School Committee Meeting
Tuesday, November 13, 2018
6:15 PM
Upper Town Meeting

I. Call to Order and Read the Vision Statement (6:15)
II. Public Commentary (6:17)
III. Student Report (6:20)
IV. Field Trip Approval (6:25)
V. Therapy Dog Proposal (6:30)
VI. Health and Wellness Increase at HES
VII. Superintendent Update (7:00)
VIII. Review Enrollment Numbers and Discuss School Choice Budget (7:15)
IX. Review the Budget Timeline
X. Review the Professional Development Plan
XI. Review a Calendar Change (7:45)
XII. Policy Review (7:55)
XIII. Grant Approval (8:30)
XIV. Brainstorm Questions for Student Advisory Meeting (8:35)
XV. Agenda Items (8:45)
XVI. Approval of Meeting Minutes (8:50)
XVII. Liaison/Sub-Committee Reports (8:55)
XVIII. Public and School Committee Commentary (9:00)
XIX. Adjournment (9:05)

Attachments: Superintendent Report, Policies, Enrollment Numbers, Field Trip Forms, Grant Information, Memo about Health/Wellness Position, Professional Development Plan, Calendar Draft

Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence guides all students to realize their 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 develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.
Out of State/Overnight Field Trip Request Form

Advisor(s): Rob Cullinane

Grade Level(s) of Students Attending Trip: Grade 5 2018-2019

Trip Destination: Nature’s Classroom, Ivoryton, CT

Date of Departure: September 24, 2019  Time of Departure: 8:00 am

Date of Return: September 28, 2019  Time of Return: 3:45 pm

Travel Company (if applicable):

Name of Contact Person: Rob Cullinane

Address: Hildreth Elementary School

Phone: 978-456-4145 Ext. 217 or 978-660-1637 (cell)

Cost of Trip: $435.00

Deposit Method and Due Dates: Parents will make a non-refundable deposit of $100.00 by April 27, 2018; Students will earn $50.00 on own by September 7th; Parents will pay balance by September 10, 2019.

Date of Parent Meeting(s): April 3, 2019 (An additional Parent Chaperone Meeting will take place in September.)

Purpose of Field Trip:

Students at the Hildreth Elementary School have had the opportunity to attend an extended environmental education field trip to Nature’s Classroom, or similar program, for the last 20 years. In 2010, the trip was moved from the spring to the fall, with successful results. The 2018 five-day trip is scheduled for September 24 - 28.

Community awareness, group cohesiveness and environmental stewardship are important goals of the Nature’s Classroom program. As students live and learn together, they develop a stronger appreciation for others and gain more self-confidence.
Field Trip Approval Form 2018-2019

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

For the Speech and Debate team, we have received an invitation to attend the Princeton Classic Tournament 11/30-12/2. We will continue our team’s success and national recognition as well as continue our research and public speaking skills. This will allow our students to bring back their successes to TBS and continue teaching our younger students best practices for public speaking and thinking about world politics.

Date(s) of Trip: ___11/30-12/2/2018____  Advisor(s): ___Mike Poe___

Students/Class/Grade Level Attending the Field Trip: ___12___

Destination: ___Princeton University, Princeton, NJ___

Departure Time: ___11am Friday, 11/30___ Return Time: ___Sunday, 12/2 : 7pm___

Mode of Transportation: ___Driving___

(If travelling by private car, the ‘Registration Form For Student Transportation In Private Vehicles’ should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

__________________________
Department Leader Signature/Approval

__________________________
Principal Signature/Approval

__________________________
Nurse Signature/Acknowledgment
Field Trip Data Form 2018-2019

STEP 2

Please turn this form in to the main office no later than 3 days before scheduled departure.

