanza's opinion on how the proceeds from the sale of the Bromfield House could be spent. This updated information will be shared with the full Committee on March 10<sup>th</sup>.

### **School Committee 2013/2014 Self-Assessment**

SusanMary Redinger will have the result of the School Committee 2013/2014 Self-Assessment available at the March 10<sup>th</sup> meeting.

### **Future Agenda Items**

Budget Book

Public Hearing – March 10th

Policy G - Action

Schedule meeting for Policy J and I (review class size policy)

Town Meeting

Capital Planning

Bromfield House Update

Model UN presentation

Student Assessment

Self-Evaluation

Financial Report – Year-end Projection

Kirsten Wright made a motion and Keith Cheveralls seconded to adjourn at 8:35 p.m.

VOTE 4/0

Recording Secretary