

School Committee Minutes  
Hapgood Room, Old Library  
Tuesday, October 26 , 2015  
6:00 p.m.

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

SusanMary Redinger called the meeting to order at 6:00 p.m.  
Mary Traphagen read the Vision Statement.

### **Open to Interested Citizens' Commentary**

The following people spoke in support of the Athletic Advisory funding request.

Susan Toll – Ann Lee Road

Stu Sklar – Scott Road

Ed Frackiewicz – Mill Road

Kathy Farrell – Ann Lee Road

Lynn Thorton – Mill Road

### **Presentation by Students**

Dr. Linda Dwight showed a video that was made by the Video Production Class at Bromfield. In the video students interviewed some of the new teachers at Bromfield and also reported on the success of the fall sports season at Bromfield. The video will be shown throughout the day on monitors in the hallways and cafeteria at Bromfield. The Video Production Class plans to make another video in the coming months.

### **Student Report**

Kenneth Lin reported the following:

- Sports teams are wrapping up their fall season.
- Auditions were held for Band Central Districts-Bromfield had good representation.
- Things with PowerSchool are going better and students can view their progress reports.
- Bromfield Music Department held Choral and Band Concerts last week.
- Student Council would like the School Committee to consider waiving user fees for the musicians and artists as well as the athletes.
- Student Council discussed technology use at the high school and it was determined by Student Council that students prefer notebook computers to iPads.

### **Superintendent Report**

Dr. Dwight shared the following:

- Massachusetts School Building Authority (MSBA) visited Harvard on October 16<sup>th</sup>. Their goal was to learn more about the K-wing project. In January we will know whether our project will be accepted. Once accepted, we will have 9 months to have the 1<sup>st</sup> funds appropriated. Estimates for this amount range from 300K-500K. The potential timeline for completion as based on other projects done by MSBA would be acceptance of the project in January 2016 and construction completed in October 2021.
- The Educational Instruction Technology stipended positions have been filled by Rob Cullinane at HES and Kellie Carlucci and Julie Horton at Bromfield. They will help their colleagues with technical issues and support the integration of technology into the classrooms. This will be done before school, after school, and during their prep times.

- The Athletic Advisory Committee met last week and discussed the modification of their fund request. After some debate, they concluded that while full funding best met the needs of the students, \$170,000 would enable an improvement in the program. The money would support the coach's stipends, make the Athletic Director's job full-time and allow for the district to purchase uniforms.
- The band and choral concerts under the direction of Tom Reynolds and Becky Ufema were wonderful.

### **Discuss User Fees**

SusanMary Redinger explained the background and history behind athletic user fees which currently fund the entire athletic budget. Given that the current user fees structure can't support the program, the School Committee will need to take action on how to move forward with the current user fees structure. The Committee supports moving salaries into the omnibus budget and would like the Budget Subcommittee to work out the details and dollars involved in bringing a proposal forward to the Finance Committee. The Committee discussed user fees in general, including bus fees, drama and music fees and others. The Committee will keep these discussions ongoing.

### **Share the Enrollment Projection Report**

SusanMary Redinger shared the 2015 Enrollment Projection Report with a five year moving average. The birth survival rate increased in 2015 due to a larger number of families moving into town than in recent years. We have six less students in the district this year than we had last year. With the Grant Road build out producing approximately 18 units by the spring of 2017 it can be expected we will have at least 10 new students in the year 2017. We learned through our work on the declining enrollment report that you cannot project well past 5 years and any change in market conditions can impact enrollments. This projection report is one model, interesting but not definitive. It will be interesting to see what happens this summer.

### **Review Sub-Committee and Liaison Assignment**

The Committee reviewed and amended the Subcommittee Assignments for 2015/2016 as follows  
 Bromfield House – SusanMary Redinger and Mary Traphagen  
 Budget – SusanMary Redinger and Jennifer Bedford  
 Calendar Review – Jennifer Bedford and Mary Traphagen  
 Ensuring a variety of student activities – Maureen Babcock and SusanMary Redinger  
 Policy – Jennifer Bedford/Mary Traphagen  
 Science Labs – Nancy Lancellotti and SusanMary Redinger  
 User Fees/Athletic Advisory – Mary Traphagen and Jennifer Bedford  
 Website Review – SusanMary Redinger  
 Wellness Committee – Kirsten Wright  
 Superintendent Review – SusanMary Redinger and Kirsten Wright

