

School Committee Minutes
Town Hall Meeting Room
Monday, September 22, 2014
6:00 p.m.

Members attending: SusanMary Redinger, Patty Wenger, Kirsten Wright, Jennifer Bedford, Maureen Babcock, Lorraine Leonard Absent: Bob Sullebarger, Linda Dwight

SusanMary Redinger called the meeting to order at 6:05 p.m.

Review of Minutes

Kirsten Wright made a motion to approve the minutes of the September 8th meeting as amended.
VOTE 4/0

Facilities Director Report of Projects

Mark Force attended the meeting and reviewed the impressive long list of projects that were completed by the Facilities Maintenance Department over this past summer. SusanMary Redinger thanked Mark and his staff for all the hard work to keep the school shining. Patty Wenger recommended in the future taking some before and after photos of projects to display.

Club Approval – TV Production – Student Leaders, Martha Brooks

Students Case Russell, Xavier Neang and Meagan Cullinan along with Martha Brooks attended the meeting to request a new club be formed for students in grades 6-12. This club would focus on the study of TV production and video editing, storyboarding, script writing, professional grade TV camera and tricast operation, voice and diction as well as reporting and physical skills used in news casting. All members of this club will work together and be responsible for the production of a Bromfield TV newscast as well as a magazine style show which will hopefully be broadcast once or twice a month. Students will learn the values of teamwork, project skills and meeting deadlines.

Kirsten Wright made a motion and Jennifer Bedford seconded to move that we approve the Television Production Club.
VOTE 4/0

CPR (Compliance Program Review) Report – Dr. Marie Harrington

Dr. Marie Harrington shared the initial draft report from the DESE CPR visiting team with the Committee. Findings are based on the document submissions of June 2013 and on file reviews (over the last three years), staff and parent interviews, and site visits during the spring of 2014. After the final report is published, a Corrective Action Plan will be due within 20 school days. All partial compliance will need to be amended within one year. All corrective action should be accomplished without any difficulty. The Committee thanked Dr. Harrington and her staff on their hard work and responsiveness.

Superintendent Report

In Dr. Dwight's absence, SusanMary Redinger provided the following information from the Superintendent's report. Follow up to MASC workshop includes working on goals and developing protocols. SusanMary and Linda will work on a draft that will be presented to the full committee for approval. The leadership team has committed to writing articles for the newspaper. The first article shares the Vision Statement and the work of the Strategic Planning Committee. Assessment of the K-wing at Hildreth Elementary dismisses any plans of adding a second floor to that section of the building for district offices. The iPad Summit will again be held in Boston this November. There is a group from the district who will be attending and welcome School Committee members to attend as well.

Liaison & Subcommittee Reports

Maureen Babcock reported that DEAC will have their first meeting of the year next Tuesday and will plan their goals for the year, prepare for annual update to MassDevelopment Board of Directors and filling 3 vacancies of the committee.

Patty Wenger reported that the Strategic Planning subcommittee will meet to start planning for signage of the vision and mission statements. Patty Wenger attended the Bromfield School Council meeting and reported that class size is good, teachers love their iPads and she would like to recommend a presentation from the 7th grade trip to Over Look Farms to report on the Heifer Project. Upcoming meetings for TBS School Council are October 8, November 5th and December 10th from 3 to 5 p.m. SusanMary will attend the October 8th meeting and Patty and SusanMary will tag team attendance at the meetings for the remainder of the year. Jodi Specht is the new TBS School Council Co-Chair.

Kirsten Wright attended the HCTV meeting and reported that Chris Boyle is making 6 laptop computers available for students to sign out. Anne Hentz is serving as liaison between the school and the cable committee. HCTV is looking into offering classes through Harvard Community Education for students who are not able to attend the scheduled courses due to after school sports and clubs.

Jennifer Bedford reported that HES School Council held their first meeting of the year and reviewed meeting procedures and protocols with Principal Sue Frederick. Rika Stevenson and Heather Knowles will serve as co-chairs. School Council is interested in working with School Committee on school calendar issues. This year's survey will be completed by the teachers.

SusanMary Redinger reported that the Budget Subcommittee met to go over the five year capital plan and Dr. Dwight will be working on completing the capital request forms and gathering quotes for identified projects. CPIC is not able to change the meeting day so for now Patty Wenger will attend the Thursday morning meetings. Subcommittee assignments to work on the 5 School Committee identified goals are as follows:

Calendar Review Subcommittee – Jennifer Bedford, SusanMary Redinger

Bromfield House – Bob Sullebarger, SusanMary Redinger

Science Labs – Kirsten Wright, Patty Wenger

Ensuring a variety of student activities – Maureen Babcock, SusanMary Redinger

User Fees – Bob Sullebarger, Patty Wenger

Music Dept. Tutor Request

The Committee reviewed a request from the Music Department for additional person in the way of a part-time tutor to improve music instruction across the district. Tom Reynolds, who was in attendance shared in the conversation. The Committee tabled the decision until the next meeting when they can receive input from Dr. Dwight.

Track Resurfacing Request

The Committee received a request from the Harvard Parks Trust to contribute \$1,000 to help pay for the resurfacing of the McCurdy Track. At the town meeting last year the town voted to support the resurfacing and allocated \$120,000 for the project. Bids came in higher and now the Trust must raise about \$25,000 to complete the job.

Kirsten Wright made the motion and Jennifer Bedford second to move that we approve a \$1,000 payment in kind out of the athletic revolving account for the resurfacing of the McCurdy track.

VOTE 4/0

Budget Calendar Draft

The Committee reviewed the 2015/2016 Budget Guidelines that outlined the timeline for budget development through annual town meeting submission.

Patty Wenger made a motion and Kirsten Wright seconded to move that we approve the 2015/2106 budget development calendar as presented.

VOTE 4/0

Capital Expense Budget Review

The Committee reviewed the Five Year Capital Plan for FY2016 to 2020 with particular emphasis on requests that had moved in year requested or dollar amount. Item #7 to test main breakers, sub panels and transformers should be moved to regular maintenance to be consistent. Item #4 to upgrade the air exchange system in the Bromfield Science labs should have an asterisk indicating seeking quotes; amount yet to be determined. Item #41 to engineer from parking lot, grade, pave, lighting at TBS needs more information. Item #49 to pave front and back parking lot according to new design will require an engineer who specializes in parking and traffic flow to get the optimal use of the space available. The Conservation Committee will also be reviewing the current plans to see if they will comply with conservation requirements. Next step is to get quotes for all applicable projects.

Schedule for Meetings with Students

In accordance with policy JIB – Student Involvement in Decision-Making the Committee will be meeting with the Student Advisory Committee once every other month. Jim O’Shea will be providing a meeting schedule. The first meeting will be used to sort through how the Student Advisory and School Committee will work together and what they will be working on. The Committee will decide at their next meeting when to schedule their first meeting.

Future Agenda Items

HEAC – 2nd October meeting
Personnel Spreadsheet
FY15 Budget Update
Schedule meeting at Devens
Field Trip Review
Capital Review and Planning

Ideas for Student Presentations

Review of Clubs
Senior Project Process
Heifer Project
Technology Demonstration
Nature’s Classroom
Wellness Curriculum

Commentary

Kirsten Wright – read the Vision Statement

Maureen Babcock – great meeting we got a lot done tonight!

SusanMary Redinger – our thoughts with Linda and her family for a speedy recovery!

Patty Wenger made a motion and Kirsten Wright seconded to adjourn the meeting at 8:08 p.m.

VOTE 4/0

Respectfully Submitted:

Mary Zadroga
Recording Secretary