Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, September 12, 2016
6:00 p.m.
Upper Town Hall

I. Call to Order (6:00)
II. Read the Vision Statement (6:00)
III. Open to Interested Citizens' Commentary (6:03)
IV. Trip approval and club approval (6:05)
V. HES School Improvement Plan (6:20)
VI. Superintendent Report (7:00)
VII. 5 Year Capital Plan Review (7:10)
VIII. Update on Science Lab HVAC and Funding Needed for Overage (7:20)
IX. Finalize School Committee/Superintendent Goals and Outcomes (7:30)
X. Review Superintendent Goals and align on Evidence (7:40)
XI. Athletic Uniforms Replacement Cycle Proposal (8:00)
XII. Substance Abuse Policy (JICH) Review (8:10)
XIII. Substitute Teacher Recruitment/Training/Evaluation Job Description Review (8:20)
XIV. Review proposed MOU for the Fin. Dir./School Bus. Mgr. Shared Position (8:30)
XV. Review meeting minutes (8:40)
XVI. Liaison/Sub-committee Reports (8:45)
XVII. Suggest Future Agenda Items (8:50)
XVIII. Open to Interested Citizens' and School Committee Commentary (8:55)
XIX. Adjournment (9:00)

Documents: superintendent report, meeting minutes, HES School Improvement Plan, Policy (JICH), Substitute Teacher Program Manager, Finance Director MOU, SC Goals, Superintendent Goals, Trip Proposals, Capital Plan,

**Vision Statement:** The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.
Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12 (≈20 Students)

Trip Destination: CIMUN - Chicago International MUN - Chicago

Date of Departure: 12/7/16  Time of Departure: after school

Date of Return: 12/11/16  Time of Return: evening

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address:

Phone:

Cost of Trip: ≈ $750

Plan to address overnight stipend for professional staff:
- Fundraise

Deposit Method and Due Dates:
- Check made out to CIMUN, due 10/16

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.
Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

**Purpose of Field Trip:**

To Participate in an overnight Model UN conference. Please see attached!

**Trip Itinerary:**

Please see attached
## CONFERENCE SCHEDULE

**Thursday**
- December 8th, 2016
- 12:00 PM - 5:30 PM
  - School Arrival and Registration
- 4:30 PM - 5:30 PM
  - Delegate Training Workshop
- 6:00 PM - 8:30 PM
  - Opening Banquet
- 8:30 PM - 11:30 PM
  - Committee Session One
- 12:00 AM
  - Delegate Curfew

**Friday**
- December 9th, 2016
- 10:00 AM - 11:00 AM
  - Consulate Panels
- 11:30 AM - 5:00 PM
  - Committee Session Two
- 6:30 PM - 11:00 PM
  - Committee Session Three
- 12:00 AM
  - Delegate Curfew

**Saturday**
- December 10th, 2016

**Sunday**
- December 11th, 2016
- 10:00 AM - 1:00 PM
  - Committee Session Six
- 1:00 PM - 2:00 PM
  - Closing Ceremonies

## CONFERENCE FEES AND DEADLINES

**Important Deadlines**
- October 1st
  - Priority Delegation fee due ($150)
  - Registered delegate & advisor counts due
- October 25th
  - Hotel Room submissions due
- November 1st

**Regular Delegation fee due ($250)**
- All conference fees due
- Last day to lower delegate counts
- Hotel incidental forms due
- December 1st
  - Delegate permission slips due
  - Position papers due

## Conference Fees

Upon registration, a non-refundable Delegation Fee will be due in order to secure the country and special position assignments for your delegation.

The delegate and advisor fees are priced as a package, meaning they are inclusive of your 3-night stay at the Chicago Hilton, Opening Banquet dinner, and all conference materials.

Additionally, we take care of all bookings with the hotel, so that you and your students can focus on preparing for the conference.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Rate (If Paid By 11/1/2016)</td>
<td>$377</td>
</tr>
<tr>
<td>Late Rate (If Paid By 12/1/2016)</td>
<td></td>
</tr>
<tr>
<td>Advisor Fee</td>
<td>$155</td>
</tr>
<tr>
<td>$667</td>
<td></td>
</tr>
<tr>
<td>$692</td>
<td>$155</td>
</tr>
<tr>
<td>Advisor Fee - Shared Room</td>
<td></td>
</tr>
<tr>
<td>$70</td>
<td>$100</td>
</tr>
<tr>
<td>$70</td>
<td>$125</td>
</tr>
<tr>
<td>Delegate Fee</td>
<td>Meal Plan</td>
</tr>
<tr>
<td>$352</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td>$55</td>
</tr>
</tbody>
</table>
Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12 (18 students)

Trip Destination: BUsUn - Brown University Simulation UN - Providence

Date of Departure: 1/11/16 Time of Departure: ___

Date of Return: 1/13/16 Time of Return: ___

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address: ___

Phone: ___

Cost of Trip: 2 $150

Plan to address overnight stipend for professional staff:
- **fundraise**

Deposit Method and Due Dates:
- check made out to BmUUn, due 10/16

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.
Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

To Participate in an overnight Model UN conference. Please see attached.

Trip Itinerary:

Schedule TBD!
(2 Committee sessions per day)
Dear Advisors and Delegates,

We are delighted to invite you to join us for a weekend on College Hill for the Twentieth Annual Session of the Brown University Simulation of the United Nations, taking place on November 11th-13th, 2016.

BUSUN has always strived to introduce delegates to interesting and pertinent matters through carefully selected committee topics. This year, we will continue to do so to the very best of our ability with a varied range of committee topics. On top of the traditional General Assembly committees, BUSUN XXI will be offering 5 Historical Committees ranging from the Argentinian Congress (1816) to the Turkish Cabinet (1908) to the Brazilian Military Council (1973) to the six committee joint crisis addressing the world's first cyber crisis as well as a number of smaller crisis committees. We sincerely hope that you will find stimulating debate and be intellectually challenged and rewarded.

