

Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting

Monday, June 13, 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. School Improvement Plans End of Year Updates (6:08)
- V. School Committee/Superintendent Goals Status Update (6:50)
- VI. Superintendent's report (7:05)
- VII. Approval of Gifts to the District (7:20)
- VIII. Science Lab Update and Ventilation Project Update (7:25)
- IX. Parking Lot Project Update (7:50)
- X. Custodial Services Contract Review (8:00)
- XI. Approval of the Maintenance/Community Access Position (8:10)
- XII. Update on School Business Manager Position (8:15)
- XIII. Review meeting minutes (8:20)
- XIV. Report Out from Liaisons (8:25)
- XV. Suggest Future Agenda Items (8:35)
- XVI. Open to Interested Citizens' and School Committee Commentary (8:40)
- XVII. Adjournment (8:45)

Documents: superintendent report, School Improvement Plans, Goals Update, Durkin brochure, meeting minutes, science lab update

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.

Joint School Committee/Superintendent Goals
School Year 2015 – 16
As of May 2016

Goal 1

Title	Commitment	Goal	Conditions	Interfaces	% Complete
Science Labs	Upgrade the furniture and cabinetry in the science labs.	By August 30 th , 2017 all of the science labs and storage areas have been outfitted with new furniture and cabinetry that enable safe, efficient and flexible classroom use.	Must be within the established budget. Teacher input will be taken into account. Classes not to be disrupted. Furniture must last at least 10 years.	School Committee Administration Science Faculty Students Facility Manager Finance Manager	70% The vendor has been selected. Plans are developed. Order is placed. Only 2 of the classrooms will be completed over the summer.

Goal 2

Title	Commitment	Goal	Conditions	Interfaces	% Complete
Dashboard	To have a metric for school leadership and management that broadly assesses student participation and achievement.	By June 30 th , 2016 a metric has been designed and implemented that provides student participation and/ achievement data in academic and non-academic activities.	Must not require excessive time to maintain. Published data to remain at a high level (student privacy protected). Works with current software.	School Committee Administration Athletics IT	50% We have fully implemented Power School, but the dashboard company, Inform, just went out of business and we are seeking a new vendor.

Joint School Committee/Superintendent Goals
School Year 2015 – 16
As of May 2016

Goal 3

Title	Commitment	Measurement	Conditions	Interfaces	% Complete
Fees	To reduce the financial demands on Harvard schools' families by eliminating or reducing bus fees, athletic fees and/or kindergarten tuition.	By February 1 st a recommendation (based on the SC's assessment of the best use of funding) has been made to the finance committee to increase funding for the schools while decreasing fees paid by some (if not all) families in the Harvard school district.	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	100% We continue to study the bus user fees issues. A recommendation was made to the Finance Committee regarding the athletic fees. As of now, all fees are remaining the same for the 2016-17 school year ahead.

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Superintendent's Update June 13, 2016

I. **Hildreth Elementary building project update**

Here is a list of the actions completed in the past three weeks:

- Sue and I traveled to Boston and attended an information session on the feasibility stage of the MSBA process
- Both the Visioning Committee (1X) and the Building Committee (2Xs) met to learn more about hiring the Owners Project Manager (OPM). I prepared a PowerPoint (see attached) to share the information and the committees ranked the selection criteria. The building committee choose members to serve on an interview sub-committee, planned interview process dates, and developed interview questions.
- I met with Ken Swanton to review paperwork required by MSBA. I also met with Marie Sobalvaro as she will take over as procurement officer when Lorraine retires.

II. **Grant Awarded**

We were fortunate to receive \$5,000 from the MIIA Loss Control for 5 additional security cameras. Lorraine, Mark and I submitted the grant in December. The leadership team discussed the placement and decided to add the cameras to the elementary school in several of the hallways and entrances. The camera footage will connect to the separate server by a secure network, and administrators will follow the recently approved security camera use policy.

