School Committee Minutes

Hapgood Room, Old Library

September 14, 2015

6:00 p.m.

Members attending: SusanMary Redinger, Jennifer Bedford, Nancy Lancellotti, Mary Traphagen, Linda Dwight and Lorraine Leonard. Absent: Kirsten Wright and Maureen Babcock

SusanMary Redinger called the meeting to order at 6:03 p.m.

**Open to Interested Citizens’ Commentary**

None

**Share Superintendent Report**

Dr. Dwight shared the following:

* The school year is off to a great start. The energy level at both schools was high despite the high temperatures.
* The Educator Evaluation Committee met on September 10th to begin reviewing the original agreement. The list of goals to accomplish this year include reviewing the forms and timelines, adding language about the use of District Determined Measures (DDMs) for impact ratings, language about student feedback, duration and purpose of walk-through evaluations, clarification about the collection of evidence, state reporting requirements and more.
* The leadership team discussed professional development plans for the upcoming ER days and our full PD day in October.
* The leadership team reviewed the technology roll-outs and in particular changes to Teach Point used for the Educator Evaluation process and Power School attendance and parent access.
* There will be 7 less School Choice students enrolled in the district than expected for the 2015/2016 school year due to families moving away and/or moving into town. These changes will reduce the budget offset by $35,000. This shortfall will be covered by funds available in the School Choice carry forward account.
* Due to the untimely resignation of our Drama/English teacher there is a late change to our staffing. Martha Brooks will become the Drama instructor and keep the new video production course from her Digital Arts position. We then posted job openings for a MS Drama Coordinator, a Digital Art teacher and an English teacher for 1 class. We have hired a current teacher to teach the one English class as an extra section and we have hired a substitute teacher for the 4 Digital Art classes until a permanent replacement is found.

**Brainstorm Topics of Discussion for Upcoming Student Advisory Meetings**

The Student Advisory is made up of five elected students who meet with the School Committee five times per years as recommended by DESE to make sure School Committees’ are getting student input when making their decisions. SusanMary Redinger would like the Committee to align on topics that can be provided to the Student Advisory in advance of the meetings so that they can get feedback from students and prepare for the meetings. The Committee agreed on the following topics:

* Input on National Honor Society Participation and Levels of Interest
* Student Schedules-Course Offerings/Course Selection– Teacher, Student and Parent Perspectives
* Technology Use/Needs
* Youth Risk Survey Results and Resources Available
* User Fees (student/family perspective) – Bus, Athletics, Kindergarten
* Graduation Gowns
* Prom Transportation

From the list presented, User Fees and Technology Use/Needs will be the first topics that will be provided for Student Advisory input at their first meeting.

**Review the Schedule and Student Enrollment**The Committee reviewed a list of all class sections being offered at The Bromfield School for the 2015/2016 school year. The information included in the report is the teacher assigned to the section and the current enrollment for the section.

**Student Report**

Alyson Codner reported that everyone is getting back in the swing of things. Field Hockey, Soccer and Cross Country teams have had some big wins.

**Develop SC/Superintendent 2015-2016 Goals, Review the District Improvement Plan**

The Committee reviewed the Joint School Committee/Superintendent Goals and the District Improvement Plan. Goals include \* adequately upgrade the furniture and cabinetry in the science labs, \* ensuring diverse experiences for students and to\* consider funding ratios for athletics, bus and full-day kindergarten user fees. After discussion it was agreed that the goals would be amended as discussed and brought back for final review.

The Committee reviewed the District Improvement Plan and discussed the status of each goal and whether the goal needed to be updated or changed. The Committee will update goals and measurements as discussed and bring back to the full Committee for approval.

**Discuss Options for School Administrative Offices**

The Committee discussed the pros and cons of the school administrative offices moving to the town hall as proposed by the Board of Selectman at a recent meeting. The school administration will need approximately 2,000 square feet of space. The Committee provided a rough sketch of the space requirements to see if the administrative offices would fit on the second floor of the town hall. Should it be deemed big enough by the architect, the Board of Selectman is looking for the School Committee to make a decision by the end of October if they would accept that space for their offices. Use of the old library as potential office space for school administration and/or town meeting space was also discussed as was the future of the Bromfield House.

**Approve Minutes from Previous Meetings and Executive Session Notes**

Nancy Lancellotti made a motion and Mary Traphagen seconded to approve the minutes of the August 24, 2015 minutes as amended.

VOTE 4/0

SusanMary Redinger presented for approval Executive Session minutes from Monday September 24, 2012 and Monday, October 9, 2012 relative to a request from former Superintendent Thomas Jefferson to be paid the continuous service incentive contained in Section 19 of his employment contract. In consideration of the advice of counsel the Committee agreed to take no action on the request. SusanMary Redinger asked the current board to release the minutes for public dissemination as disclosure would no longer defeat the purposes of the executive session.

Jennifer Bedford made a motion and Mary Traphagen seconded to release for public dissemination the minutes from September 24th, 2012 and October 9th, 2012 as presented.

VOTE 4/0

**Report Out From Liaisons**

Lorraine Leonard asked the Committee to accept the three year HVAC contract from Ambient Temperatures for a total cost of $64,300. Mary Traphagen made the motion, seconded by Jennifer Bedford.

VOTE 4/0

Lorraine Leonard reviewed the FY16 budget to actual thru August 31, 2015. The budget currently has a surplus of $9,406.

Mary Traphagen reported that she read in the paper that Parks and Rec and DPW are looking for a solution to the problem of grass growing up through the newly resurfaced track.

Still waiting to hear from Brian Smith from the Harvard Energy Advisory Committee with any school related energy questions. Mary Traphagen will get in touch with Brian Smith to see if HEAC would be able to attend a meeting.

Nancy Lancellotti reported that the first TBS School Council meeting is tomorrow. She reported that GRLA met today and the consultant presented options to bring the Science Lab ventilation up to code. The subcommittee will be pricing out options and reporting back next week. The good news is that the project may not be as involved as originally thought.

Jennifer Bedford reported that the HES School Council will be meeting on September 22nd.

SusanMary Redinger reported that the Capital Planning and Investment Committee met. They will be using the same process that has been used for the past few years. Lorraine Leonard and Mark Force will be meeting with Linda to start preparing the first draft of the school’s Capital Plan submission.

SusanMary Redinger reported that the Master Plan Steering Committee has a consultant that is working strictly on the Devens aspect of the plan with the information that the Grant Road project will have a slower matriculation of student growth than originally expected. The Committee will use the consultant’s information to write their report.

**Future Agenda Items**

District Improvement Plan

School Improvement Plan

Bromfield House

Science Labs

Capital Update

Master Plan Steering Committee report

**Open to Interested Citizens’ and School Committee Commentary**

None

**Adjournment**

Jennifer Bedford made a motion and Mary Traphagen seconded to adjourn the meeting at 8:24 p.m.

Respectfully Submitted: Mary Zadroga, Recording Secretary