School Committee Minutes

Hapgood Room, Old Library

Monday, January 11, 2016

6:00 p.m.

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

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

Alyson read the Vision Statement.

**Open to Interested Citizens’ Commentary**

Paul Richards, Westcott Road – Policy ECAF – Security Camera System Policy

**Student Report**

Alyson Codner reported that the Bromfield Swim team won their meet last Friday and has another meet on Wednesday. The Basketball and Hockey teams have a game coming up on Wednesday. Bromfield Track has a meet coming up on Thursday. The Ludo Festival will be held next Thursday. The Student Council sponsored the “Snow Flake” dance this past weekend. The dance was a great success.

**Trip Approval**

Kristen McManus along with Jack Armstrong presented a proposal asking permission for the Business Professionals of America Club to attend the state leadership conference held in Framingham at the Sheraton Hotel and Marlboro at Assabet Valley Regional High School. The students will leave from Bromfield at 10:30 a.m. on Saturday March 5th and return at 1:30 p.m. on Monday, March 7th. Students will compete in various business and technology events, participate in leadership works and network with students from across the state.

Jennifer Bedford made a motion seconded by Mary Traphagen to approve the Business Professionals of America Conference of March 5th  through March 7th in Framingham and Marlboro Massachusetts as presented.

VOTE 3/0

**Superintendent Report**

Dr. Dwight shared the following:

* The nine member leadership team spent time in classrooms at both schools observing the students and teachers. They used aspects of the Educator Evaluation teaching rubric to guide discussions before and after. The visit demonstrated the district-wide focus of our leadership team and how all of our decisions are based on what is best for students.
* Our Statement of Interest, submitted in February 2015, is being recommended to the MSBA board for approval on January 27th. We will hear more from our contact person after that board meeting. This is a positive sign for moving the Kindergarten project forward.
* Mark Force has been working with his staff to increase the positive culture of his department. He has created regular newsletters to help improve communication after his staff identified this as an issue. His newsletters recap the work completed; preview upcoming projects, and offer gratitude and general information.
* Both faculties have reviewed the proposed 2016-2017 calendar.
* Dr. Dwight and Jim O’Shea escorted Lily Moore Eisenberg to WPI in Worcester for a special luncheon. She was honored for her high academic standing and positive involvement across her high school experience.
* The fifth grade students continued a tradition of sharing choral music with senior citizens. David Gilfix, the HES music teacher, plans and coordinates this mutually beneficial experience for our students.

The Committee reviewed and amended the 2016/2017 school calendar and will bring it back to the next meeting.

**Finance Report**

Lorraine Leonard gave the financial report for date ending December 31, 2015. Ms. Leonard reported that things are tracking nicely. The only thing that may have to be updated is special education and utilities as both tend to be moving targets. The projected end of year budget balance is a surplus of $45,139. Ms. Leonard explained that if there was a big change to the Special Education budget it could be funded with circuit breaker funds.

**Develop student advisory meeting topics**

The Committee reviewed the list of student advisory meeting topics in order to align on which topics would be discussed in upcoming meetings with the student advisory. The following topics are planned for discussion:

* National Honor Society membership – gender difference –insight/awareness.
* Reviewing the Youth at Risk Survey – are there adequate resources, does anything need to be added.
* School Spirit Day – unified – school wide.
* Attendance – their perspective on missing school, honest feedback and would a survey be helpful.

**Update on parking lot**

SusanMary Redinger reported that the parking lot project was approved by the Planning Board. The Historical Commission and the Conservation Commission have asked for some modification and the issue is on the docket for the Bare Hill Pond Watershed Management Committee later in the month. Dr. Dwight, SusanMary Redinger, Rich Nota and Rob from Ross Associates met to make modifications to the plan to address the concerns that were brought up with regard to the “minister walk”, the sidewalk adding vegetation in the basin and the 75’ buffer zone. The modifications will result in five less parking spots. SusanMary Redinger reported that the Capital Planning and Investment Committee had ranked the project lowest among the projects on which it voted, even though the schools were no longer asking the capital committee for any money. The Committee will continue to work with town boards in the hopes to get everyone’s support for the project.

**Read the security video policy (second reading)**

In light of the questions brought up in the public comment section of the meeting by resident/parent Paul Richard’s the Committee took the time to answer questions relative to the company that installed the cameras, designated servers, password access and where cameras could be located.