Date(s) of Trip: __11/30-12/2/18___        Advisor(s): ___Mike Poe___

Advisor Cell Phone: ___716-361-2343___

Destination: ___Princeton, NJ___

Street Address: ___Princeton University___        Destination Phone Number: __________

City/State: ___Princeton, NJ___

Contact Person: ___Mike Poe___

Departure Time: __11am 11/30__    Return Time: __12/2 7pm__

Bus Company: ___N/A___

Phone number: ___N/A___

Please attach the list of students going on the field trip.

Please give enough notice so the nurse can get you the medical information, the medications needed for students on the trip, and a first aid kit.

The nurse also needs a copy of this field trip information form and a copy of students attending the field trip.

A list of students attending the trip should be posted by the staff mailboxes at least one week in advance of the trip.

Please tell Chef Paul personally the date of the field trip and how many students will be involved at least a week before the trip.

If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Please attach copies of all letters and trip information provided to parents and/or students.

Please give the office a list of students scheduled to attend but absent (on the day of departure).

Please attach plans for students who are not participating.
Registration Schedule

**Friday** in Whig Hall
2:30-4:00
Schools with LD/PF debaters **must** register. Schools without debaters **may** register.

7:00-8:00
Schools without debaters may register in Whig or by calling to confirm their registration. Those who call in will pay their registration fees Saturday morning in Tab. Schools arriving later than **5pm must call** registration before **5pm**, even if they have no registration changes.

**LD & PF schedule**

**Friday** LD on PU campus, PF at Princeton HS
4:00 Princeton HS Opens
4:30 Coordinated Walk to Princeton HS for PF
5:00 VLD, NLD, PF Round 1
7:30 VLD, NLD, PF Round 2

**Saturday** LD and PF on PU campus
8:00 VLD, PF Round 3
10:00 NLD Round 3
10:30 PF Round 4
12:00 VLD Round 4
2:00 NLD Round 4, PF Round 5
4:00 VLD Round 5
4:30 PF Round 6
6:00 NLD Round 5
7:30 PF Round 7
8:00 VLD Round 6

**Sunday** on PU campus
8:00 PF Runoffs, VLD Runoffs, NLD Round 6
10:30 PF Doubles, VLD, NLD,
8:30-2:30 Elimination rounds in all events
3:00 Awards

Speech Schedule

Extemp draw starts 30 minutes before round.
Judges must pick up ballots 15 MINUTES PRIOR TO THE ROUND.

**Saturday** at John Witherspoon Middle School
8:00 John Witherspoon Middle School opens
8:30 Mandatory Judge’s Meeting
9:00 DI, Duo, HI, OI, OO
10:30 DI, EXT, HI, OI
12:00 Duo, EXT, OI, OO
2:00 DI, Duo, EXT, HI, OO
3:30 EXT, HI, OI, OO
5:00 DI, Duo, EXT, OI
6:30 DI, Duo, HI, OO
7:00 EXT, OI, Quarters

**Sunday** on PU campus
10:30 DI, Duo, EXT, HI, OI, OO, Semis
1:00 DI, Duo, EXT, HI, OI, OO, Finals
3:00 Awards

Congress Schedule

**Saturday** on PU campus
9:00 Session 1
1:00 Session 2
4:30 Session 3

**Sunday** on PU campus
8:30 Semi-supersession
12:00 Supersession
3:00 Awards

<table>
<thead>
<tr>
<th>On PU Campus</th>
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</thead>
<tbody>
<tr>
<td>General Assembly in McCosh 50</td>
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<tr>
<td>Judges Lounge in McCosh 26</td>
</tr>
<tr>
<td>Tab in McCosh 47</td>
</tr>
<tr>
<td>REG in Whig Hall, 1st floor</td>
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</table>

2018 Princeton Classic
Trip Itinerary:

A typical day begins with breakfast at 8 AM. Students spend the rest of the morning in field groups exploring the site and experiencing new challenges and discoveries. During the morning field group time, students gain a better understanding of the dynamic interactions in the natural world as well as interpersonal interactions among themselves.

After lunch, students have a little free time for rest and recreation and then get to choose two special interest classes, which are both academic and enjoyable.