It has always been a part of BUSUN's ideology for delegates to work together in a collaborative environment that allows every participant to contribute and value their attendance at the conference. BUSUN XXI is like all the BUSUN conferences preceding it, endeavors to provide delegates with an opportunity to learn and grow as critical thinkers and public speakers. We hope to offer an encouraging and supportive platform where delegates can collaborate more effectively and communicate more deeply with their fellow delegates. In turn, we aim to foster more confidence in the delegate's ability to engage in global events that have taken place in recent months. The Secretariat has decided to have this year's BUSUN themed 'Footprints on Foi. The delegates will have the opportunity to explore concepts of a global population in flux of displacement and assimilation, of departure homes and new lives as they engage with this very real global crisis. We sincerely wish for delegates to be conscientious and nuanced with these serious and impactful issues, and to realize the implications of the many mentions held towards these matters. As in past years, the delegates will have the opportunity to engage with the committee topics and walk away from the conference with something valuable, whether it be intellectual, personal, or both.

Once again, the entire BUSUN XXI Secretariat would like to extend the warmest wishes for you to join us at Brown University this coming November and in celebration of BUSUN's twentieth birthday. Should you have any questions or concerns in the upcoming months, please feel free to reach out to info@busun.org (mailto:info@busun.org), upon which our Director of External Affairs will attend to your questions.

Sincerely,

Luke Carmody & Lily Zhao
Secretaries-General
BUSUN XXI
Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12  (#30 students)

Trip Destination: HMUN - Harvard University MUN - Boston

Date of Departure: 1/26/17  Time of Departure: 

Date of Return: 1/29/17  Time of Return: 

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address: 

Phone: 

Cost of Trip: $250

Plan to address overnight stipend for professional staff: 
- fundraise

Deposit Method and Due Dates: 
- check made out to BMUN, due 11/16

Date of Parent Meeting(s): TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.
Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

**Purpose of Field Trip:**

To Participate in an overnight Model UN Conference. Please see attached

**Trip Itinerary:**

- Schedule TBD!
- 2 committee sessions per day.
WELCOME TO HMUN 2017

CONFERENCE COUNTDOWN

254 Days 13 Hours 0 Minutes 6 Seconds

LOGIN HERE
(http://munbase.harvardmun.org/)

Dear Delegates and Faculty Advisors,

I am thrilled and honored to invite you to apply to the sixty-fourth session of Harvard Model United Nations to be held from Thursday, January 26, to Sunday, January 29, 2017 in Boston's famous Back Bay neighborhood. Come January, more than 3,200 delegates and their faculty advisors will gather to address some of the world's most pressing challenges. Together with our staff of over 200 Harvard University undergraduates, delegates will experience the challenges and thrills of international diplomacy by assuming the roles of UN representatives and other international decision-makers.

At our sixty-third session, delegations in attendance hailed from over 40 countries. From the high-level policy discussions in the Disarmament and International Security Committee to the fast-paced crisis breaks in the historical Manhattan Project meeting, delegates at our most recent session spent four days immersed in an exciting and realistic simulation of the United Nations. I could not be more excited to bring the unparalleled level of substantive excellence that HMUN is renowned for to our sixty-fourth session!

Registration for our sixty-fourth session is now open! Registration information, along with other important dates and deadlines, can be found on the Information (involve.php) tab of our website. We strongly encourage delegations to apply by our first Priority Registration Deadline on June 1, 2016, as applications completed by this deadline will receive priority consideration for acceptance and country assignments. You can access our online conference management system by clicking here (http://munbase.harvardmun.org/).

As always, please do not hesitate to contact us with any questions or concerns. The entire staff of HMUN 2017 and I are committed to creating a dynamic and educational opportunity for high-school students from around the world, and I sincerely hope that you will consider joining us!

Sincerely,

Victor J. Kamenker
Secretary-General
The Hildreth Elementary School Improvement Plan

2016-2017

REACH FOR THE STARS!

SCHOOL COUNCIL MEMBERS
(As of June 2016)

Sue Frederick, Principal Co-Chair
Jennifer Lee-Feinberg, Parent, Co-Chair (2014-2017)
Julie Shoemaker, Parent, Co-Chair (2015 – 2018)
Katrina Lackner, Parent, Secretary (2015-2018)
Joan Accorsi, Teacher (2013-2016)
Tammy Route, Teacher (2014-2017)
Barbara Kemp, Community Representative (2014 – 2017)
Pat Jennings, Community Representative (2015-2018)
Jennifer Bedford, School Committee Representative
The Hildreth Elementary School Improvement Plan
2016-2017

The Hildreth Elementary School, located at 27 Massachusetts Avenue in Harvard, MA, is a PreK-5 school that holds all students to high academic, social, and behavioral standards. HES is proud of its strong teaching and support staff and the District’s commitment to excellence.

Vision Statement

The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.
## THE HILDRETH ELEMENTARY SCHOOL STAFF

