

## 2011/2012 Outcomes for the Harvard School Committee and Superintendent

Approved September 12, 2011

1. By November 30<sup>th</sup> the feasibility of all potential operational models for the future leadership of the Harvard School District has been investigated and assessed, including, but not limited to the following options and a summary report has been presented to the Harvard School Committee which identifies the positive and negative aspects of each option and the procedural steps and timeline required to implement each option:
  - Elementary K-5 school union with one or more neighboring communities with the Bromfield School remaining a single district middle school/high school structure servicing Harvard students in grades 6-12.
  - K-12 School Union with one or more neighboring communities
  - Remain a single Pre K-12 school district managed by a part-time superintendent and full-time building level school administration.
  - Remain a single Pre K-12 school district managed by an administrator with shared superintendent/principal responsibilities.
  - Status Quo – Remain a single district with a full-time superintendent and full time principals overseeing HES and TBS.
  
2. An FY13 school budget development and management plan that reflects realistic line item anticipated expenditures and incorporates the following components has been created and implemented February 1<sup>st</sup>:
  - 5-year technology plan;
  - 5 year capital plan;
  - Bi-monthly budget projection report;
  - 5-year Revenue Offset Projections (including but not limited to School Choice, Circuit Breaker Funds, Devens Revenues, and User Fees); AND
  - Is consistent with the School District' 5-year financial plan.
  
3. The School Committee and Superintendent have reviewed and updated the 5 year School District Financial Expenditure Plan in accordance with the town's FY13 financial calendar.
  
4. By January 15<sup>th</sup> the Superintendent will have:
  - Provided an assessment of the School District's progress against the existing 5-year strategic plan that clearly measures the status of each goal.
  - Developed an action plan to address any goals not on line not on to be accomplished by 2013 that, if followed, would ensure the measures being successfully met; and
  - Created and implemented a process to regularly review and update the assessment as needed.

5. A technology plan has been developed that identifies how the integration of technology in the classroom will support the K-12 instructional process to meet established curriculum goals and the plan has approved by the School Committee and disseminated by January 30<sup>th</sup>.
6. The Harvard School District's websites and communication structures have been modified to achieve consistency, accuracy and ease of use and a reliable structure is in place to regularly review and update content as needed by March 30<sup>th</sup>, 2012
7. Annual assessment procedures and instruments that will effectively and accurately evaluate the school committee and the superintendent in their effectiveness of accomplishing their respective goals and responsibilities have been created and implemented by June 1<sup>st</sup>, 2012.
8. A capacity study and 5-year enrollment projection have been prepared and presented by the Superintendent and the School Committee indicating usage potential of both HES and TBS to meet future enrollment scenarios (both with and without Vicksburg Square development) by January 30<sup>th</sup>.
9. By December 12<sup>th</sup> a comparative study of user fees has been conducted that will allow the School Committee to make fiscal decisions on the continued reliance on user fees to offset program costs.
10. The Superintendent has effectively executed the following general performance goals:
  - Superintendent will perform all the day-to-day duties required of a Superintendent of Schools including the development and management of a school budget (FY12 and FY13), oversight of the safe and proper operation of schools.
  - Provide ongoing support and mentoring of the administration team as needed.
  - Completion of an effective evaluation of all staff.
  - Maintain effective and consistent visibility in the schools and community.
  - Disseminate school district information effectively to the local media and be responsive to media requests.
  - Promote public confidence in the Harvard Public Schools by means of effective home/school/community communication.

- Maintain effective and productive communication efforts between the Harvard School District and all local agencies, departments, boards and committees.
- Effectively and timely communicate to all School Committee members information that is essential for the execution of their responsibilities as School Committee members. This communication will include routine superintendent's reports as well as direct contact when it is determined by the Superintendent and School Committee Chairperson that such immediate notification is required.
- Implement district policies and advise the School Committee when policies need to be adopted, amended or deleted.