III. **Associate Principal Search Committee Update**



Scott led the search process, and he and his committee narrowed the candidate pool down to two. Just before the candidates visited, one of them removed themselves from the search in order to take an offer from another district. The remaining candidate, Robin Benoit, visited Bromfield and the central office on Wednesday, June 8th. She met with the department chairs, faculty, staff, the leadership team and community members. Scott gathered feedback from these groups before deciding to offer the position to Robin. She is set up to meet with me on Monday to

Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

agree upon a contract with our district. We are excited to welcome her to our team.
(resume attached)

IV. Water Testing for Lead

The DPW Director, Rich Nota, conducted water testing of the water at Bromfield and Hildreth Elementary after seeing the news reports of issues in other districts. His proactive efforts put us ahead of questions generated by some of our Harvard families. The favorable results that he sent us are attached.

V. School Business Manager/Town Finance Director Interviews

Nancy, Mary, Lorraine and I interviewed a retired candidate who seemed to have the preferred qualifications, experience, and management style. I submitted a waiver application to the state, and we await their approval.

VI. Special Events

The end of the year has been filled with special events from concerts, drama productions and art shows to field trips, author teas, and awards nights. Each special event becomes a fond memory for students and their families. We appreciate the extra effort and work that comes with preparing for and holding these events. Thank you, Teachers!

May 15, 2016

Mr. James O'Shea
The Bromfield School
Massachusetts Avenue
Harvard, MA 01451

To Mr. James O'Shea:

The Bromfield Friends of Drama, a newly forming organization, whose mission is to support the Bromfield Theatre Arts Program, is pleased to submit its first donation to the Bromfield Theatre Arts Program (Middle School AND High School).

Please accept the donation of \$1,000.00, to be used at the discretion of the Middle and High School Directors, for the purpose of supporting/enhancing the Program for the benefit of students of the Bromfield School. Thank you for the opportunity to sustain and build upon this valuable Program.

Sincerely,

Kirsten Wright
Representing Bromfield Friends of Drama

Cc Martha Brooks, Elizabeth Drummey, Dr. Linda Dwight



Lead and Copper Analysis Report

I. PWS INFORMATION: Please refer to your DEP Lead & Copper sampling plan for approved sampling locations.

PWS ID #: City / Town: HARVARD
PWS Name: 14 MASS AVE - HIGH SCHOOL PWS Class: COM ☐ NTNC ☐ TNC ☐

Routine or Special Samples <input checked="" type="checkbox"/> RS <input type="checkbox"/> SS	Original, Resubmitted or Confirmation Report <input checked="" type="checkbox"/> Original <input type="checkbox"/> Resubmitted <input type="checkbox"/> Confirmation	If Resubmitted Report, list below:	
		(1) Reason for Resubmission <input type="checkbox"/> Resample <input type="checkbox"/> Reanalysis <input type="checkbox"/> Report Correction	(2) Collection Date of Original Sample
SAMPLE NOTES - (Such as, if a Manifold/Multiple sample, list the sources that were on-line during sample collection).			

II. ANALYTICAL LABORATORY INFORMATION:

Primary Lab MA Cert. #: M-MA1118 Primary Lab Name: NASHOBA ANALYTICAL, LLC Subcontracted? (Y/N) N

Analyte	Action Level (mg/L)	Lab Method	MDL (mg/L)	Analysis Lab MA Cert.#	Analysis Lab Name
Lead:	0.015	SM 3113B	0.001	M-MA1118	Nashoba Analytical, LLC
Copper:	1.3	EPA 200.7	0.003	M-MA1118	Nashoba Analytical, LLC
LAB SAMPLE NOTES					