(As of Sept 2016)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prekindergarten</td>
<td>Abby Patrinaquin (LTS Julie Wright)</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Courtney Culler, Erin Newbould, Melissa Niland, Alison Rogers</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Pam Chapman, Lisa Hopkins, Kristina Lazaro, Marie Phillips</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Carrie Normandin, Juliana Fanajia, Chris Snell, Cindy Stevees</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Amy Bassage, Chris Burns, Lauren Crittendon, Dawn-Marie Ayles</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Joan Accorsi, Karen Hurley, Michelle Keane, Tammy Route</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Cynthia Ambrosino, Rob Cullinan, Sangita Murty, Debby Walker</td>
</tr>
<tr>
<td>Special Educators</td>
<td>Jamie Adams, Gretchen Gibbs, Marisa Khurana, Carly Monson</td>
</tr>
<tr>
<td>Language Arts Coordinator</td>
<td>Peggy Bragg</td>
</tr>
<tr>
<td>Technology/Media Specialist</td>
<td>Marybeth Quagdgras</td>
</tr>
<tr>
<td>Speech/Language</td>
<td>Kirsti Gamage, Elisabeth Kranz</td>
</tr>
<tr>
<td>ELL</td>
<td>Reenie Keith</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>Laura Uglevich</td>
</tr>
<tr>
<td>Art</td>
<td>Sharon Cressby</td>
</tr>
<tr>
<td>Music</td>
<td>David Giffix</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Barbi Kelley</td>
</tr>
<tr>
<td>Health</td>
<td>Erin Sistos</td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td>Christine Reale</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Vicki Ramirez</td>
</tr>
<tr>
<td>BCBA</td>
<td>Tessa Plantecoski</td>
</tr>
<tr>
<td>Adjustment Councilor</td>
<td>Susan Chipalowski</td>
</tr>
<tr>
<td>Nurse</td>
<td>Jenny Eklund</td>
</tr>
<tr>
<td>Teacher Assistants/Tutors</td>
<td>Jen Baranowski, Amy Barnes, Deb Carroll, Lori Colangelo, Lauren Desjardins, Becky Epstein, Lori Farnsworth, Nick Francis, Amy Gebru, Clare Gribi, Margie Hadorn, Elizabeth Hart, Jon Malloy, Janice Normandi, Dale Pardo, Jean Pellegriti, Sharon Plante, Mary Ann Proudy, Marisa Ricardo, Carol Riddle, Lisa Robichaud, Wendy Scott, Alisa Thornton, Rebecca Weydemann, Alisa Wicks, Tamara Willis, Janet Woodsum</td>
</tr>
<tr>
<td>Front Office Administrative Assistants</td>
<td>Lorelei Galeski, Margaret Grogan</td>
</tr>
<tr>
<td>Community Education</td>
<td>Judy Cavanaugh</td>
</tr>
<tr>
<td>Technology</td>
<td>Chris Boyle, Oksana Peura</td>
</tr>
<tr>
<td>Food Services</td>
<td>Diane Kerwin, Manager; Jen Costa, Lori Nogler</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>Mark Force</td>
</tr>
<tr>
<td>Community Access</td>
<td>Dave Woodsum</td>
</tr>
<tr>
<td>Special Education</td>
<td>Marie Harrington, Director; Heath Montalto, Team Chairperson; Lucy Doucette, Administrative Assistant</td>
</tr>
<tr>
<td>Central Office</td>
<td>Mary Zadra, Sharon Schmidt, Karen Shuttle</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Dr. Linda G. Dwight</td>
</tr>
<tr>
<td>Principal</td>
<td>Sue Frederick</td>
</tr>
<tr>
<td>Associate Principal</td>
<td>Josh Myler</td>
</tr>
</tbody>
</table>
Core Value: Student Achievement
We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Strategies</th>
<th>Time-line</th>
<th>Resources</th>
<th>Measurement</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlas Rubicon</td>
<td>Continue to input and update Pre-K to 5 curricula (ELA, Math, Science, Social Studies) into Atlas Rubicon</td>
<td>Ensure all new staff have access to Atlas Rubicon and are trained</td>
<td>2016-17</td>
<td>Adequate annual appropriation of funds to support identified professional development needs and Software</td>
<td>100% of curricula materials are documented in Atlas Rubicon</td>
<td></td>
</tr>
<tr>
<td>Vertical Alignment and Curricula Supplements</td>
<td>Ensure curricula is vertically aligned and develop supplemental curriculum materials (when appropriate) to enrich instruction</td>
<td>Vertical Team Leaders will work with the vertical teams to review alignment Use grade level time to develop supplemental materials Use summer curriculum time to continue alignment and development supplemental materials</td>
<td>2016-17</td>
<td>Professional development and collaboration time Software (Atlas Rubicon) Budget monies for curriculum materials</td>
<td>Reports from Vertical Team Leaders Review of Atlas Rubicon</td>
<td></td>
</tr>
<tr>
<td>Goal</td>
<td>Strategies</td>
<td>Time-line</td>
<td>Resources</td>
<td>Measurement</td>
<td>% Complete</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Use supplemental materials gathered in above goal to support differentiation</td>
<td>Use Vertical Team Time and Faculty meeting to discuss strategies</td>
<td>2016-2017</td>
<td>Professional development and collaboration time PLC time</td>
<td>Reports from Vertical Team Leader</td>
<td>Dates of meetings</td>
<td></td>
</tr>
<tr>
<td>Create a PLC to research best practices for differentiation and create a “bank” of strategies*</td>
<td></td>
<td></td>
<td></td>
<td>“Bank” of example strategies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with each grade level to develop differentiation strategies to address enrichment, specifically in the area of math</td>
<td></td>
<td></td>
<td></td>
<td>Note this goal will span multiple years in order to create resources for prek-5th grade.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Goal</td>
<td>Strategies</td>
<td>Time-line</td>
<td>Resources</td>
<td>Measurement</td>
<td>% Complete</td>
</tr>
<tr>
<td>Assessment of Students’ Growth and Development</td>
<td>Continue to develop DDM’s according to DESE guidelines.</td>
<td>Continue to work in teacher groups to develop DDM’s</td>
<td>2016-17</td>
<td>Professional development and time Software (Teach Point)</td>
<td>DDM’s are collected at the end of the school year for all teaching faculty</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Continue implementing ways to use technology as a learning tool for collaboration, innovation, motivation, and organization</td>
<td>Support the teachers, parents, and students with a 1:World pilot program in the third year Continue to explore ways to successfully integrate</td>
<td>2016-17</td>
<td>Hardware, software, and professional development as funded by the Omnibus budget and outside funding</td>
<td>Annual survey of stakeholders will be completed, analyzed, and shared</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Samples of project-</td>
<td></td>
</tr>
<tr>
<td>Technology across all grade levels by visiting other districts, accessing internal professional development opportunities, and attending conferences</td>
<td>Sources as detailed in the technology plan. PD for PreK-4 teachers on how to integrate tech in stations, etc. Potentially use summer curriculum time to offer trainings.</td>
<td>Based learning using technology will be reviewed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilize the District Educational Technology Coordinator to support integration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a list of the ways technology is used in Prek-4 as a resource for teachers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repurpose an iPad cart within the district to supply additional iPads to classrooms for center work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Core Value: Personal Growth
We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident and caring citizens.

