

School Committee Minutes
Hagood Room, Old Library
July 10, 2015
9:00 a.m.

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

Jennifer Bedford called the meeting to order at 9:00 a.m.

Open to Interested Citizens' Commentary

Laura Villain, Oak Hill Road – Districts' Policy to protect privacy of students.

Review and Approve School Handbook Change

Principals Jim O'Shea and Sue Frederick presented to the Committee for approval the proposed changes to the School Handbooks. The major change incorporated into both handbooks was updating the attendance policy to reflect the School Committee's new policy language. At Bromfield there was additional information added under the Extra Curricular section providing more detail. At Hildreth there was an update to the behavioral expectations section and the Technology Acceptable Use Policy was added. Maureen Babcock suggested that The Bromfield Bulletin and the PAC meeting information be added under the Communication section of the Bromfield handbook. Jim O'Shea was asked to review the list of clubs to be sure that it was complete as so many new clubs have been added in recent years.

Mary Traphagen made a motion and Kirsten Wright seconded to approve the Bromfield and Hildreth handbook changes as presented.

VOTE 4/0

Review Bromfield's School Improvement Plan

Principal Jim O'Shea presented the 2015/2016 School Improvement Plan. Mr. O'Shea identified each goal by title as it pertained to a specific district goal. He then explained the strategies used to achieve completion of the goal, the party/parties responsible for achieving the goal, the timeline, the measurement and any budget impact.

Close-Out Financial Report for the 2014-2015 School Year

Lorraine Leonard reviewed the final 2014-2015 year end budget close-out. Ms. Leonard explained why certain accounts were either over or under budget. The final budget closed out with a surplus of \$43,302 which will be adjusted through the Devens offset/subsidy line item.

Kirsten Wright made a motion and Nancy Lancellotti seconded to close out the FY15 budget with a surplus of approximately \$40,000 which will be allocated back to the Devens account.

VOTE 4/0

Share Superintendent's Annual Evaluation

Kirsten Wright and Jennifer Bedford led the Committee in the review of the Superintendent Evaluation results. Dr. Dwight was evaluated on four standards - Instructional Leadership, Management and Operations, Family and Community Engagement and Professional Culture as well

as to her smart goals for each of the following categories: Professional Practice, Student Learning, and District Improvement. The possible ratings for measurement of the Standards were Unsatisfactory, Needs Improvement, Proficient and Exemplary. Dr. Dwight received Proficient or Exemplary in all categories of the Standards. The overall rating was Proficient. The possible ratings for Dr. Dwight's Smart Goals were Did Not Meet, Some Progress, Significant Progress, Met, and Exceeded. Dr. Dwight received Met or Exceeded in all categories. The overall rating was Met. Jennifer Bedford read comments submitted by School Committee members commending Dr. Dwight on her success as a first year superintendent. They were impressed with her vision, enthusiasm, dedication, communication and grace.

Superintendent Report

Dr. Dwight shared that teachers have been fulfilling summer contracts for curriculum work. In addition teachers have had the opportunity to attend technology and behavior support professional development offerings in-house. Dr. Dwight reported that Tessa Piantedosi was hired as the Behavior Support Specialist. Tessa comes to us from Millbury. Cindy Steeves, who is a parent in the district and worked as a math tutor in our elementary school for the past 4 years was hired for the second grade opening. The principals and their interview teams continue to meet with candidates for the long term sub position in third grade, the additional Kindergarten teaching position, PreK .5 teaching position, learning assistants at both schools, recess aide, library aide and kindergarten aide. Dr. Dwight asked the Committee to consider changing three ER days on the 2015/2016 calendar. May 13th would be changed to May 20th and May 18th would be changed to May 11th to accommodate the prom. In addition the March 2nd ER would be changed to March 1st to accommodate the Presidential Primary.

Mary Traphagen made a motion and Kirsten Wright seconded to approve the calendar changes as presented.

VOTE 4/0

Dr. Dwight shared the Tentative School Committee Meeting Calendar for the 2015/2016 school year. The meetings will continue to be held on the second and fourth Monday of each month with the exception of October 12th (which will be Tuesday, October 13th) and the December 28th meeting will not be scheduled.

Kirsten Wright made a motion and Mary Traphagen seconded to approve the tentative School Committee calendar as presented.

VOTE 4/0

Dr. Dwight reported that Sunshine Paving will begin their work on the Bromfield sidewalk project in the coming weeks. They expect to complete the project in less than two weeks. Dr. Dwight plans to meet with George O'Neil, the Architect from GRLA in August to go over plans to create bid documents so that the bidding process can take place in January. Dr. Dwight will be attending the MASS Summer conference July 14th through 17th. She thanked the Committee for their support of her attendance and will share with everyone the new knowledge she will gain from attending the various sessions.

Dr. Dwight asked the Committee for consideration to approve in the Concord Area Special Education (CASE) Collaborative. DESE reviews and approves agreements for collaborative, and then individual districts must also approve the document. Through this agreement CASE services some of our district's special needs students.

Kirsten Wright made a motion and Mary Traphagen seconded to approve the CASE Collaborative agreement between the Harvard School District and the CASE as presented.

VOTE 4/0

Review of Minutes

Kirsten Wright made a motion seconded by Nancy Lancellotti to approve the minutes of the May 26, 2015 and June 8th meeting as amended.

VOTE 4/0

Subcommittee and Liaison Report

Mary Traphagen reported that she will attend the HEAC meeting on July 26th. A representative from HEAC would like to be put on the agenda for our next meeting on July 27th. Lorraine Leonard informed the Committee that HEAC has just been awarded \$225,445 for new energy projects and will most likely be including the schools in their plans for expending these funds.

Mary Traphagen reported that a subcommittee of the Athletic Advisory Committee known as the Athletic Funding Committee would like to meet with the School Committee to discuss the possibility of funding athletic coaches from the omnibus budget. They are willing to come to persuade this committee why this should be done.

Nancy Lancelotti reported that Jodi Specht will continue to serve on the Bromfield School Council as the Community representative. Nancy thanked Mr. O'Shea and the School Council for coming up with the River of Life project. This project helps students look at themselves as individuals and reflects who they are. It is a great project for students to work on.

Maureen Babcock reported that she will send out the DEAC newsletter which was distributed through the MassDevelopment Friday Update and was not distributed to the district as was the practice in the past. In the future the schools could send it out to the entire school community.

Lorraine Leonard thanked everyone for a very quick clean close to the year.

Jennifer Bedford reported that the Hildreth School Council reviewed the Staff Climate Survey results. The overall results of the survey were positive. The Council under the leadership of Sue Frederick will look at problems areas and explore some murky overlapping findings in the fall. It would be good for Sue Frederick to come in and speak to the Committee in the fall to report on the survey results.

Future Agenda Items

Harvard Energy Advisory Committee

AP Data/Gender Disparity

Calendar

Summer Project Updates

Staffing

Class Size Policy

World Language Program at HES

Class section sizes at TBS

Open to Interested Citizens' Commentary

Laura Villain, Oak Hill Road – Student Handbook – Matrix of acceptable school behaviors.

Adjournment

Mary Traphagen made a motion and Kirsten Wright seconded to adjourn the meeting at 11:55 a.m.

Respectfully Submitted: Mary Zadroga, Recording Secretary