The Committee discussed edits and corrections they will make to the policy and bring it back to the next meeting for approval.

**Update on science labs**

Dr. Dwight reported a science lab vendor visited Bromfield last Friday. He will be working on a visual proposal that will show us what the labs could look like. The company is on the state contract and works with five different furniture vendors. It will be the first step in finding out what we can do. He really feels like he will be able to modernize what we have. It will be exciting to see what he brings back.

The contract with BLW (HVAC contract) was signed. They will take what GRLA did for us and they will write up specifications for the bid document. They will be getting started with their work in January.

**Review the annual town report**

The Committee reviewed the final draft of the School Committee’s report for the Town’s Annual report.

Mary Traphagen made the motion and Jennifer Bedford seconded to approve the annual town report as amended this evening. Pending input from Nancy Lancellotti and Kirsten Wright, Jennifer Bedford will amend the report as she sees fit and will copy SusanMary Redinger and send a copy to Julie Doucet by Thursday.

VOTE 3/0

**Preview the FinCom questions and answers**

The Finance Committee members submitted questions to the school department relative to the proposed FY17 School budget. SusanMary Redinger, Dr. Dwight and Lorraine Leonard met previously to answer the questions. The Committee reviewed the questions and answers together and amended and/or clarified as necessary. Dr. Dwight will gather supporting documents for the answers and send to the Finance Committee by Tuesday, January 19th.

**Review meeting minutes**

The Committee reviewed the minutes of the meetings of November 16th, November 23rd and December 14, 2015.

SusanMary Redinger made a motion, without objection, to approve the minutes of November 16th, November 23rd and December 14th  approved as amended.

VOTE 3/0

**Report Out from Liaisons**

Jennifer Bedford reported that HES School Council met and finished up work on the parent survey that went out at the end of last week. The Committee encouraged everyone to take the survey. HES School Council meets again next Tuesday.

Mary Traphagen emailed Brian Smith for help with figuring out the electric usage for the Harvard Cable Television studio located at TBS. Brian Smith said the Harvard Cable Television could install their own meter and figure out the calculation or have HEAC estimate the cost and so that the school department could then charge HCTV for what they use. Mary Traphagen reported that the Athletic Advisory met after the School Committee’s approval to ask the Finance Committee for $124,000 in funding to pay coaches’ salaries for athletics. The Advisory Committee proposed possible scenarios that may come up with the Finance Committee. They also discussed fundraising and the possibility of a unified fundraising effort for athletics. The Policy Subcommittee meets tomorrow.

Maureen Babcock reported that she had contacted Mass Development to get an update on the housing project. The project is called the “Village Green”. The road and utilities are in and there is one foundation down. In Phase one there are 18 total units being built; 10 singles and 8 duplex units. There is a safe assumption that the units will be occupied by September 2016. Phase 2 and 3 may break ground late spring of this year. The second phase of units will not be occupied until spring of 2017. DEAC meets tomorrow night.

SusanMary Redinger reported that CPIC rated the K-Wing project their first choice with the most points. The project will be funded through excluded debt. The other school project that will move forward is the school tractor. Although the Bromfield paving project was removed from capital it was still rated and received the least amount of points. SusanMary Redinger asked Lorraine Leonard to work on the wording and the amount to request for town meeting. MSBA has sample language. The Science Fair will be held Friday, February 26th. The School Committee would like to send two members to judge the projects. Mary Traphagen agreed to judge. SusanMary Redinger will check with Kirsten Wright to see if she plans to judge. Someone from School Committee will need to attend the awards ceremony to present the School Committee award.

**Future Agenda Items**

Review School Improvement Plans

Status on goals

Policy updates

School Calendar

Harvard Cable TV - MOU

Science Lab

Budget

MassDevelopment – Thatcher Keezer

Student presentations

Bromfield House

Harvard Schools Trust application process/policy

User Fees

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

None

**Closing Commentary**

Maureen Babcock explained that her attendance was sporadic due to family obligations.

Mary Traphagen loves the new sign hanging over the arch at Hildreth Elementary School.

Jennifer Bedford agreed that the sign will be a great way to identify the school.

**Adjournment:**

SusanMary Redinger made a motion to adjourn with no objections at 8:02 p.m.

Respectfully Submitted: Mary Zadroga, Recording Secretary