School Committee Minutes

Upper Town Hall

Monday, June 11, 2018

6:15 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, John Ruark, Shannon Molloy, Jon Green Maureen Babcock (left at 7:30 pm.), Peter Rowe, and Linda Dwight

Mary Traphagen called the meeting to order at 6:15 p.m.

SusanMary Redinger read the Vision Statement

**Public Commentary –** None

**Eagle Boy Scout Project**

Rahul Yohhan Kumarasinghen attended the meeting to seek approval and funding to make improvements to the Nature Trail behind Hildreth Elementary. The project would include replacing the existing sign at the entrance to the Nature Trail that would include a map. The cost of the project is estimated to be $200. The Committee asked Yohhan to seek funding from either the PTO or the Harvard School Trust and report back on his success.

SusanMary Redinger made the motion and John Ruark seconded to approve the Eagle Scout project as presented contingent upon approval from the Conservation Committee and verification of the land ownership and for Yohhan Kumarasinghen to seek approval for funding from another source and report back.

VOTE 5/0

**Student Report**

**None**

**Review the Inclusion Survey Results**

Dr. Dwight presented the results of the Inclusion Survey.

**Review of the District Improvement Plan**

Dr. Dwight reviewed the progress made on the District Improvement Plan for the 2017/2018 school year for each of the following Core Values goals:

**Student Achievement**

Technology Integration – 30% completion,

Differentiated Instruction – 100% completion

**Personal Growth**

Health & Wellness Focus – 100% completion

Leadership and Service Opportunities – 80% completion

Attendance – 100% completion

**Resources**

Elementary Building Project – 100% completion

Bromfield Renovations – 80% completion

**School Climate**

Inclusion – 75% completion

Digital Citizenship – 100% completion

**Superintendent Update**

Hildreth Elementary Building Project Update

\*Met with School Building Committee on 6/7 to discuss the building design, provide further feedback, and discuss and approve contracts.

\*Communicated with the Historic Commission about collaboration on the project.

Ramp Project Meeting Update

\*A group of teachers, school leaders, John Ruark and Dr. Dwight met with architects from Abacus Architects to consider several options of what the best solution for the middle school ramp renovation might be. They had a range of options to consider. Afterwards we walked through the spaces and discussed further development of the ideas. We will meet again in June or July to continue to discussions. The plan is to recommend one or more ideas to the School Committee for submission to CPIC in the fall.

\*The architects rendered new drawings of the furniture plans for the remaining lab and the prep rooms. These are under final review before placing the order. The write up for demolition and site work are in process.

\*Teachers and school leaders gathered at Red Tail Golf Course Retreat on May 31st to honor Susan Downing for her retirement. She appreciated this special event. She has agreed to meet with me next week for an exit interview.

\*Students in 10th grade enjoyed the learning experiences that mirrored real life as they participated in the first annual Reality Fair. Organizers Ben Myers and Karen Strickland from the Bromfield School Council borrowed the idea from Nashoba Valley High School’s partnership with Rotary. Students selected a career through Naviance, earned a salary experience withdraws for taxes, loans, and health care. They then made decisions about other aspects of life such as transportation, entertainment, and housing using the remainder of the money for budgeting. Students were engaged and reflective about the process.

\*Stipend Committee Meeting

The committee held its second meeting. On the agenda was a review of the data collected from a survey about existing clubs and their responsibilities and a review of the stipends to be advertised for the 2018-19 school year.

\*Senior students were honored in the evening at an athletic awards event on June 5th and an academic awards event on June 6th. We are excited to celebrate all of their accomplishments at the graduation on June 8th.

**Student Achievement Report** – Tabled

**Review the Summer Professional Development**

Dr. Dwight reviewed the summer curriculum work that teachers will be taking part in during the upcoming summer months.

