

School Committee Minutes
Upstairs of the Town Hall
Monday, June 26, 2017
6:15 p.m.

Members attending: Mary Traphagen, Nancy Lancellotti, Jon Green, John Ruark, Linda Dwight and Peter Rowe. Absent: SusanMary Redinger and Maureen Babcock

Mary Traphagen called the meeting to order at 6:20 p.m.
Nancy Lancellotti read the Core Value Statement.

Open to Interested Citizens' Commentary

None

Student Report

None

End of Year Report on School Improvement Plans

Sue Frederick, Josh Myler, Scott Hoffman, Robin Benoit and Julie Horton presented the Harvard Public Schools School Improvement Plan Progress Report for 2016/2017. The administrators shared goals, strategies, time-lines, resources, measurements and percentage completed for the following: District Core Values: Student Achievement, Personal Growth, Partnership, and School Climate.

Review of the Handbook

Josh Myler presented to the Committee the proposed updates and changes to the Hildreth Elementary School Handbook. The Committee asked that the information relative to the Bullying Policy be updated to reflect changes made to the policy over the past year. Josh Myler will bring back the changes at the next meeting.

Dean Position Proposal

Scott Hoffman, Robin Benoit and Julie Horton reported out to the Committee on the accomplishments during the first year of having a Dean Position at The Bromfield School. The Dean focused on attendance and there was a lot of insight gained to why students are absent and tardy. Going forward the administrators would like to see the Dean position continue and focus on scheduling, student/parent communication, strategies for attendance improvement, and the oversight of the "trusted adult program".

Nancy Lancellotti made the motion and John Ruark seconded to move that we approve the position of Bromfield Dean of Students proposal as presented tonight.

VOTE 4/0

Grant Approval

Dr. Dwight presented for approval the following gifts from the Harvard Schools Trust:

Each of Us and All of Us: Embracing Diversity - \$3,500

Wireless Mics and Splitters - \$815.95

Scholarship Fund – Nature's Classroom - \$1,200

Bromfield Robotics Club - \$750

Blanding Turtles Conservation Project - \$525

Terezin Project - \$1,650

Engineer Your World – Training course and expenses - \$2,250

John Ruark made the motion and Jon Green seconded to approve the grants from the Harvard Schools Trust as presented in the packet tonight.

VOTE 4/0

Superintendent Report

***Request for Teacher Liaison Positions for New School Design**

Several members of the SBC working group recommended the formation of 5 teacher liaison positions to support the schematic design phase of the SBC. If approved, we would work with the HTA to consider a stipend amount (est. \$1,000) for a commitment to attend SBC meetings, discuss the information with colleagues, gather information from teachers and students and help with the design of the new, dynamic school building.

Nancy Lancellotti made a motion and Jon Green seconded to approve up to five stipend positions to support the Building Committee work as teacher liaisons to be further defined by the Building Committee and to be paid up \$1,000 each for the upcoming school year.

VOTE 4/0

***Connecting with Superintendents at a National Level**

Dr. Dwight informed the Committee that she has been selected to serve on the Suburban Schools Superintendents group. She is honored to be nominated and included in such a well-respected group.

***Follow up on Funding for Summer PD**

The funding source for the 45K in summer PD granted to teachers comes from the following sources;

30K designated in the budget as summer curriculum work

9K written into the Title I grant

8K designated as tech training PD

***Special Town Meeting Presentation**

Mary Traphagen and Susan Mary Redinger shared an update on the work of the School Building Committee to the attendees of the Special Town Meeting on June 13th. There were no questions from the public afterwards.

***Athletic Advisory Final Meeting of the Year**

On June 13th members of the Athletic Advisory Committee met to review the progress of the 2016-17 school year and set some focus areas for next year. The successes of the past year included securing additional funds from the Town, Devens, and Revolving School Account (for uniforms). The Committee also started a database on the uniform replacements, and they combined the district booster funds into the HAA for management oversight and record keeping.

The members of the Athletic Advisory identified fundraising, spirit days, evening games, updating the athletic website, social media presence, 6th grade participation, schedule consistency, and positive coaching sessions for parents for the 2017-18 school year. We will begin meeting again in September.