### **Review the Job Description for the School Finance Manager**

The Committee reviewed the job description of Lorraine Leonard, Finance Director for the town. Currently, the position is split half time with the town and half time with the school in matters relating to town and school finance. Ms. Leonard plans to retire in June 2016. The Committee discussed how the position could be re-defined and the pros and cons of hiring a part-time School Business Manager that would be committed to the schools only. The Committee suggested Dr. Dwight meet with Town Administrator, Tim Bragan to find out if the School Committee could hire their own School Business Manager and what would need to be done in order to move forward in that direction.

### **Discuss Community Feedback Regarding the Usage of the Old Library**

The Committee generated the following questions regarding the future use of the Old Library and The Bromfield House:

- Compare costs of ADA compliance for both Old Library and The Bromfield House.
- Seek public input to get a sense of what people in town want.
- Request the Board of Selectman look at the options seriously and provide input.
- Who would pay for the renovations to the Old Library?
- How would the rest of the Old Library be used?
- Could the Bromfield House be leased?
- What would be the cost of adding on to the back of The Bromfield House as an option to the ADA compliance issue?

### **Approve Minutes**

Mary Traphagen made a motion and Jennifer Bedford seconded to approve the minutes of the October 13<sup>th</sup> School Committee meeting as amended.

VOTE 5/0

### **Approve HST Grants**

Dr. Dwight asked for the Committee to approve the following gifts from the Harvard Schools Trust.

Rob Cullinane – Nature’s Classroom 2015 - \$2500

Bryce Mattie – Model UN 0 \$7401.60

Jennifer Bedford made a motion and Kristen Wright seconded to gratefully accept the two grants from the Harvard Schools Trust for Nature’s Classroom and Model UN as presented.

VOTE 5/0

### **Report Out of Liaisons**

Jennifer Bedford reported that the HES School Council met and confirmed that the lock down drill went smoothly. The Report Card Committee is working on possible changes to the report card. The Council brainstormed ideas for a parent survey on the report card topic. The Council discussed the possibility of using a graduate student to do a traffic study at HES to include traffic flow, drop off and pick-up, and safety concerns.

Nancy Lancelotti reported that she attended the Calendar Subcommittee meeting and a preliminary calendar for 2016/2017 was drafted. The calendar would have students starting school the Wednesday before Labor Day.

SusanMary Redinger reported that she and Nancy Lancelotti attended a meeting with the Student Advisory Committee. They got feedback on technology at the high school, user fees and discussed scheduling their next meeting on an early release day. The Student Council has expressed interest in meeting with the School Committee twice during the year. SusanMary Redinger will ask for dates from Student Council advisors.

SusanMary Redinger reported that she and Jennifer Bedford met with the HTA. The HTA offered feedback on the calendar with regard to school vacations and their concerns to eliminate or shorten the February vacation. Overall they are very happy with the way things are going this year and are happy with Dr. Dwight’s leadership.

SusanMary Redinger reported that the Master Plan Steering Committee will hold a forum on November 12<sup>th</sup> from 7 to 8:30 p.m. at Volunteers Hall. They will present their findings on the Devens Study. The report includes information on how the disposition on Devens will impact with regard to such things as housing, business development and traffic.

SusanMary Redinger reported that CPIC met and she updated them on the K-Wing. They reviewed the Fire Department and Cemetery Department submissions. CPIC will have questions related to school request to us by November 2<sup>nd</sup>.

**Future Agenda Items**

Bromfield House

User Fees

MassDevelopment – Thatcher Keezer

Student presentations

Student Achievement

Science Labs

PowerSchool Demo

School Choice

Technology

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

None

**Closing Commentary**

SusanMary Redinger – thanked the Video Production Team for sharing their video and offered that it is one of the great ways for the School Committee is able hear about and highlight student achievement.

Nancy Lancelloti – thanked the 5<sup>th</sup> grade teacher team for their positive responses to the question about how iPads have impacted the curriculum in 5<sup>th</sup> grade.

**Adjournment:**

SusanMary Redinger made a motion to adjourn with no objections at 8:45 p.m.

Respectfully Submitted: Mary Zadroga, Recording Secretary