**Liaison and Subcommittee Assignments**

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| L**iaison Assignments** |  |
| Board of Selectman | Mary Traphagen |
| FinCom | SusanMary Redinger |
| DEAC | John Ruark |
| SEPAC | Jon Green |
| TBS School Council | Mary Traphagen |
| HES School Council | Shannon Molloy |
| CPIC | SusanMary Redinger |
| HEAC | John Ruark |
| Park and Recreation Representative | Jon Green |
| State Representative | Mary Traphagen |
| CASE | Linda Dwight |
| HCTV | Jon Green |
| Vendor Warrant Signing | SusanMary Redinger/Shannon Molloy |
| **Subcommittee Assignments** |  |
| Budget | Mary Traphagen/SusanMary Redinger |
| Policy | John Ruark/Shannon Molloy |
| Superintendent Review | Mary Traphagen/SusanMary Redinger |
| **School Committee Advisor** |  |
| Athletic Advisor | John Ruark |
| Wellness Committee | Shannon Molloy |
| Building Committee | Mary Traphagen and SusanMary Redinger |
| Science Labs | SusanMary Redinger/Shannon Molloy |
| Middle School Ramp | Mary Traphagne and SusanMary Redinger |
| Website Review | Jon Green |

SusanMary Redinger made the motion and John Ruark seconded to appoint Shannon Molloy as the second signer for the vendor warrants.

VOTE 5/0

SusanMary Redinger made the motion and Jon Green seconded to authorize Linda Dwight as our representative to the CASE Board.

VOTE 5/0

Moving forward the School Committee will be responsible for the updating the School Committee pages on the website and the Website Coordinator for the District will be responsible to update all other pages.

The Committee will review Liaison and. Subcommittee assignments during the retreat to see if there are any missing holes based on goals that will be developed at the retreat.

**Liaison and Subcommittee Reports**

Mary Traphagen met with the Student Advisory and they talked about the word cloud and how students feel there is underlying bullying going on at Bromfield that administration may not be not detecting and students are not comfortable speaking out. Students loved Prom and Celebration and are very appreciative of the Celebration volunteers that work so hard to create a safe after prom experience.

SusanMary Redinger reported that CPIC met and agreed on the end of year letters that will be sent to department to identify their approved projects. At the beginning of September, CPIC will be sending out documents to departments asking for them to identify capital request for FY20. The Annual Town meeting for 2019 is scheduled for either May 4th or May 5th. For next year, the Board of Selectman will be using the same budget process they used this year but are giving themselves a little more time.

**SusanMary Redinger submitted a signed vendor warrant for review:**

Warrant 18-25 – Date: 5/22/2108 – Amount: $228,58.06

**Decide on Summer Schedule and Retreat Topic**

The Committee will hold their summer meetings on June 25th, July 23rd, and August 27th. A School Committee retreat will be scheduled for July 9th from 4 p.m. to 8 p.m. Retreat topics and venue will be determined later.

**Review the Superintendent Evaluation Tool**

The Committee reviewed the Superintendent Evaluation Report. SusanMary Redinger will update the google doc of the Superintendent Evaluation used last year and provide members access. The online Superintendent Evaluation document is easier to follow and compiles results. Dr. Dwight provided the Committee with the evaluation rubric.

**Agenda Items**

Bromfield School Improvement Plan

Retreat Topics

Turf Field

Handbook Review

Policy

Kindergarten Enrollment

Superintendent Evaluation

**Approval of Minutes**

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the May 29th as amended.

VOTE 5/0

**Open to Interested Citizens’ Commentary - None**

**School Committee Commentary**

SusanMary Redinger – thanked Ben Myers and Karen Strickland for organizing the Reality Fair. They put in a lot of work and it was a great event. Hope it continues each year.

John Ruark spoke about the level of energy and excitement around the new facilities manager, John Snyer. Good things are going on.

Mary Traphagen – Congratulations to the class of 2018 and for all who worked behind the scenes to make it a beautiful evening. There was a nice air of excitement.

**Adjournment**

SusanMary Redinger made a motion and Jon Green seconded to adjourn the meeting at 8:55 p.m.