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Strategies</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measurement</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical/</td>
<td>Continue to foster physical, emotional, and social well-being of students and staff</td>
<td>Continue to implement the health/wellness curriculum and activities K-5</td>
<td>2016-17</td>
<td>2nd Step and Steps to Respect Curriculum materials</td>
<td>Data will be collected regarding the number of students involved in groups and before/after school programs</td>
<td></td>
</tr>
<tr>
<td>Emotional/Social</td>
<td></td>
<td>Continue to use movement breaks during the day</td>
<td></td>
<td>Guidance from: School Counselor, School Adjustment Counselor, School Psychologist, BCBA, Health Teacher, PE Teacher supporting 2nd Step</td>
<td>Observations of 2nd Step Steps to Respect lessons by administration</td>
<td></td>
</tr>
<tr>
<td>Well-being</td>
<td></td>
<td>Increase menu of resources for movement breaks and focused movement linked to academic activities/individual need</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to consistently implement the 2nd Step and Steps to Respect Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to offer social skills groups for students through the special education and counseling offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to offer 5th grade enrichment in health and PE on a rotating basis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Share out information on movement breaks for families</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to support Continuing Education Programs before and after school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Core Value: Partnership

We believe that students are best served when schools, families, and the community share a common vision and are committed to open communication, mutual respect, and collaboration.

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Strategies</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measurement</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td>To continue to enhance and foster communication and collaboration with parents and community members</td>
<td>Ensure school website is updated on a regular basis. Use social media (Twitter) to “tweet” events. Continue to encourage volunteering within the school. Create a list of volunteer opportunities for parents (per grade level and whole school). Post this information on website as well as have grade level teachers share out to parents. Provide opportunities for grade level groups of parents to meet with administration. Ensure HES faculty is represented on District-Wide Diversity Committee. Provide parents with information on the new report card. Utilize</td>
<td>2016-17</td>
<td>Website, Twitter account, Time to meet, PTO funding, Potential professional development, PowerSchool Alert Solutions</td>
<td>Data will be collected regarding the number of times administration offers parent grade level group meetings. Data will be collected regarding the number of parents attending group meetings. Diversity Committee updates. Date of grade level/administrative meetings.</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Goal</td>
<td>Strategies</td>
<td>Timeline</td>
<td>Resources</td>
<td>Measurement</td>
<td>% Complete</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------</td>
<td>--------------------------</td>
<td>--------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Partnership</td>
<td>To continue to enhance and foster communication and collaboration with parents and community members. Continue efforts to promote the reality that Harvard and Devens are all members of the same school community.</td>
<td>Continue to provide Curriculum Nights for parents in the Fall. Hold and attend events at Devens. Establish the use of the parent portal on PowerSchool.</td>
<td>2016-17</td>
<td>Time to meet Work with technology department</td>
<td>Record dates of Curriculum Nights and other meetings/events</td>
<td></td>
</tr>
</tbody>
</table>
Core Value: School Climate

*We believe that the Harvard Public Schools strive to create a safe and inclusive environment that values diversity and fosters respect for learning, self, and others.*

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Strategies</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measurement</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain and Improve School Climate</td>
<td>Implement school-wide “Paws”itive behavior plan to foster positive school climate</td>
<td>Continue to meet with Behavior Committee to monitor plan. Use 2016/17 Student survey to gather information. Roll out school-wide system in videos and assemblies Keep parents informed via use of social media and website Conduct trainings with staff to ensure consistent implementation of behavior system Work with School Council to conduct student climate survey for 2016-2017 Continue to utilize meeting norms, vision statement, and core values in meetings Develop staff-led Professional Learning Committees (PLC) during the year Continue model of Vertical Team Leaders and Vertical Team Curriculum Groups Continue to participate in voluntary</td>
<td>2016-17</td>
<td>Time Professional development Monies for posters and roll out of plan</td>
<td>Collect data on number of “paws” given Collect data of office behavioral referrals as baseline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continue to conduct climate surveys on a rotating basis of staff, parents, students</td>
<td></td>
<td></td>
<td></td>
<td>Analyze survey results</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continue to foster collegiality among faculty and staff</td>
<td></td>
<td></td>
<td></td>
<td>Collect data on PLC’s and number of staff attending</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Collect meeting notes from Vertical Team meetings</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Goal</td>
<td>Strategies</td>
<td>Timeline</td>
<td>Resources</td>
<td>Measurement</td>
<td>% Complete</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>------------</td>
<td>----------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>morning breakfast gatherings</td>
<td></td>
<td>meet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to support Sunshine Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Dept.</td>
<td>Funding Source</td>
<td>FY18</td>
<td>FY19</td>
<td>FY20</td>
<td>FY21</td>
<td>FY22</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Sys - Replace locks on all classroom doors (date/amount)</td>
<td>CSF</td>
<td>110,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Upgrade Science Room</td>
<td>Devens</td>
<td>175,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Upgrade Science Room</td>
<td>CSF</td>
<td>175,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Renovate middle school bathrooms</td>
<td>Devens</td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Repair or replace ramp to MS</td>
<td></td>
<td>150,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Replace electrical sys, lighting, carpeting, seating in Cronin Auditorium</td>
<td></td>
<td>220,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS &amp; HES - Replace/Remove indirect fired HW storage tank, boiler rm</td>
<td>CSF</td>
<td>28,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Add exterior lighting to back parking lot</td>
<td></td>
<td>120,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Add card system for building entry, video cameras in hallways</td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Air conditioning with compressor</td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Upgrade Elevator</td>
<td>CSF</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Replace gym bleachers</td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Engineer removing sewage lift station</td>
<td>CSF</td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Renovate/Upgrade Boy's-Girl's bathrooms Science wing</td>
<td>CSF</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Replace AHU for new wing with a new AHU with Air Conditioning</td>
<td>CSF</td>
<td>65,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Replace playground material as needed</td>
<td>CSF</td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Remove plantings in courtyard &amp; redesign</td>
<td>CSF</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Shore up driveway banking by tennis courts</td>
<td>CSF</td>
<td>40,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Install Emergency Power Generator in new K-Wing</td>
<td></td>
<td>130,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES &amp; TBS - Replace Kitchen Floors</td>
<td></td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES &amp; TBS - Refinish Gym Floors, both schools</td>
<td>CSF</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES - Upgrade the Courtyard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Install Air Conditioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS - Install card access system, external doors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS &amp; HES - Replace Damaged Flooring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS/HES - Install system coordinated IP clocks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBS/HES - Upgrade Network Backbone (Servers, switch, routers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-total, School Submissions: 650,000 368,000 560,000 190,000

Total, All Town & School Requests 1,297,821 854,144 1,011,832 495,019 240,019

3,698,835
Science Lab Renovations  
Summer of 2016  
Costs Estimates:

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Company</th>
<th>Est. Costs</th>
<th>Actual Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>Cole Contractor</td>
<td>$10,950</td>
<td>$10,500</td>
</tr>
<tr>
<td>Plumbing Safety</td>
<td>Canning</td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>Demo of Electricity</td>
<td>Watjus Electric</td>
<td>$1,820</td>
<td>$1820</td>
</tr>
<tr>
<td>Plumbing</td>
<td>TBD (Atco)</td>
<td>$20,000</td>
<td>$33,750</td>
</tr>
<tr>
<td>New Electric</td>
<td>Watjus Electric (Ruel)</td>
<td>$11,880</td>
<td>$9,943</td>
</tr>
<tr>
<td>Flooring</td>
<td>TBD (Amico)</td>
<td>$17,918</td>
<td>$17,078</td>
</tr>
<tr>
<td>Furniture with install</td>
<td>Longo</td>
<td>$183,171</td>
<td>$183,171</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$246,539</td>
</tr>
</tbody>
</table>

| Architect to stamp drawings      | Canning                        |            | $4050        |
| Painting the 2 rooms             | One Call                       |            | $4,500       |
| Packing materials                | Staples                        |            | $584         |
| Change Order to furniture install| Longo                          |            | TBD          |
|                                  | Total                          |            | $266,196     |

Voted: $235,000 on April 11th  
Difference: $31,196 + final change order costs
Drug and Alcohol Use by Students

Substance Abuse Policy

It is the policy of the Harvard School Committee to provide a school environment that is free of drugs.

In order to instruct the students of the dangers of drug use, the school administration will conduct thorough drug education programs and will work cooperatively with the police, medical and social agencies.

“Drug” in this policy shall apply, but not be limited to, the following categories: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue – cleaners – aerosols, etc.) and prescription drugs when misused.

“Campus” in this policy shall include The Bromfield School, the Hildreth Elementary School, the Harvard Public Library and all associated roadways, walkways, parking lots and fields.

I. Administrative Responsibilities
   A. The school administration shall promulgate to all students, faculty, and parents the rules and consequences for drug use, possession, and distribution on school campus and/or at any student school function or sanctioned event, regardless of its physical location.
   B. Preventive drug and alcohol educational programs will be provided to students on a regular basis.
   C. The school shall maintain a referral service for any student needing help with a personal problem that involves drug usage. The school will maintain a comprehensive list of drug treatment and mental health services. Students and/or families needing help will be strongly encouraged to participate in these programs.

II. Administrative Guidelines
   A. The administration has both the authority and responsibility to make a legal and thorough investigation of any person or his/her locker or other possessions in school or on the school campus where there is reasonable suspicion of drug use, drug possession, and/or distribution.
   B. Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate drug use, possession or distribution. Knowledge or suspicion of such behavior must be forwarded to the administration for appropriate action and/or investigation.
   C. Parents and/or guardians should be notified immediately whenever their children are determined to be in violation of the school drug policy. Subject to student record laws and regulations, the administration shall share all known information
regarding the individual violation of school policy and the discipline code with parent or guardian.

D. Determination of possession for distribution and/or sale of drugs or materials judged to fall under the definition of “drugs” is a matter for police involvement.

III. Penalties for Drug Infractions
A. Any student who is adjudged, under due process, to knowingly be in the presence of drugs at school or at school activities shall be subject to disciplinary action in accordance with the established school disciplinary code.

B. All suspension or expulsion proceedings shall be governed by policy of the Harvard School Committee.

C. The Superintendent will be notified within twenty-four (24) hours of any suspensions due to violation of the school’s drug policy.

IV. Specific Procedures: Under the Influence of Drugs in School

If any staff member, faculty member or administrator directly observes or has reason to suspect that a student is under the influence of drug:

A. The students should be escorted to the nurse or administrative offices, or if the student resists, the administrator, nurse and or guidance counselor should be notified immediately of the location and condition of the person.

B. The student shall be examined by the school nurse, school psychologist or a physician, if available, and in the presence of at least two faculty members, one of whom shall be an administrator, and they shall witness the behavior and characteristics of the individual.