Meals are served family style. Mealtimes provide a chance for students, staff and chaperones to interact and share experiences. The diversity within field groups, special interest classes, and other activities facilitates conversation among the students and adults. To be of service to the community, students take on the responsibility of helping as servers.

After dinner, students write in a journal provided by the HES teachers. This is followed by the evening activities, which include a Science Exposition, Night Hike, Multicultural Fair, and Thursday Night Live.
Memo: Personnel Changes
Date: November 13, 2018
From: Josh Myler, Principal
       Linda Dwight, Superintendent

We recommend adjusting the 0.5 FTE Elementary Health position to a 0.8 FTE position, offsetting the increased time with a proportional decrease in Global Child.

We would shift the structure so that students would have health every week from the beginning of the school year until April, and then Global Child from April until June.

We believe that this will have the following benefits:
- Fully cover state standards for health.
- Increased continuity for both Health and Global Child classes by meeting weekly rather than biweekly.
- Increased focus in upper grades on making good choices and preventing risky behaviors such as vaping, smoking, alcohol use, etc.
- Allowing more time for students to personalize health and wellness content they learn in class with individual and group projects.
- Incorporating more physical activity within the class period.
- Greater opportunity to incorporate activities that emphasize social and emotional learning.
- Increased opportunities to collaborate and co-teach with the p.e. teacher.

We believe that the above proposal maintains the beneficial exposure to our global community while also appropriately balancing the time required to address student physical and emotional wellness. The Bromfield Foreign Language Department Leader, Jen Fraser, indicated that the exposure is beneficial from a cultural standpoint, but that within the current model, there is limited language acquisition. We also propose increasing the Global Child classes offered through Spectrum before/after-school program.

The Health and Wellness Department Leader, Barbi Kelley, stated that the current model does not allow sufficient time to address the many areas needed for student health and wellness, including the state standards. Her preference would be a full-time position.

Classroom teachers have expressed a desire to increase health and wellness instruction and to provide greater consistency in the schedule. They have shared several ideas of how to achieve this, and a majority preferred the proposal above.
<table>
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<td>0.5 FTE* = $38,025</td>
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I. **Finance Director Interviews**  
*Standard II: Management and Operations*

SusanMary and I joined Tim, Marie, Amy, and Alice to interview four candidates for the Finance Director position. There is one more interview scheduled before final candidates will meet with the Select Board members for their final selection.

II. **Athletic Advisory Meeting Update**  
*Standard IV: Professional Culture*

We discussed our yearly goals and members volunteered to conduct research or create materials to share on several of the topics (see attached agenda).

III. **Budget Process Started**  
*Standard II: Management and Operations*

We met with Chris and Josh about their cost center budgets. Chris shared the needs for his department and an initial analysis of changing our lease program over to a buy program. He will bring his recommendation to an up-coming School Committee meeting.

Josh shared his budget which includes a request to increase the health/wellness instruction at HES through a creative recommendation that he will share with the Committee later on the agenda.

IV. **Physical Education/Wellness Conference**

Barbi Kelley, as National President, led the conference for her professional organization on Monday, November 5th in Worcester, MA. Her theme of Refresh, Recharge, Renew resonated with attendees as they choose their sessions from a full option of presentations on a variety of topics. The Commissioner of Education, Jeff Riley started the event by confirming the importance of physical education and a health/wellness focus for the well-being of our students and staff.

V. **Shared Professional Development Day**  
*Standard I: Instructional Leadership*

Teachers from Ayer-Shirley and Littleton joined with our teachers to spend the day learning from Alan November and each other. The day was divided into an opening program, choice sessions, department time, and an un-conference session. See sample responses from the feedback provided by attendees:

*I plan on implementing a questioning strategy that Alan November talked about. I have also been exploring Google using the search tools he used, looking for videos or images that I can use to teach science.*
Meeting with Littleton and A.S. was incredibly helpful in getting started with aligning our curriculum with the new state mandates.