DEP Approved Sample Location (See DEP approved LCR plan for sampling locations)		Collection Date	LEAD		COPPER		Lab Sample ID#
			Result (mg/L)	Date Analyzed	Result (mg/L)	Date Analyzed	
1	BUBBLER #1	5/18/16	ND	5/19/16			166292-1
2	BUBBLER #2	5/18/16	ND	5/19/16			166292-2
3	BUBBLER #3	5/18/16	0.001	5/19/16			166292-3
4	BUBBLER #4	5/18/16	0.001	5/19/16			166292-4
5	BUBBLER #5	5/18/16	ND	5/19/16			166292-5
6	BUBBLER #6	5/18/16	ND	5/19/16			166292-6
7	BUBBLER #7	5/18/16	ND	5/19/16			166292-7
8	BUBBLER #8	5/18/16	0.001	5/19/16			166292-8
9	BUBBLER #9	5/18/16	ND	5/19/16			166292-9
10	BUBBLER #10	5/18/16	ND	5/19/16			166292-10
11	BUBBLER #11	5/18/16	0.001	5/19/16			166292-11
12	BUBBLER #12	5/18/16	0.002	5/19/16			166292-12
13							
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Report SCHOOL RESULTS collected in accordance with 310 CMR 22.06B (7)(a)9 below. Do not use these school results in 90th percentile calculations.

1						
2						
3						
4						

I certify under penalties of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best extent of my knowledge.

Primary Lab Director Signature: 

Date: 5-25-16

If not submitting these results electronically, mail ONE copy of this report to your DEP Regional Office no later than 10 days after the end of the month in which you received this report or no later than 10 days after the end of the reporting period, whichever is sooner.

COM & NTNC Public Water Suppliers must submit Forms LCR-D or LCR-E with this form to the appropriate DEP Regional Office.

DEP REVIEW STATUS (Initial & Date)	Review Comments
<input type="checkbox"/> Accepted <input type="checkbox"/> Disapproved	



Lead and Copper Analysis Report

I. PWS INFORMATION: Please refer to your DEP Lead & Copper sampling plan for approved sampling locations.

PWS ID #: City / Town: **HARVARD**
PWS Name: **27 MASS AVE- ELEMENTARY SCHOOL** PWS Class: COM ☐ NTNC ☐ TNC ☐

Routine or Special Samples <input checked="" type="checkbox"/> RS <input type="checkbox"/> SS	Original, Resubmitted or Confirmation Report <input checked="" type="checkbox"/> Original <input type="checkbox"/> Resubmitted <input type="checkbox"/> Confirmation	If Resubmitted Report, list below:	
		(1) Reason for Resubmission <input type="checkbox"/> Resample <input type="checkbox"/> Reanalysis <input type="checkbox"/> Report Correction	(2) Collection Date of Original Sample
SAMPLE NOTES - (Such as, if a Manifold/Multiple sample, list the sources that were on-line during sample collection).			

II. ANALYTICAL LABORATORY INFORMATION:

Primary Lab MA Cert. #: **M-MA1118** Primary Lab Name: **NASHOBA ANALYTICAL, LLC** Subcontracted? (Y/N) **N**

Analyte	Action Level (mg/L)	Lab Method	MDL (mg/L)	Analysis Lab MA Cert.#	Analysis Lab Name
Lead:	0.015	SM 3113B	0.001	M-MA1118	Nashoba Analytical, LLC
Copper:	1.3	EPA 200.7	0.003	M-MA1118	Nashoba Analytical, LLC
LAB SAMPLE NOTES					

DEP Approved Sample Location (See DEP approved LCR plan for sampling locations)		Collection Date	LEAD		COPPER		Lab Sample ID#
			Result (mg/L)	Date Analyzed	Result (mg/L)	Date Analyzed	
1	BUBBLER #1	5/18/16	0.007	5/19/16			166292-13
2	BUBBLER #2	5/18/16	0.001	5/19/16			166292-14
3	BUBBLER #3	5/18/16	ND	5/19/16			166292-15
4	BUBBLER #4	5/18/16	0.002	5/19/16			166292-16
5	BUBBLER #5	5/18/16	0.001	5/19/16			166292-17
6	BUBBLER #6	5/18/16	0.003	5/19/16			166292-18
7	BUBBLER #7	5/18/16	0.002	5/19/16			166292-19
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Report SCHOOL RESULTS collected in accordance with 310 CMR 22.06B (7)(a)9 below. Do not use these school results in 90th percentile calculations.