C. If it is determined that a student is using drugs, or if the student admits to drug use; the nature of the drug taken shall be determined if possible. Students may be transported to an appropriate examination center or location by ambulance if it is deemed necessary.

D. The student shall be given the opportunity to contact his/her parent or guardian by telephone.

E. The administration shall attempt to establish whether or not the involved student is in possession of a drug by conducting a thorough but legal search of the student, his/her locker, motor vehicle and/or other possessions in the school and on the school campus.

F. A student adjudged to be under the influence of a drug shall be suspended from school by procedures in policy including penalties for drug infractions as delineated above in Section III.

V. Specific Procedures: Possession and/or Distribution of Drugs in School.

If any staff member or student observes or has reason to suspect that a student is in possession of a drug or is involved in the distribution or sale of drugs in school or on school property:
A. The suspicion should be reported to any school administrator.
B. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such student any materials that are suspected to be drugs. The staff member must immediately inform a school administrator of the incident and then turn over all confiscated materials.
C. The case must immediately be turned over to the school administrators who will establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (Inability to contact parent shall not, however, delay unduly the involvement of the proper authorities.)
D. The administration shall have the right to search the student’s locker, vehicle, desk or other possessions for evidence of drugs upon conclusion of reasonable suspicion. The administration will require that a staff member be available to witness the search. Drugs found in a student’s locker; in his/her vehicle, or other possessions considered to be his/hers, shall be grounds for suspension on the basis of possession.
E. If evidence exists (including the admission of the student) that drugs were in his/her possession or distribution and sale did occur, the student shall be suspended from school according to policy.
F. Whenever a student is suspended under such circumstances, parents shall be informed, through a hearing, of all finding s of the investigation and of all policies and regulations governing the use, possession and or distribution of drugs.

LEGAL REF: M.G.L. 71:2A; 71:96; 272:40A
CROSS REF: IHAMA, Teaching About Drugs, Alcohol and Tobacco
GBEC, Drug Free Workplace Policy
School Student/Parent Handbook; MASS sample Policy – Berlin Boylston

Approved: September 22, 2008
Amended: September 12, 2016
HARVARD SCHOOL DISTRICT
Job Description

Job Title:  Substitute Teacher Program Manager

Reports To: Bromfield School Principal/Hildreth Elementary School

Evaluated By: Bromfield School Principal/Hildreth Elementary School

JOB GOAL: To research, implement, and supervise an effective program for substitute teachers.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Supervisory certificate and experience
2. Ability to create relationships based on trust
3. Ability to work independently on goals identified by the leadership team
4. Ability to provide direction to others and make independent judgements
5. Ability to work harmoniously with others and to communicate effectively (both orally and in writing)
6. Ability to maintain confidentiality
7. Ability to keep and maintain accurate records and to meet deadlines
8. Ability to inspire and be a role model to staff and students

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Support initiatives to move the district towards our Vision Statement
2. Research best practices for substitute teacher programs in nearby districts
3. Recruit qualified employees to increase the pool of available substitutes
4. Create a training program for substitutes which includes confidentiality, safety, communication, lesson plan follow-through and classroom management
5. Observe substitute teachers and provide written and oral feedback
6. Create and manage a communication tool to gain input from teachers and substitutes
7. Use the web-based management tool to run reports and see substitute activity in the district
8. Collaborate with the administrative assistant responsible for substitute coverage
9. Report information and collaborate with the leadership team
10. Perform such other tasks as deemed appropriate by the Principals
Memorandum of Understanding
Between the Harvard Board of Selectmen and the Harvard School Committee
Sharing the Finance Director

Purpose:
The purposes of the shared position of a Finance Director are to maintain transparency between the town cost centers and school cost centers, continue fiscal efficiencies and ensure communication regarding financial matters between the School Administration, School Committee, Selectmen, Town Administrator and other Town Officials, Boards and Committees.

Structure:
As in the past, the Finance Director (FD) will also become the School Business Manager (SBM). This person will oversee the town finance department and the part-time Assistant School Business Manager (ASBM).

Implementation Plan:
The intent is to build the Finance Director position into a combined Finance Director/School Business Manager supported by a part-time Assistant School Business Manager. This will take several years to enact as the initial hiring will focus on employing a town FD willing to advance his/her training to include the certification for a SBM.

In the first year the new Finance Director will focus on the “town side” which includes accounting, treasury and assessing, while the School Superintendent will hire and directly manage the part-time SBM. In the second year the Finance Director (FD) will take the MASBO certification needed to become a SBM, while the Superintendent will continue to directly manage the SBM. In the the third year the FD will become the SBM and manage the ASBM. This three year timing is a guideline and can be changed by the Selectmen and School Committee.

The job descriptions of the Finance Director/School Business Manager will be approved by both the Selectmen and School Committee and the job description for the Assistant School Business Manager will be written and approved by the School Committee. The hiring decision of the Finance Director will be a joint majority vote of the Board of Selectmen and School Committee members. Interviews would be conducted by two members of both boards, the Superintendent, the Town Administrator (and others designated by agreement). The management and evaluation of the Finance Director/School Business Manager will be a shared responsibility between the Town Administrator and the School Superintendent.

Agreement Details:
This memorandum will continue unless deemed unsuccessful by either board. Periodic evaluations of the arrangement will be done. Either board must notify the other in writing of their dissatisfaction with the terms of the memorandum six months ahead of any dissolution.

Written 9/16
Town of Harvard
Organizational Chart
Financial Operations

Superintendent
Finance Director/School Business Manager
Assistant School Business Manager

Board of Selectmen
Town Administrator

Cost Center Managers
Central Office
Bromfield School
Hildreth Elementary School
Pupil Services
Facilities
Community Education
School Lunch
Transportation

Accounting Division
Treasury Division
Assessing Division

Cost Center Managers
Department of Public Works
Fire Department
Police Department
School Committee Minutes  
Upper Town Hall  
Monday, August 29, 2016  
6:00 p.m.