I plan to continue communicating with the teachers from the other schools.

The organization behind the day was impressive, so a big shout-out to the Tech team, and all the people involved in the planning. I also thought the choice of speaker was excellent; he challenged my thinking.

VI. **Upcoming Events**

November 14th at 7 PM at the Bromfield School - Dr. Hill’s Presentation on the Dangers of Vaping and Marijuana

November 15th at 5:30 PM - OML Training in the Cronin Auditorium

_Borbi Kelley Leading the Conference_
I. Read the Vision Statement
II. Celebrations
III. Review Goals for 2019-20 – Consider Sub-Committees
   - Budget considerations; how to balance it over time; fundraising; how to offer help to those that do not have the means;
   - Additional small bus; how to fund it; what is best lease/own
   - Field Improvements
   - How to increase participation of students in 3 seasons.
   - Organizational chart about the fund raising done by each sport.
IV. Update on the Fields
V. Consider X-Country Ski Team – Acton/Boxborough has invited us to participate. Requires a track with made snow.
VI. Update on Spirit
VII. Update on Coaching Needs
VIII. Other Business;
IX. Planning for Next Meeting

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# 2018-19 Professional Development Schedule

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<th>Hildreth</th>
<th>Bromfield</th>
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<tr>
<td>8/27 FULL</td>
<td>Opening Days</td>
<td>Opening Days (Department Collaboration Time)</td>
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<tr>
<td>8/28 FULL</td>
<td>Opening Days (Grade Level/Vertical Team Meetings)</td>
<td>(Department Collaboration Time)</td>
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<td>9/19 ER</td>
<td>Grade Level/Vertical Team Meetings</td>
<td>Department Collaboration Time Discussion</td>
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<td>10/17 HALF</td>
<td>Differentiated Instruction/DCAP/Behavior Interventions</td>
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<td>10/31 ER</td>
<td>Grade Level/Vertical Team Meetings</td>
<td>Department Collaboration Times</td>
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<td>11/6 FULL</td>
<td>Technology Reflection: Alan November (Combined with Ayer/Littleton) (NPEN)</td>
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<td>11/19 HALF</td>
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<td>11/28 HALF</td>
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<td>12/12 HALF</td>
<td>Cross District Curriculum Collaboration</td>
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<td>12/21 ER</td>
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<td>Teacher Led</td>
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<td>2/6 HALF</td>
<td>Inclusion/Cultural Proficiency Work (T21 full day, ½ day subs to cover)</td>
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<td>3/13 ER</td>
<td>Grade Level/Vertical Team Meetings</td>
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<td>Examine Critical Thinking Skills</td>
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<td>Project Based/Engineering Reflection</td>
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<td>6/20 ER</td>
<td>Closing Day Reflections</td>
<td>Closing Day Reflections</td>
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*HES ER-Day will be split between Vertical Team (1:35-2:35)
And Grade Level Planning (2:40-3:40)
ER-Dismissal at 1:13 p.m.
Half Day- Dismissal at 12:05

ER-Dismissal at 12:05
Half Day-Dismissal at 11:05
School Committee Minutes
    Upper Town Hall
    Monday, October 29, 2018
    6:15 p.m.

Members attending: Mary Traphagen, Susan Redinger, John Ruark, Shannon Molloy, Jon Green, Maureen Babcock, Aziz Aghavev and Linda Dwight.

Mary Traphagen called the meeting to order at 6:30 p.m.

John Ruark read the Vision Statement.

Public Commentary – Jennifer Finch -League of Woman Voters – Question 3 support.

Student Report – None

TBS School Improvement Plan Vote
Principal, Scott Hoffman, Associate Principal, Robin Benoit and Dean of Students, Julie Horton presented the School Improvement plan for The Bromfield School for the 2018/2019 school year.