1							
2							
3							
4							

I certify under penalties of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best extent of my knowledge.

Primary Lab Director Signature: David L. Llewellyn

Date: 5-25-16

If not submitting these results electronically, mail ONE copy of this report to your DEP Regional Office no later than 10 days after the end of the month in which you received this report or no later than 10 days after the end of the reporting period, whichever is sooner.

COM & NTNC Public Water Suppliers must submit Forms LCR-D or LCR-E with this form to the appropriate DEP Regional Office.

DEP REVIEW STATUS (Initial & Date)	Review Comments
<input type="checkbox"/> Accepted <input type="checkbox"/> Disapproved	

Robin Benoit
15 Porter Rd
Littleton, MA 01460

Dear Mr. Hoffman,

I am writing to express my interest in the Associate Principal position at the Bromfield School. As the Interim K-12 STEM Coordinator for the Nashoba Regional School District, I have demonstrated that I possess both the ability to engage in the big picture thinking needed to be a successful and effective school leader, as well as the organizational and collaborative skills necessary to carry out large scale initiatives. As a seasoned educator who has consistently looked for opportunities to improve my own craft, and engage in thoughtful reflection, collaboration and leadership, I am excited by the opportunity presented by your school.

Throughout my career, I have shown a strong commitment to making schools a place of reflective practice, intellectual engagement and community. As a Math, Science and Technology teacher during the formative years of the Francis W. Parker Charter Essential School, I experienced very early in my career the complexity of creating a school from the ground up. While at Parker I worked to create a 7-12 school grounded in interdisciplinary study, standards based assessment and reporting, and promotion through portfolio review and exhibition. Through teaching and developing curriculum in a multi-age middle school classroom, I learned the importance of student ownership in the learning process, building true partnerships with parents and the exhilaration of creating real change. While working in the Concord Public Schools I built upon these experiences, again taking on leadership roles within the school community and working to promote both high standards for all students and greater communication and coordination. During this time, my work as a Mentor Teacher and House Leader allowed me to work directly with my colleagues around the introduction of interactive whiteboards, curriculum development, best teaching practices and the meeting of student needs. Additionally, my role as Science Chair for the district wide Curriculum and Instruction Coordination Committee allowed me to work in a cross disciplinary manner K-12 as well as work with both teachers and administrators throughout the district to promote a thoughtful progression of curriculum review and implementation.

My transition to the Nashoba Regional District has been a very natural fit. I have been able to build upon my formative experiences and embrace district initiatives around Standards Based Reporting & Report Card Development, the infusion of Developmental Designs practices and Advisory into our middle schools as well as the purposeful integration of technology to promote student learning. All of these experiences have allowed me the opportunity for thoughtful work around best practices for instruction, communicating progress, and meeting not only the academic but social and emotional needs of students. My administrative internships have allowed me the opportunity to engage more deeply within classrooms K-12, give feedback and reflect with teachers upon the continuity of practices across a broad grade span. I have also been involved in data collection through district tools such as AIMS Web and Baseline Edge to analyze student growth and gained valuable experience with both the budgeting and scheduling processes.

Additionally, I have demonstrated my leadership abilities on a district level as co-chair of the district Comprehensive Reporting Committee, co-facilitator of the Middle School Standards-Based Report Card development, organizing and leading district-wide book discussion groups around the promotion of Developmental Designs practices, and the effective use of Advisory in our middle schools and most recently taking on the role of Interim K-12 STEM coordinator for the district for the 2015-2016 school year. This role has included the ongoing collaboration with all district administrators, management of a full year

Robin Benoit

K-5 Math program pilot, the curriculum development and roll out plan K-12 in response to the 2016 MA Science and Technology/Engineering Frameworks, and the planning of district professional development K-12.

I feel that my rich background, strong technology skills and demonstrated leadership ability, combined with a career dedicated to collaboration, curriculum development and practices which focus on the whole child make me both a viable and desirable candidate for the demands of this position. I look forward to the opportunity to speak with you and can be reached at (978) 505-0490 or by email at robin.g.benoit@gmail.com to further discuss my experience and what I can bring to your school community. Thank you for your time and consideration of my candidacy.

Regards,
Robin Benoit

Robin Marie Benoit

15 Porter Rd Littleton, Massachusetts 01460
978-505-0490 robin.g.benoit@gmail.com

Education

Commonwealth Leadership Academy

Framingham, Massachusetts

Advanced Certificate

Major: Administration

Attended October 2010 to December 2010

Degree conferred December 2010

Fitchburg State College

Fitchburg, Massachusetts

Master of Education

Major: Middle Level Education

Attended September 1995 to May 1998

Degree conferred May 1998

University of Maine

Orono, Maine

Bachelor of Science

Major: Elementary Education, **Minor:** Sciences

Attended September 1991 to May 1995

Degree conferred May 1995

Experience

Nashoba Regional School District

Aug 2015 - Present

Interim K-12 STEM Coordinator

Bolton, MA

Assumed all responsibilities of the K-12 STEM Coordinator during 2015-2016 school year.

- Managed large scale K-5 Math pilot
- Planned and managed smaller scale K-5 Science Pilot
- Worked with Middle School and High School teachers to assess curricular needs relative to the 2016 MA Science Technology/Engineering Standards
- Worked with Grade 6 Science teachers to begin curriculum development using a UbD framework
- Collaborated with other districts to manage a MMSP grant providing Math professional development for teachers Grades 4-8
- Collaborated with other districts to apply for a MMSP grant providing Science professional development for teachers Grades 6-12
- Planned professional development for all teachers of math and science k-12 for the school year and Summer Academy session
- Delivered professional development for Science teachers 6-12 around the use of sensor technology for data collection
- Engaged the EPA to support our middle schools and high school in a completing a chemical clean out and implementation of a chemical management system.

Reason for leaving: Interim position during a year long maternity leave.

Supervisor: Dr. Curtis Bates (978-779-0539)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Florence Sawyer School

Oct 2010 - Jun 2011

Administrative Intern

Bolton, MA

Administrative Internship (300 hours), Florence Sawyer School (Bolton, MA)

- Responsible for discipline, parent communication, budget review, curriculum, administrative rounds and procedural issues
- Creation of a blog to connect middle school parents to information and resources around adolescent issues such as stress, sleep, and changing social relationships
- Preparation of MCAS materials, administration schedule and dissemination of information to teachers
- Began planning initial implementation of the Developmental Designs program at the Middle School Level as an extension of the Responsive Classroom program used at the Elementary Level

Supervisor: Joel Bates (978-779-2821)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Nashoba Regional School District

Sep 2009 - Present

Leadership Experience

Bolton, MA

- Co-facilitator for the development and implementation of the MS Standards Based Report Card
- Planned and implemented professional development for all district middle school teachers around SBR and the identification of standards and benchmarks & development of common assessments
- Comprehensive Reporting Committee Nashoba Regional School District, Bolton, MA
- Co-Chair 2012-Present
- Created both Teacher and Parent surveys of reporting tool satisfaction and implementation of the grades 5-8 standards based report card
- Created both Teacher and Parent surveys of reporting tool satisfaction and next steps for implementation of the grades 1-2, 3-5 & 6-8 standards based report card and subsequent followup after pilot year
- Authored Parent & Teacher Guides 6-8
- Developmental Designs pilot coordinator
- DD Sampler Workshop & DD Level I training & four day training with colleagues to investigate incorporation into our existing program
- Followed up throughout the 2011-2012 school year by presenting strategies at Middle School meeting with the goal of introducing DD to colleagues who have not yet been trained (particular focus on the PWR Reflective Loop)
- Facilitation of a district wide book study group of The Advisory Book by Linda Crawford in the spring of 2012 with the goal of building understanding of Developmental Designs practices and investigating the potential of expanding our existing program
- 8th Grade Co-advisor- Florence Sawyer School, Bolton, MA
- Liaison to parents regarding fundraising and end of year events
- Planning and organization of the class gift
- Planning and organization of the end of year class field trip
- Planning and organization of class recognition night

Supervisor: Joel Bates (978-779-2821)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Concord Public Schools

Sep 2000 - Sep 2009

Leadership Experience

Concord, MA

- House Leader, Concord Middle School
- Responsible for running weekly House meetings with the 7th grade team including the creation of the agenda and communication with Administration
- Attended biweekly meetings with Administration and other House Leaders to discuss issues facing the school
- Acted as House liaison to parents
- Coordinated all fieldtrips and assemblies for the House
- Worked collaboratively with my counterpart in the other 7th grade House to coordinate activities and policies
- Mentor, Concord Middle School
- Provided guidance and support for a teacher new to the district through weekly meetings
 - Science Chair - Curriculum & Instruction Coordination Committee Concord Public Schools/Concord-Carlisle Regional School District
- Worked collaboratively to create standardized curriculum adoption policy for the district
- Coordinated monthly meetings with High School and Middle School Chairs and the Elementary Coordinator to discuss issues of curriculum alignment

Supervisor: Tara Fernandez-Davila (978-318-1380)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Francis W. Parker Charter Essential School

Jul 1997 - Jun 2000

Leadership Experience

Devens, MA

Member of various committees related to school mission & vision, school culture and faculty policies during the formative years of the school

- Faculty advisor to parents working toward the creation of the Parker Essential Fund which allows teachers to apply for grants to be used for curricular and extracurricular programs not funded by the budget
- Worked collaboratively with administration and the board to create the school's faculty leave policy
- Worked collaboratively with administration to create a mentor program to assist new faculty in acclimating to the school
- Worked as member of the faculty to continually review the standards used in assessing students at both the Middle and High School level and the creation of portfolio assessment system
- Worked as a member of the Math, Science and Technology Domain to create a standards-based reporting system for both Middle and High School level as the school grew.

Supervisor: Terry Schrader (978-772-3293)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Ashland Public Schools

Sep 1995 - Jun 1997

Leadership Experience

Ashland, MA

- Presenter, NSTA 1997 National Convention (New Orleans, LA)
- "Doing What Scientists Do" a follow up presentation to my 1996 presentation which followed the participating pre-service teachers into their first year of teaching. The focus was on investigating the ways in which program participation had impacted the way they approached the teaching of science in their elementary classrooms.
- Presenter, NSTA 1996 National Convention (St. Louis, MO)
- "Doing What Scientist Do" presented the University of Maine's DOE funded program that linked pre-service elementary teachers with working scientists in a variety of fields to give them actual lab experiences. The focus was on how this experience had changed their view of themselves as scientists.
- Curriculum Review & Alignment Committee (to align curriculum with State Standards) Ashland, MA

Supervisor: Joseph Apicella (retired) (508-881-0150)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Nashoba Regional School District

Sep 2009 - Jun 2015

Science Teacher

Bolton, MA

- Teach Physical Science to 8th graders as a member of a 5 person Team
- Advisor to a group of 18 8th graders as part of our 6-8 Advisory program for all students

Supervisor: Joel Bates (978-779-2821)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Concord Public Schools

Jun 2000 - Sep 2009

Science Teacher

Concord, MA

- Taught Life Science and Physical Science to 7th & 8th graders as part of a multi teacher House
- Middle School Cross Country Coach
- Middle School Track Coach

