School Committee Minutes Upper Town Hall August 8, 2016 6:00p.m.

Members attending: SusanMary Redinger, Jon Green, Patty Wenger, Maureen Babcock, Mary Traphagen, Linda Dwight, and Peter Rowe. Absent: Nancy Lancellotti.

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

Mary Traphagen read the Vision Statement

**Open to Interested Citizens’ Commentary** None

**Introduction of New School Committee Member and Farewell to Outgoing Member** SusanMary Redinger welcomed Patty Wenger back to the School Committee. SusanMary is appreciative of Patty’s prior experience on School Committee which gives her the ability to ‘hit the ground running’. Maureen Babcock, Jon Green, and Mary Traphagen also welcomed Patty.

SusanMary Redinger wished outgoing member Jennifer Bedford well as she and her family move to Baltimore. Susan Mary commended Jennifer’s more than two years of service on the committee. SusanMary Redinger spoke highly of Jennifer’s ability to guide conversations back to their focal point. SusanMary also commented on Jennifer’s passion for public education.

**Review Norms** In light of two new members the School Committee conducted a review of their operating norms. There were no questions or comments. They will continue to review the norms as needed.

**Introductions of The Bromfield School’s New Administrators** Three administrators were introduced;

Robin Benoit- Associate Principal. Her passions are curriculum development and building a strong school community.

Dr. Julie Horton- Dean of Students. Julie has been a teacher, Class and Student Council advisor. She is excited for this position and happy to continue teaching as well.

Scott Hoffman- Principal. Scott has been at Bromfield for 10 years. He is excited to take the reins as Principal. He says it’s daunting, but he has a great team. He wants to take discussions and put them into action.

**Bromfield Handbook Review** The School Committee, with Scott Hoffman discussed the following areas of the Handbook;

Unexcused Absences, Detention, Behavioral Expectations, Social Media Misconduct, Age of Majority, Security Cameras, Dress Code, and Cellphone Usage.

Jon Green made a suggestion for Scott Hoffman to use a Google site so the Handbook can be worked on by multiple people. The Handbook has formatting issues. Scott Hoffman acknowledged the issues. It was suggested The Bromfield School Council be involved with Handbook editing.

Mary Traphagen made a motion and Patty Wenger seconded to approve the

2016-17 Bromfield Handbook, as amended. VOTE 4/0

**Superintendent Report** Hildreth building project- many actions completed in the past three weeks. Upcoming actions; Check references and interview the 4 candidates for the OPM position. Submit OPM selection to MSBA. Meet in Boston with MSBA to approve our selection.

Leadership summit- Much excitement and energy. New faces and/or new roles for 1/3 of the Administration team. Work on defining the District Improvement Plan, initiatives, and vision for the future.

Legal Training- Our new lawyer, Elizabeth (Liz) Valerio held an interactive training session with the Administration team. The focus was on the legal aspects of student discipline. It was a very productive and valuable session.

Error Correction- An employee has been underpaid. Mary Traphagen made a motion and Patty Wenger seconded that $7,015.00 from the Devens salary account be used to pay the employee. VOTE 4/0

Cleaning Progress- While there have been some communication issues, we are working them out with Durkin. Teachers and staff have been very pleased with the improved building cleanliness. HES will be done by Friday and Bromfield is almost done.

Science Room Furniture Everything is coming along and is looking great. Can’t wait for student reactions!

**Update on Capital Projects** The upper Bromfield parking lot project is basically done. Lighting still needs to go in. The pin oaks have been planted. While they were budgeted, we don’t know who planted them. Arborist Christian Bilodeau is applying for a grant for six more trees to be planted as well.

**Update on Personnel Spreadsheet** The Committee reviewed the 2016/2017 Personnel Spreadsheet that is currently showing a surplus of $101,146 due in part to the consolidation of positions and new teachers being hired at a lower than budgeted salary.