***Consideration for Van Purchase**

We have the opportunity to purchase a van from CASE Collaborative for use by our athletic teams and other club needs. The cost of the van is approximately \$1,500. This vehicle would help us reduce the cost of bussing to events when the number of participants is fewer than 8.

***New Hires, Retirement Change and Late Retirement/Resignation**

We have hired a new associate principal for the elementary school, Scott Mulcahy. He was recently employed as an assistant principal in Sudbury and prior to that appointment, he taught 5th grade in Hudson. We look forward to working with him on the leadership team.

Also joining the Harvard Public Schools is Emily Sterber. She has been a long-term substitute in Brookline for the past year. She is a recent graduate of Northeastern University.

Pam Alexander will remain in our employment for another year. She found out recently that she does not have the requisite number of years to gain retirement benefits. She will fill the job vacancy created by Sharon Schmidt's move to Bromfield to become the guidance secretary.

Glenn Tarullo, the 6th grade science teacher, submitted his retirement letter during the final weeks of school. A team of teachers are reviewing resume packets to fill this position. Abby Patriquin, the .5 PreK teacher, also submitted her resignation letter. We are collecting resume packets for this position.

***Arm in Arm Reads and Movie Series**

We hosted a kick-off event in Volunteers' Hall at the Harvard Public Library on June 15th. The group decided to promote the book *Waking up White* by Debby Irving for the first all town read. Copies of the book are available at the Central Office and follow up discussion groups are planned for 7 PM on July 13th and August 17th.

***Fun Fair Success**

Families enjoyed the annual PTO Fun Fair on June 16th despite the rain which caused the event to move indoors. The special event welcomed older students to volunteer their time to run the events in the gym for the younger students. The PTO reports that the Fair netted \$6,000 in profits to be used for their enrichment programs. What a valuable Harvard tradition.

Hildreth Elementary building project update

The following is a list of the actions completed in past weeks:

1. Held a School Building Committee meeting
2. Reviewed the PSR documents for submission to MSBA
3. Planned for a tour of new, local schools with members of the SBC, Visioning Committee, interested community members and teachers.
4. Planned for a special meeting to consider important aspects of the town to include members of town committees, member of the SBC and others.

End of Year Report Out on School Committee/Superintendent Goals

Dr. Dwight reported on the progress of the joint School Committee/Superintendent goals as follows:

Contract Negotiations – to conduct successful contract negotiations between the School Committee and the HTA - 100% complete – ratified by HTA and approved by School Committee.

HES Renovations –to design and implement modifications to HES making it a safe attractive environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town– 50% complete – Vote for new building secured, MSBA deadlines met, community involved through survey and forums.

User Fees – to have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years- 100% complete – Additional funding from Town 25K, Uniforms 8K and Devens 40K.

Review Summer School Committee Meeting Schedule

The Committee discussed their summer meeting schedule and decided to meet on July 11th for a the financial close out, then again on July 31st for a mid-day meeting off site with agenda items to be School Committee/Superintendent Goals and Superintendent Evaluation.

Dr. Dwight reviewed with the Committee the sample reflection write ups she prepared as an example of what she will be presenting for her evaluation evidence. Dr. Dwight also discussed tagging the Superintendent updates she does throughout the year with the standard it covers. School Committee members gave feedback and thanked Dr. Dwight for her work.

Review meeting minutes

John Ruark made a motion and Jon Green seconded to approve the minutes of June 12th meeting as presented and amended.

VOTE 4/0

Liaison Subcommittee reports

Mary Traphagen – reported that she has signed the warrants and there is a warrant recap of all invoices paid if anyone is interested in reviewing them. Mary Traphagen entered into record a list of invoices on a warrant signed by her and dated June 23, 2017.

Nancy Lancellotti – no report

Jon Green – no report

John Ruark – no report

Suggested future agenda items

Financial Close-out

Holding a School Committee meeting at Devens

School Handbook Approval

Achievement Data

District Improvement Plan

Goals

CASE Van

Superintendent Evaluation

Open to Interested Citizens' and School Committee Commentary

Jennifer Finch, Codman Hill Road – Teacher Liaisons, Quorum for Call in vote, Teacher PD info.

Adjournment:

John Ruark made the motion and Nancy Lancellotti seconded to adjourn the meeting at 9:15 p.m.

Respectfully submitted:

Mary Zadroga