Supervisor: Tara Fernandez-Davila (978-318-1380)
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Francis W. Parker Charter Essential School

Jul 1997 - Jun 2000

Math, Science and Technology Teacher

Devens, MA

- Team taught an integrated Math, Science and Technology course in a multiage, heterogeneous classroom to 7th & 8th graders
- Advisor to a group of twelve 7th & 8th grade students as part the 7-12 Advisory program
- Middle and High School Cross Country Coach
- Middle School Girls Basketball Coach

Supervisor: Terry Schrader (978-772-3293)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Tom Snyder Productions

Jun 1997 - Oct 1997

Consultant

Watertown, MA

- Edited scripts for the Saturday Morning Show, "Science Court"
- Developed and wrote lesson plans for the CD-Rom version Teacher's Guide
- Worked with sister company to develop hands-on kits

Supervisor: David Dockterman (617-296-6000)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Ashland Public Schools

Sep 1995 - Jun 1997

Science, Social Studies and Reading Teacher

Ashland, Massachusetts

- Taught Life Science, Social Studies and Reading to 7th Graders as part of a 3 person Team
- High School Track Coach

Supervisor: Joseph Apicella (retired) (508-881-0150)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

**HARVARD PUBLIC SCHOOLS
39 MASSACHUSETTS AVENUE
HARVARD, MASSACHUSETTS 01451**

JOB DESCRIPTION

TITLE: Maintenance/Community Access Worker

QUALIFICATIONS:

1. High School Diploma or equivalency
2. Electrical Certification
3. Physically fit to perform duties. Employer reserves the right to request proof of a physical examination to determine fitness prior to employment
4. In accordance with M.G.L. 71, § 38R, submit to a Criminal Offender Record Information Check and fingerprinting requirements
5. Demonstrated aptitude or competence for assigned responsibilities.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

Facilities Director and Principals

JOB GOAL:

To maintain the school facilities in a condition of operating excellence so that full educational use of them may be made at all times and to allow evening and weekend access to the buildings for approved community use.

PERFORMANCE RESPONSIBILITIES:

1. Available for afternoon/evening shifts and weekends as scheduled with the facilities director (planned at least two weeks in advance)
2. Available to respond to alarm calls and resecure the building, as needed
3. Responsible for clean up and small project work as assigned
4. Makes minor building repairs requiring general knowledge of construction techniques including electrical, carpentry skills, painting, plumbing, and tile work
5. Responsible to help with minor outdoor cleanup as needed
6. Reports major repairs and vandalism/school damage promptly to the Facilities Director
7. Shovels, plows and sands walkways, driveways, parking areas and steps as appropriate
8. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
9. Assumes responsibility for the opening and closing of the school facilities on a timely basis as well as determining before leaving that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off, as needed

10. Moves furniture or equipment within school facilities as required for various activities
11. Performs regularly scheduled maintenance on all motors or other mechanical equipment
12. Conducts periodic inspections and tests of all electrical and fire equipment to ensure their safe condition and operation
13. Promptly notifies the Facilities Director of supplies, equipment, fuel, and requisitions needed replacement
14. Performs school crossing duty detail in accordance with the schools' schedules
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste
16. Other duties as assigned by the Facilities Director and/or Principals

TERMS OF EMPLOYMENT:

Twelve-month year; Salary and work year to be established by the Superintendent.

EVALUATION:

Performance of this job will be evaluated yearly.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

School Committee Minutes
Hapgood Room, Old Library
Monday, May 23, 2016
6:00 p.m.

Members attending: SusanMary Redinger, Jennifer Bedford, Mary Traphagen, Nancy Lancellotti (6:05), Jon Green, Maureen Babcock, Linda Dwight and Lorraine Leonard.

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

Kenneth Lin read the vision statement.