John Ruark made the motion and Shannon Molloy seconded to approve The Bromfield School Improvement Plan subject to review by the TBS School Council of suggestion that were made by the School Committee tonight.
VOTE 4/0/1

Superintendent Report
Dr. Dwight introduced Aziz Aghavev, the School Business Manager to the Committee. Mr. Aghavev was able to update the Committee on the work he has been doing over the past month including the year-end report, the MSBA pro-pay training and work flow improvements.
Dr. Dwight attended the National Superintendent Round Table in Washington, D.C. A Crisis Committee meeting was recently held.
Mary Traphagen and Dr. Dwight attended the Board of Selectmen’s meeting where a discussion was held regarding the School Business/Town Finance Director combination position and whether it made sense to discontinue the same model. Interviews to replace the School Business/Town Finance Director start tomorrow.
SWAT team received an award in Worcester
Bus driver breakfast was held. Each bus driver received a keychain and 3rd grade student sang while they enjoyed breakfast prepared by our cafeteria staff.
Dr. Dwight served as the moderator for the Arm and Arm presentation held last week. There were also three religious leaders on the panel. Attendance was great among students and adults.

Nominate a Delegate to MASC Annual Meeting
SusanMary Redinger made the motion and Jon Green seconded to nominate John Ruark to be the Harvard delegate to the MASC Annual Meeting.
VOTE 5/0

Review Enrollment Numbers and Discuss School Choice Budget
Dr. Dwight discussed enrollment number with regard to School Choice and total enrollment and how much could be budgeted in the FY20 as School Choice Offset. The enrollment numbers were not accurate so the topic will be discussed at a future meeting. The Budget Subcommittee will review and recommend how much to budget as an offset from School Choice.

Align on Superintendent Evaluation Measures
Dr. Dwight presented the DESE Model Superintendent’s Rubric and highlighted the indicator for each standard.

Discuss Ballot Question 3 and Vote on School Committee Position
The Committee discussed drafting a resolution on Question 3. The Committee reviewed the resolution draft. If the resolution is approved the Committee, it will be sent to the MASC mailing list site and sent to The Harvard Press.

SusanMary Redinger made the motion and John Ruark seconded to move to approve the statement as amended. The resolution will be sent to the MASC mailing list and a copy to the press. (See attached)
VOTE 5/0

Review the 5 Year Capital
The Committee reviewed the 5-year Capital Plan. The plumbing lift station was removed from the approved Capital Plan. The project will be funded through the Maintenance budget for a lesser than expected amount.
Policy Review
John Ruark reviewed Policy DAA as a policy to eliminate due to the information being located through other D policies. The only exception is one line that removes the monthly requirement of the Superintendent to report on finances. The Committee agreed to eliminate the policy.

SusanMary Redinger made the motion and John Ruark seconded to remove Policy DAA.
VOTE 5/0

Grant Approval
None

Agenda Item
Policy Review
Field Trip Approval
Enrollment Numbers and Discuss School Choice
Review Budget Timeline
PD Plan
SAC agenda items

Approval of Meeting Minutes
SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the September 24th meeting as presented.
VOTE 5/0

Liaison/Sub-Committee Reports
Maureen Babcock – presented to the MA Development Board of Directors reminding them of the strong Devens/Harvard school relationship. Discussed items on the handout that she presented. Two seats are coming up for re-election to DEAC. Will be encouraging other people to participate and help. Survey data has not been fully digested. Will bring it forward in the future.

SusanMary Redinger reported that CPIC will be meeting next Monday. The $1.8 million worth of requests will not all go through. The schools have four items and will be invited to defend their request to CPIC in December. The status of the School Building project was presented at the Special town meeting. Dr. Dwight turned over the School Building Committee Chair responsibilities to SusanMary Redinger. The School Building Committee will be reviewing designs at their meeting on November 1st.

