School Committee Minutes

Hapgood Room, Old Library

Monday, May 23, 2016

6:00

Members attending: SusanMary Redinger, Jennifer Bedford, Mary Traphagen, Nancy Lancellotti (6:05), Jon Green, Maureen Babcock, Linda Dwight and Lorraine Leonard.

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

Kenneth Lin read the vision statement.

**Public Commentary –** None

**Student Report**

Kenneth Lin reported that graduation is scheduled for June 10th. Senior finals start on Wednesday. This is Kenneth’s last meeting and he said it has been a great honor for him to represent the Bromfield School student body. SusanMary Redinger expressed it was a pleasure having Kenneth and his contributions are valued here and also on the Student Advisory.

**Technology Presentation on Survey Results and Fall Implementation**

Susan Frederick presented the results of the 5th Grade iPad Survey which included responses from students, parents, and teachers. The overall results of the survey were positive. The Committee suggested sharing out projects with parents to allow students to show their work. Everyone agreed that the iPad is an exciting tool that offers an opportunity to change learning.

Kellie Carlucci presented the results of the 6th Grade iPad Survey which included responses from students, parents and teachers. The results showed that the greatest benefit of using the iPads is research, organization and communication. The greatest challenge is monitoring activity, student engagement, social interaction and wireless access. SusanMary Redinger thanked Kellie Carlucci for taking on the integration of the iPad in her classroom with enthusiasm.

Rob Cullinane, 5th grade teacher presented on the 5th grade Sphero Balls. Mr. Cullinane and Mr. Myler attended a conference “Project Lead the Way” (PLTW) at WPI in Worcester early this year. The PLTW project provides a comprehensive approach to STEM education. PLTW has built their standards up to the current standards and the upcoming standard. Each lesson includes a robotics component which transforms the classroom into a collaboration space where content comes to life. Through a grant from the Harvard Schools Trust, Mr. Cullinane was able to purchase Sphero Balls for students in fifth grade.

Chris Boyle presented on the roll out of the Macbooks in the eighth grade for next year. Chris has been doing a lot of work behind the scenes to ensure a smooth transition. Staff (a total of 60) will be getting their Macbook Airs in the next few days. The early release on June 1st will be used to educate teachers on how to use their computers. The eighth grade team will spend several days this summer expanding on what they have learned from the training. A number of staff members are willing to teach other staff members what they know.

**Approval of 6th Grade Class Trip**

The sixth grade trip to Canobie Lake Park in Salem, NH is a great way to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bond made throughout the year and rewards the students for their hard work. The trip is scheduled for Wednesday, June 15th with a rain date of Friday, June 17th.

Jon Green made the motion and Mary Traphagen seconded to approve the trip to Canobie Lake Park as presented.

VOTE 5/0

The Committee received a request to approve an anonymous gift of $4,000 to help fund the high school drama program.

Nancy Lancellotti will thank the anonymous donor in the School Committee’s new letter.

Mary Traphhagen made the motion and Nancy Lancellotti seconded to approve the anonymous $4,000 gift to the Bromfield Drama program as presented.

VOTE 5/0

**Superintendent Report**

Dr. Dwight reported the following:

Hildreth Elementary building project update

Dr. Dwight contacted Elena to arrange for someone from MSBA to come here for further training on the upcoming process. Both members of the Visioning Committee and the Building Committee would be welcome to attend. She has vetted the idea with members of the organization, and we await further information.

 Heard from Elena that we met the deadlines and our project will be voted into phase I on May 25th. Sue and Linda plan to attend as there will be an information session about phase I afterwards.

Rob Jones from Holy Cross College worked with teachers on the recent early release day. He used a workshop style to collaborate with teachers and staff on difficult topics of hidden biases, micro-aggressions, and inclusive practices.

The Associate Principal Search Committee has been formed and their first meeting is May 25th. There were over 70 applications submitted for the opening. The search committee members are evaluating the 25 applications pre-selected by Scott Hoffman for consideration. The committee members will submit their top choices to Mr. Hoffman and he will set up interviews for the first week of June.

Dr. Dwight asked the committee to consider an additional leadership position at The Bromfield School. The areas for focus include the round table/advisory program, attendance issues, and managing the many state mandates. To focus on these growth opportunities Dr. Dwight is proposing a pilot year-long position of a .6 Dean of Students. This additional leader would help our district to move forward on important initiatives while ensuring that day to day operations have consistent coverage. The leadership team supports this request and offered the position previously when visioning for future improvements.

Mary Traphagen made the motion and Jennifer Bedford seconded to move that we approve a one 1 year pilot .6 FTE Dean at The Bromfield School contingent upon a reduction in staffing.

VOTE 5/0

The committee reviewed the job description for the Dean of Students at The Bromfield School.

Jennifer Bedford made a motion and Mary Traphagen seconded to approve the job description for the Dean of students for Middle School and High School as amended.