Members attending: SusanMary Redinger, Nancy Lancellotti, Jon Green, Mary Traphagen, Maureen Babcock and Linda Dwight  
Absent: Patty Wenger

SusanMary Redinger called the meeting to order at 6:00 p.m.

Jon Green read the vision statement.

Public Commentary – None

Superintendent Report  
Dr. Dwight reported on the following:

HES building project update  
*Called references for the 4 selected companies.  
*August 9th – conducted 4 interviews, discussed and made a final selection.  
*Completed a detailed report on our selection process.  
*August 17th – submitted our Owner’s Project Manager (OPM) selection and report to MSBA,  
*Completed revisions to the OPM report for MSBA.  
Upcoming:  
*September 12th – meet in Boston with MSBA to approve our OPM.  
*Visioning Committee meets on September 14th.  
*School Building Committee meets on September 22nd.  
*RFS written, approved, and posted for the design phase.

Celebration of Capital Projects – Friday morning from 7:30 a.m. to 9:00 a.m. and again on Tuesday evening from 6:00 p.m. to 7:00 p.m. opportunities for community members to tour the science labs, parking lots and updated bathrooms.

Change Orders for the Parking Lot Project  
Sunshine Paving Company requested two change orders during construction. The first involved ledge removal and the second involved electrical work beyond the original scope of the project. The two change orders bring the cost of the project up by $12,400 from $330,000 to $342,400. The School Committee will need to vote their approval and a funding source.
Mary Traphagen made a motion and Nancy Lancellotti seconded to move to encumber $12,400 from the Devens account to pay for the overage of the Bromfield Parking Lot project. VOTE 4/0

**New Teacher and Staff Induction**

On Thursday, August 25th, the new staff was warmly welcomed into the district with a full day of induction activities starting with breakfast and a meeting with the town's human resource department. Lisa Hopkins is our new teacher mentor coordinator.

Students in grades 6 and 7 visited Bromfield to pick up their iPads this past week. They also picked up a keyboard and case which are new additions to their technology learning tools. Students in grades 5 and 8 will visit the schools with their families to learn more about the technology tools as they are first time users of the schools’ iPads and MacBooks. The late arrival of the technology put an additional strain on the IT staff, but they are managing the hurdles with grace and professionalism.

**Update on Capital Projects**

Dr. Dwight reviewed the progress of the capital projects. The science lab chairs have been ordered. The HVAC units will be installed in late September/early October. The lights for the parking lot have been ordered and will be installed in a few weeks. A retainer is being held to Sunshine Paving Company until the lights are completed. Plantings will take place in later fall.

**School Readiness Report**

Dr. Dwight held a meeting on Wednesday, August 24th with school and town officials to bring everyone up to date on school readiness.

* Chief Denmark reported that new radios are working that will connect the school radios with the police radios.
* Additional training needs to take place with regard to the security cameras.
* Information on the changeover to day porters at the school and getting their numbers in our emergency list.
* Rich Nota reported on road work projects set for the fall. Rich will let us know of any impact to busses.
* Discussed the consolidation of stops at Devens. It will be gently rolled out and will be vetted by administration before any changes are made along with communication with families once any decision is made.
* Ron Gilbert discussed snow clearing. The process of snow removal has yet to be worked out at the schools. We handle side walk areas closest to the schools and the town handles parking lots and driveways.
**Discussion of Draft School Committee/Superintendent Goals**

The Committee discussed their 2016/2017 goals/outcomes as follows:

1. Contract Negotiations
2. HES Renovations
3. User Fees

| Contract Negotiations | To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district. | By February 1st a new Teacher’s Contract has been ratified by the School Committee and the HTA. | Teacher’s needs are balanced with the financial goals of the town. Contract conditions support optimal student learning and achievement. | School Committee  
   HTA  
   Administration  
   School Business Manager  
   Board of Selectman |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. | By Town Meeting of 2017 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction. | Must meet MSBA requirements. Building must address student learning needs and possible future expansions. Community involvement at all stages. | School Building & Visioning Committee  
   School Committee  
   Administration  
   School Community  
   Capital Committee/Finance Committee |
| User Fees             | To reduce the financial demands on Harvard schools’ families by eliminating or reducing bus fees, athletic fees and/or kindergarten tuition. | By June 30, 2017 a funding plan/structure has been implemented that ensures user fees will cover a fixed percentage of services for at least a three year period. OR:  
   By ATM 2017, funding has been approved that decreases user fees for some or all of Harvard families and a financial plan is in place. | Finance committee is in agreement. Parent/student input will be considered. Must not negatively impact services already being provided. | School Committee  
   Parents/Students  
   Finance Committee  
   Administration  
   Harvard Athletic Advisory  
   Harvard community |

Based on discussion SusanMary Redinger will amend the wording on goal 1 and 2 and rewrite the user fee goal. The Joint School Committee/Superintendent goals will be resent to vote at the next meeting.
Athletic Uniforms Replacement Cycle and Possible Funding Sources
Dr. Dwight reviewed the athletic uniform information which indicates that some uniforms are over ten years old. A possible solution would be to look at an estimated cost of the uniforms that athletes compete in and came up with a four year replacement cycle at a cost of approximately $8K. Dr. Dwight’s suggestion is to use the building rental account to fund the uniform replacement cycle. This issue can be tackled when the Committee works on the User Fee issue.

Substitute Teacher Recruitment/Training/Evaluation
Dr. Dwight presented a proposal to hire someone part-time to complete the tasks of researching how other districts provide substitute teachers, recruit, interview and train substitute teacher candidates, develop resources such as training materials, survey, feedback forms, and observation templates, observe substitute teachers and provide constructive feedback and share information with the leadership team. The approximate cost for the full year pilot program will be between $5,550 (11 full days) and $15,000 (30 full days). The Committee asked Dr. Dwight to create a job description and present as a pilot program at the next meeting.

Dr. Dwight requested to purchase an attendance tracking program at an initial cost of $9,500 (set-up fee keep accurate data of days off with reasons. In addition the program allows teachers to self-report absences and sets up substitutes to select work days through their website. Administration may run reports of any type and the program uploads to state portal.

Mary Traphagen made a motion and Jon Green seconded to appropriate $9,500 to purchases the services of Aesop tracking program for teachers and substitutes. VOTE 4/0

Update to Personnel Spreadsheet
The Committee reviewed the updated 2016/2017 personnel spreadsheet. The surplus is currently $101,483 with all hiring complete.

Update on the Town Finance Director/School Business Manager Shared Position
The Committee discussed next steps after a second failed search to fill the position of Town Finance Director/School Business Manager shared position. Dr. Dwight discussed that there is currently a Memorandum of Understanding that combines the position and which would need a vote to sever and it will take 10 months before the agreement would be severed. In the meantime we have Peter Rowe serving as interim business manager for the school side and we will continue with that while the town
continues to search. Dr. Dwight will schedule a meeting with Ken Swanton and Tim Bragen to discuss filling position and/or the possibility of terminating the agreement.

Review Liaison Assignments and Sub-Committee Assignments

<table>
<thead>
<tr>
<th>Liaison Assignments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Selectman</td>
<td>SusanMary Redinger</td>
</tr>
<tr>
<td>FinCom</td>
<td>SusanMary Redinger</td>
</tr>
<tr>
<td>DEAC</td>
<td>Mary Traphagen</td>
</tr>
<tr>
<td>SEPAC</td>
<td>Jon Green</td>
</tr>
<tr>
<td>TBS School Council</td>
<td>Nancy Lancellotti</td>
</tr>
<tr>
<td>HES School Council</td>
<td>Mary Traphagen</td>
</tr>
<tr>
<td>CPIC</td>
<td>Patty Wenger</td>
</tr>
<tr>
<td>HEAC</td>
<td>SusanMary Redinger</td>
</tr>
<tr>
<td>Park and Recreation Representative</td>
<td>Mary Traphagen</td>
</tr>
<tr>
<td>State Representative</td>
<td>Mary Traphagen</td>
</tr>
<tr>
<td>CASE</td>
<td>Linda Dwight</td>
</tr>
<tr>
<td>HCTV</td>
<td>Jon Green</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcommittee Assignments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bromfield House</td>
<td>SusanMary Redinger</td>
</tr>
<tr>
<td>Budget</td>
<td>SusanMary Redinger/Mary Traphagen</td>
</tr>
<tr>
<td>Policy</td>
<td>Mary Traphagen/Nancy Lancellotti</td>
</tr>
<tr>
<td>Science Labs</td>
<td>Nancy Lancellotti/SusanMary Redinger</td>
</tr>
<tr>
<td>User Fees/Athletic Advisory</td>
<td>Mary Traphagen/Patty Wenger</td>
</tr>
<tr>
<td>Website Review</td>
<td>SusanMary Redinger and Jon Green</td>
</tr>
<tr>
<td>Wellness Committee</td>
<td>Mary Traphagen and Nancy Lancellotti</td>
</tr>
<tr>
<td>Superintendent Review</td>
<td>SusanMary Redinger and Mary Traphagen</td>
</tr>
<tr>
<td>HES Visioning</td>
<td>Mary Traphagen and SusanMary Redinger</td>
</tr>
<tr>
<td>Building Committee</td>
<td>SusanMary Redinger</td>
</tr>
</tbody>
</table>

Vote on Secretary Position
The Committee voted to fill the vacancy left by Jennifer Bedford as School Committee Secretary.

Mary Traphagen made a motion and Jon Green seconded to nominate Nancy Lancellotti as School Committee Secretary for the 2016/2017 school year.
VOTE 4/0
Liaison Reports
Mary Traphagen reported that Parks and Recreation under the direction of Steve Victorson and volunteers (including Mary's two sons) were able to get the new playground installed at the Pond.
Susan Redinger reported that the Harvard Energy Advisory Committee is looking to partner with National Grid and the US Department of Energy to integrate with the solar generation and batter storage component. A meeting is scheduled this week to see if this is a project that we want to pursue.

Review meeting Minutes
Susan Redinger with no objection approved the minutes of the July 11, 2016 meeting as amended.
VOTE 4/0

Susan Redinger with no objection approved the minutes of the August 8, 2016 meeting as amended.
VOTE 4/0

Susan Redinger with no objection approved the minutes of the June 9, 2016 meeting as submitted.
VOTE 4/0

Suggest Future Agenda Items
School Improvement Plans
Substitute Teacher Oversight Position
School Committee Goals/Outcomes
Enrollment figures
Policy Review
MCAC/AP Data
Professional Development Review

Commentary
Nancy Lancellotti thanked Dr. Dwight for running all of the capital projects over the summer. It was a busy summer and everything looks great and ready to go.

Mary Traphagen thanked Dr. Dwight for her hard work and inspiration she brings to the district. Convocation was a great event, very inspiring and a very good vibe in the room.

Susan Redinger she really was torn about not being able to attend the convocation and thanked Mary Traphagen for being there.

Jon Green thanked Dr. Dwight for convocation and for the community celebration of the capital projects.
Linda Dwight – it takes a lot of people to have a smooth start to school, thanked Mary Traphagen for a great job at convocation and for giving an inspiring and from the heart message. Thanked Nancy Lancellotti for her hard work on the Science Labs.

Adjourned
SusanMary Redinger with no objection adjourned the meeting at 9:00 p.m.

Respectfully submitted: Mary Zadroga