Mary Traphagen along with SusanMary Redinger met with the Student Advisory Council. There was good discussion about the changes in parking. They are all seniors and think it’s great. They discussed the SAMR model and how students feel about it. Students feel that teachers talk a lot more about that than the kids. Students think that it is important to not do Math on computers, paper and pencil is better. The Bromfield School Council meets next week.
Jon Green – No report
Shannon Molloy – No report
John Ruark – No report

Open to Interested Citizens and School Committee Commentary –
Mary Traphagen – Glad to meet Aziz and look forward to working with him
Maureen Babcock – Monday night is Boy Scouts and sports which is why she has not been
attending every meeting.
Jon Green – thanked Shannon for her work on the resolution.

Adjournment
SusanMary Redinger made the motion and John Rurak seconded to adjourn the meeting at
9:00 p.m.

Respectfully submitted:

Mary Zadroga
Resolution 1: Affirming Protection From Discrimination on the Basis of Gender Identity
Town of Harvard School Committee
October 29, 2018

WHEREAS, An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, amended several Massachusetts statutes prohibiting discrimination on the basis of specified categories, to include discrimination on the basis of gender identity. Among the statutes amended is G.L. c. 76, § 5, prohibiting discrimination on the basis of gender identity against students who enroll in or attend the public schools;

WHEREAS, on October 1, 2016, An Act Relative to Transgender Anti-Discrimination became effective in Massachusetts, extending protections of the Chapter 199 law against discrimination for gender identity to any place of public accommodation;

WHEREAS, 2018 Ballot Question 3 in Massachusetts seeks to repeal or affirm this milestone 2016 legislation affording transgender individuals the right to access public spaces according to their gender identity;

WHEREAS, a Yes vote is a vote to maintain legal protections against discrimination for transgender and gender non-binary people;

WHEREAS, a 2018 study in MA by the Williams Institute at the UCLA School of Law found that “there were fewer incidents of privacy and safety violations in places with gender-identity inclusive public accommodations laws than in comparable areas without the laws”;

WHEREAS, the 2015 U.S. Transgender Survey (USTS), with almost 28,000 respondents nationwide, reports that “73% of those in Massachusetts who were out or perceived as transgender at some point between Kindergarten and Grade 12 (K–12) experienced some form of mistreatment”;

WHEREAS, the Harvard Public Schools vision statement reads in part that we “guide all students to realize their highest potential by balancing academic achievement with personal well-being,” where well-being includes freedom from discrimination;
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WHEREAS, the Harvard Public Schools vision statement reads in part that we “guide all students to realize their highest potential by balancing academic achievement with personal well-being,” where well-being includes freedom from discrimination;
WHEREAS, our current District Improvement Plan states, under the core value of School Climate, our intent “to increase students’ sense of safety and connectedness by impacting the culture of inclusion across the district”;

WHEREAS, we believe that all students, parents, teachers, administrators, staff and others in our community should be welcomed and respected as equal members who have equal rights;

WHEREAS, we recognize the importance of a message that the Harvard School Committee, in its role of educational leadership, stands with our transgender and gender non-binary students and school community members and will defend their rights;

THEREFORE, LET IT BE RESOLVED that the Harvard School Committee endorses a Yes position on 2018 Ballot Question 3 as a reaffirmation of our district’s commitment to inclusivity and to ensuring a welcoming and safe environment for all our students;

THEREFORE, LET IT BE RESOLVED that no matter the outcome of 2018 Ballot Question 3 in Massachusetts, the Harvard Public Schools District’s anti-discrimination policies will stand in full force and effect.

Sources:

Williams Institute Study:
https://williamsinstitute.law.ucla.edu/research/ma-public-accommodations/

DIP:
https://docs.google.com/document/d/1FtkAWzjAKLzapk_XuhVovjC8hT4h6hqA3L4S6onTD7A/edit?ts=5b92c382

Yes on 3 Education Associations for Freedom:
https://www.freedommassachusetts.org/education-associations/

Harvard Public Schools Policies:
http://www.psharvard.org/school_committee/policies

2015 US Transgender Survey:
http://www.ustranssurvey.org/about/

USTS MA report: