School Committee Minutes

Hapgood Room, Old Library

Monday, May 9, 2016

6:00

Members attending: SusanMary Redinger, Jennifer Bedford, Mary Traphagen, Nancy Lancellotti, Jon Green, Maureen Babcock and Linda Dwight. Absent: 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 AP testing ends May 12th. Next Tuesday starts MCAS testing for middle school and grade 10 students. Friday is the Model UN’s Lip Sync at 7 pm. at the Bromfield auditorium. It is a major fundraiser for the club. May 11th is the last track meet. May 20th is the prom with Celebration to follow that will flow into Saturday.

**Superintendent Report**

Dr. Dwight reported the following:

* The PTO volunteers treated the staff at both schools to the royal treatment this past week. Everyone exclaimed over the spread of treats each day. The creative organizers varied the menu from a chocolate fountain to make your own trail mix. It was a special way for the parents to show their appreciation.
* List of actions completed in the past two weeks:

\*Both the Building Committee and the Visioning Committee met. The Visioning Committee worked on the draft Educational Questionnaire and the Building Committee worked on breaking down the $500,000 into four categories, OPM (Owner’s Project Manager), Designer costs, Site Testing, and Other. This break down becomes a tentative budget for phase I and came from research led by committee member Ron Ostberg.

\*SusanMary Redinger and Dr. Dwight participated in a conference call to verify the MSBA enrollment projections. These numbers were reviewed and the document was certified by SusanMary Redinger, Ken Swanton (new BOS Chair) and the Superintendent.

\*Final documents were submitted to MSBA for an anticipated invitation to the May 25th board.

* A student at Bromfield, Zach Sclar, wrote a touching tribute to one of his teachers at Bromfield. His essay won a writing contest hosted by Barnes and Noble.

**School Business Manager/Town Finance Director Next Steps**

The preferred candidate for the position pulled out of the process before the BOS meeting. The Board of Selectmen talked about re-advertising the position. While they gather a new set of applicants which may take until the fall, they approved the hiring of an interim, part-time School Business Manager. We have advertised the position on School Spring and have received 2 resumes.

**Update on the Principal search**

On May 4th and 5th the Principal Search Committee members interviewed eight candidates for the position. The interview questions came largely from meetings Dr. Dwight had with a variety of stakeholders. The committee members appreciated the process and provided input for Dr. Dwight for consideration. Dr. Dwight was pleased to announce that Scott Hoffman will be the Principal of The Bromfield School for the 2016/2017 school year.

**Preliminary Review of the Ed Eval Document**

This agenda item was tabled due to the document being a negotiated contract with the Harvard Teacher’s Association and any deliberation needs to be done in executive session. The Committee will schedule an Executive session for the May 23rd meeting to discuss the document and then move it into regular session to vote.

**Review Superintendent Evaluation Docs and Process**

The Committee reviewed the blank Superintendent Summative Evaluation forms. Dr. Dwight will populate the form with her individual goals as well as the shared district goals. Committee members will use the rubric to rate the Superintendent based on the evidence provided in a portfolio created by the Superintendent. The document to be completed by members will be in the May 23rd School Committee packet.

**Review and align on School Committee Meeting Norms**

The School Committee reviewed the School Committee meeting norms and agreed to change the heading “Roles and Responsibilities” to “Authority and Responsibilities”

Mary Traphagen made the motion and Jennifer Bedford seconded to approve the School Committee meeting norms as amended.

VOTE 5/0

**Policy Review and approval**

Jennifer Bedford reviewed the changes made to Policy ECAF – Security Camera System Policy. The Committee realized that the policy presented in the packet was not the correct version. The Committee asked to have the correct version presented and reviewed at the next meeting before a vote is taken.

Policy File FF – Naming New Facilities

Mary Traphagen read through the policy as a first read. The Committee agreed to change the title to “Naming District Facilities”. The other change was to add and/or to the sentence “Dedications may be related to financial contributions and/or excellence of civic service. This policy will be brought back to the next meeting to be voted into adoption.

**New Hire Update**

Included in the packet were resumes for three teachers recently hired to teach at The Bromfield School.

**Michael Poe** – Spanish teacher

**Julie Burton** – Physics teacher

**Lisa Terrio** – French teacher

The district is still looking to hire one middle school World Language teacher, a Band teacher and an Associate Principal.

**Bus Expense budget impact for 2016/2017**

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. The Committee agreed to review the bus survey, seek public input and look at available sources of funding before making a decision at their next meeting.

**Kindergarten Enrollment Update**

The Superintendent will bring an enrollment update to the next meeting.

**Summer Meeting Schedule**

The Committee reviewed their summer meeting schedule and agreed to meet on the following dates:

June 13, July 11th, August 8th and August 29th. The Chair asked that members communicate their availability in order to meet the quorum requirement. Meetings for the 2016/2017 school year will continue to be held the second and fourth Mondays of the month. Dr. Dwight indicated that the Building and Visioning Committees will have some summer meeting responsibilities. The Committee may schedule a retreat over the summer to come up with goals. Dr. Dwight will invite members to attend the leadership summit with teacher leaders over the summer as well.

**Review Meeting Minutes**

SusanMary Redinger made a motion with no objections to accept the minutes of the April 25th meeting as amended.

VOTE 5/0

**Report Out of Liaisons**

Maureen Babcock reported that the Devens Survey is out and DEAC is looking forward to the feedback. Response will be accepted until tomorrow and then they will need a week or two to put the data together to share out

Jon Green reported that SEPAC – will meet on Wednesday, May 11th at the Bromfield library. Discussion items include the possibility of a SEPAC grant and sharing ideas on how to galvanize SEPAC.

Jennifer Bedford reported that the HES School Council met and discussed the following: possibility of starting a “pre” Green Team at HES, the report cards will be switched to trimester and they will be using Power School for distribution, talked about body breaks in certain classrooms, surveys and how best to reach all cohorts, and debate over more recess versus more rigor.

Mary Traphagen reported that HEAC met last Wednesday and suggested that with their expertise they would like to weigh in on the Science Lab project. They feel as though they can provide opinion and input on certain things related to HVAC. The Committee agreed to have Dr. Dwight open up the line of communication with HEAC. HEAC meets Tuesdays at 8 p.m. and the Chair, Brian Smith agreed to put the school on as the first agenda item.

Nancy Lancellotti reported that TBS School Council met and reported that there seems to be enough student interest to hire a bus to drive students to and from the prom.

SusanMary Redinger, Mary Traphagen and Dr. Dwight attended the “Day on the Hill”. It was very exciting to meet with the legislature and was happy to give Jen Benson some feedback on Harvard. There was good information from various groups. SusanMary Redinger would like to get our state senator and representatives interested in our district. As we don’t present as a district that needs anything, how do we get them interested and how can they help us?

**Suggested Future Agenda Items**

Superintendent Evaluation

School Improvement Plan

Bus Fees

Policy

Student Presentation

Senior Class Activities

Finance Report

Kindergarten Enrollment

Technology Information night

6th Grade iPad survey results

8th grade roll out of MacBook’s

Evaluating Student Achievement

Develop Communication Plan

Bromfield Parent Survey

Devens Survey

Alumni Survey

Mary Traphagen and Nancy Lancellotti agreed to meet with Dr. Dwight to interview candidates for the Interim School Business Manager position. A 1:00 to 2:30 time frame works best.

The Committee agreed that the School Committee packets will be available on our website after our public meeting.

**Interested Citizen** – None

**Commentary**

Nancy Lancellotti – Would like to thank the Superintendent for the thoughtful approach to the Bromfield Principal Search. Mr. Hoffman is an exceptional person. You can find Mr. Hoffman at Bromfield morning, noon or night and he chaperones as well as attends all events. He does know and care about every student and sets a great environment.

Mary Traphagen – agrees with everything Nancy said!

Linda Dwight – it is clear that Scott Hoffman’s passion and commitment to The Bromfield School came out loud and clear in his interview.

Maureen Babcock - agreed that Mr. Hoffman creates a very good culture and his message that there is nothing like a Bromfield kids will continue. Maureen also shared her excitement about new things happening at Hildreth i.e. the health program, new recess options and the running club.

SusanMary Redinger – reminder that the School Committee is scheduled to meet with the Student Advisory Committee, Friday at 7 a.m. in the conference room at Bromfield. SusanMary Redinger echoed congratulations to Scott Hoffman.

**Adjournment**

SusanMary Redinger with no objections adjourned the meeting at 8:11 p.m.

VOTE 5/0