VOTE 5/0

The leadership team requested a Health and Wellness Department Leader for coming year. This past year, Tom Reynolds became the Unified Arts Department Chair for K-12. This department included health/physical education, art, digital art, library media and music at both schools. The range of teachers and curriculum under this large umbrella proved difficult. With Tom’s retirement, the leadership team revised the positions in this way: Unified Arts Department to include music and art, Technology Coordinator Position to work with library media and computer, Health and Wellness Department to include health, physical education, and nurses.

Jennifer Bedford made a motion and Nancy Lancellotti seconded to approve a Health and Wellness department leader position for a stipend of $5,500 dollars for next year.

VOTE 5/0

Nancy Lancellotti, Lorraine Leonard and Dr. Dwight interviewed one candidate for the interim position. We are checking references. Meanwhile, another retired school business manager expressed interest. He has been working full time in another district, so a critical needs waiver would be required for him to work with us starting on July 1st.

The furniture vendor has produced site plans. We have scheduled a meeting with Gabe V. to go over the details and consider any needed permits. Mark has been working with the different vendors to move the project forward with consideration to the tight timetable.

**Bus Fee Discussion**

At their previous meeting the Committee discussed the possibility of raising bus fees in order to fund the $33,000 budget shortfall budget created by the increase in the bus contract. Due to the savings in personnel for the 2016/2017 school year, the Committee agreed to use those savings to cover the deficit in the transportation line. The Committee agreed to look into consolidating stops to possibly reduce a bus, allowing families to purchase a one way pass and running a late bus that families could sign up for as possible ways to increase bus use. The Committee agreed there was no need to rush the decision and will look forward to a discussion in the future.

**Senior Class Activity Review**

The Committee review a list of activities planned for students in the upcoming weeks. SusanMary Redinger reminded members that they will be invited to graduation and that it is important to RSVP as the seating for indoors is very limited.

**Superintendent Portfolio Review**

Dr. Dwight shared with the Committee her portfolio that School Committee members will use as evidence to support the completion of each goal. The binder can be signed out for a day. The standard practice is to invite back members whose term expired in the past year. SusanMary Redinger will invite Kirsten Wright to participate. The evaluations need to be completed by June 11th.

**Report Out of Liaisons**

Mary Traphagen attended the Student Advisory meeting and reported that students are enjoying the open campus. The students in that small group are not concerned about the security cameras. Students would like more communication and follow up regarding any concerns that come up at the school. The Student Advisory would favor of a change in the student schedule format and feel that with the current schedule art and music are short changed.

The Athletic Advisory met and talked about forming a Booster Club that would centralize the BAC and combine with the HAA. Dr. Dwight is going to go to the HAA meeting tomorrow. It is important to have the kids involved and take on some responsibility for fundraising.

Jennifer Bedford reported that the HES School council met and discussed staffing for next year and changing the Global Child program to a language and cultural program and combining French and Spanish. Mrs. Guintas and Mrs. Hopkins are new members to School Council taking the place of Dawn-Marie Ayles and Pam Gordon.

Maureen Babcock reported that there were 60 responses to the Devens survey. Maureen will be compiling the data and will be reporting back to the Committee. Maureen Babcock agreed to keep the Committee up to date on families moving into Devens over the summer.

Jennifer Bedford reported that Bromfield School Council met and discussed new teacher hires, communication to parents about course selection, transition meeting for students going into the 9th grade. The Bromfield School Council is holding an election to vote in a replacement for Deb Barton.

Lorraine Leonard reported on the FY16 budget to actual. Ms. Leonard incorporated the subsidy changes into the budget to better reflect the cost of the program. Most items are tracking as they should. There is currently a $47,000 surplus in the bottom line. The meeting on July 11th is set for budget close out and any reserve fund transfers need to be done by July 15th.

**Agenda Items**

Policies

Bus efficiency

Kindergarten update

HES School Improvement Plan

Superintendent Evaluation

Goals close-out

Propose goals for next year

Devens Survey

Bromfield Parent Survey

Alumni survey

**Interested Citizen** – None

Jennifer Bedford made the motion and Mary Traphagen seconded that the School Committee enter into executive session at 8:30 PM as allowed under Chapter 30A, Section 21 of the Massachusetts General Laws, for the purpose of discussing a strategy with respect to collective bargaining with the Teacher’s union, and to conduct a strategy session in preparation for negotiations with nonunion personnel, specifically custodians. To reconvene into open session to vote on those items discussed in executive session and then adjourn.

VOTE to accept the motion (5/0): SusanMary Redinger (Aye), Jennifer Bedford (Aye) Jon Green (Aye), Nancy Lancellotti (Aye), Mary Traphagen (Aye).

The Committee returned from Executive session at 10:45 p.m.

Mary Traphagen made the motion and Nancy Lancellotti seconded to move that the Committee approve the Educator evaluation document as amended.

VOTE 5/0

Mary Traphagen made the motion and Jennifer Bedford seconded that the Harvard Public School enter into a custodial contract with an outside vendor effective June 21, 2016.

VOTE 5/0

SusanMary Redinger with no objection made the motion to adjourn at 10:55 p.m.

VOTE 5/0