**Discussion of Potential School Committee/Superintendent Goals** The Committee decided to come up with no more than three goals in addition to ongoing goals. The Committee came up with the following: 1.Successful contract negotiations 2.Hildreth Building project. 3.User fees 4.Dashboard- Will work on this when we know more 5.Science labs- ongoing 6.Student safety and security- Protocol is reviewed with Chief Denmark and administration. We could be proactive and hold forums for parents’ 7.School website- sub-committee 8.SEPAC- with liaison- Jon, Linda, and Marie. Maybe hold a series of speakers to spark interest. 8. Technology- ongoing 9.Superintendent supervision and review- SusanMary and Jon will work on this

Proposed Superintendent Goals 1.Strengthen the new leadership team by providing training, feedback and collaboration to improve adult and student learning.

2. Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the areas of STEAM, global learning, and project based learning.

3. Network with other districts to learn from them and strengthen the relationships of our leaders and teachers with educators in other districts.

Other suggestions- For evidence, Linda will show evidence along the way rather than only at the end before her review. She will propose measures of progress towards meeting her goals

**Mapping out School Committee Responsibilities and Calendar**

SusanMary Redinger mapped out the entire year of School Committee responsibilities and when they happen. She color coded many of the items. It’s an amazing visual that will be so helpful to all SC members.

**Review Liaison Assignments and Case Position**

**Liaison Assignments**

|  |  |
| --- | --- |
| Board of Selectman | SusanMary Redinger |
| FinCom | SusanMary Redinger |
| DEAC | Mary Traphagen |
| SEPAC | Jon Green |
| TBS School Council | Nancy Lancellotti |
| HES School Council | Mary Traphagen |
| CPIC | Patty Wenger |
| HEAC | SusanMary Redinger |
| Park and Recreation Representative | Mary Traphagen |
| State Representative | Mary Traphagen |
| CASE | Linda Dwight |
|  |  |
| **Subcommittee Assignments** |  |
| Bromfield House | SusanMary Redinger |
| Budget | SusanMary Redinger/Mary Traphagen |
| Policy | Mary Traphagen/Patty Wenger or Nancy Lancellotti |
| Science Labs | Nancy Lancellotti/SusanMary Redinger |
| User Fees/Athletic Advisory | Mary Traphagen/Patty Wenger |
| Website Review | SusanMary Redinger |
| Wellness Committee | Mary Traphagen and Nancy Lancellotti |
| Superintendent Review | SusanMary Redinger and Mary Traphagen |
| HES Visioning | Mary Traphagen and SusanMary Traphagen |
| Building Committee | SusanMary Redinger |

A Case Representative for the annual meeting needs to be chosen.

Patty Wenger made a motion and Mary Traphagen seconded that Dr. Dwight be chosen as the Case Representative.

VOTE 4/0

**Share Francis W. Parker Charter Essential School**

Linda Dwight sent this out electronically, paper copies are available and the report is on Francis W. Parker Charter Essential School’s website.

**Review meeting minutes**

SusanMary Redinger moved 7/11/16 minutes to be reviewed at 8/28/16 meeting.

VOTE 3/0

Science Lab meeting minutes are tabled until 8/29/16 meeting

**Report out from Liaisons**  SusanMary Redinger reported that the deadline for CPIC ‘s 5 year capital improvement plan is 9/26/16

SusanMary Redinger reported that there will be a Super and a Special Town Meeting on 10/24. The Super town meeting is to consider Mass Development’s proposal to rezone a Devens residential parcel into a business parcel. Special town meeting is for the Boards and the selectmen to seek funding approval for projects before the ATM in the spring.

Maureen Babcock reported that students were excited to meet with the district leaders and have ice cream. She thanked Linda for making that event possible. Maureen also reported that she sent the DEAC survey out to the committee right before this evening’s meeting.

**Suggested Agenda Items**

Policy review Teacher contract negotiation liaisons DEAC survey School readiness meeting report SC/Superintendent goals Opening day convocation

**Open to Interested Citizens’ and School Committee Commentary** Maureen Babcock, Jon Green and Mary Traphagen all welcomed Patty Wenger to the School Committee. Susan Mary Redinger thanked Peter Rowe. Patty Wenger is happy to be back.

SusanMary adjourned the meeting at 8:43p.m.