Public Commentary – None

Student Report

Kenneth Lin reported that graduation is scheduled for June 10th. Senior finals start on Wednesday. This is Kenneth's last meeting and he said it has been a great honor for him to represent the Bromfield School student body. SusanMary Redinger expressed what a pleasure it has been having Kenneth as the student liaison and that his contributions are valued here and also on the Student Advisory.

Technology Presentation on Survey Results and Fall Implementation

Susan Frederick presented the results of the 5th Grade iPad Survey which included responses from students, parents, and teachers. The overall results of the survey were positive. The Committee suggested sharing projects with parents to allow students to show their work. Everyone agreed that the iPad is an exciting tool that offers an opportunity to change learning.

Kellie Carlucci presented the results of the 6th Grade iPad Survey which included responses from students, parents and teachers. The results showed that the greatest benefit of using the iPads is research, organization and communication. The greatest challenge is monitoring activity, student engagement, social interaction and wireless access. SusanMary Redinger thanked Kellie Carlucci for taking on the integration of the iPad in her classroom with enthusiasm.

Rob Cullinane, 5th grade teacher presented on the 5th grade Sphero Balls. Mr. Cullinane and Mr. Myler attended a conference "Project Lead the Way" (PLTW) at WPI in Worcester early this year. The PLTW project provides a comprehensive approach to STEM education. PLTW has built their standards up to the current standards and the upcoming standard. Each lesson includes a robotics component which transforms the classroom into a collaboration space where content comes to life. Through a grant from the Harvard Schools Trust, Mr. Cullinane was able to purchase Sphero Balls for students in fifth grade. Several of Mr. Cullinane's fifth grade students attended the meeting and demonstrated how the Sphero balls worked.

Chris Boyle presented on the roll out of the Macbooks in the eighth grade for next year. Chris has been doing a lot of work behind the scenes to ensure a smooth transition. Staff (a total of 60) will be getting their Macbook Airs in the next few days. The early release on June 1st will be used to educate teachers on how to use their computers. The eighth grade team will spend several days this summer expanding on what they have learned from the training. A number of staff members are willing to teach other staff members what they know.

Approval of 6th Grade Class Trip

The sixth grade trip to Canobie Lake Park in Salem, NH is a great way to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bond made throughout the year and rewards the students for their hard work. The trip is scheduled for Wednesday, June 15th with a rain date of Friday, June 17th.

Jon Green made the motion and Mary Traphagen seconded to approve the trip to Canobie Lake Park as presented.

VOTE 5/0

The Committee received a request to approve an anonymous gift of \$4,000 to help fund the high school drama program.

Nancy Lancellotti will thank the anonymous donor in the School Committee's new letter.

Mary Traphhagen made the motion and Nancy Lancellotti seconded to approve the anonymous \$4,000 gift to the Bromfield Drama program as presented.

VOTE 5/0

Superintendent Report

Dr. Dwight reported the following:

Hildreth Elementary building project update

Dr. Dwight contacted Elena to arrange for someone from MSBA to come here for further training on the upcoming process. Both members of the Visioning Committee and the Building Committee would be welcome to attend. She has vetted the idea with members of the organization, and we await further information.

Heard from Elena that we met the deadlines and our project will be voted into Phase I on May 25th. Sue and Linda plan to attend as there will be an information session about Phase I afterwards. Rob Jones from Holy Cross College worked with teachers on the recent early release day. He used a workshop style to collaborate with teachers and staff on difficult topics of hidden biases, micro-aggressions, and inclusive practices.

The Associate Principal Search Committee has been formed and their first meeting is May 25th. There were over 70 applications submitted for the opening. The search committee members are evaluating the 25 applications pre-selected by Scott Hoffman for consideration. The committee members will submit their top choices to Mr. Hoffman and he will set up interviews for the first week of June.

Dr. Dwight asked the committee to consider an additional leadership position at The Bromfield School. The areas for focus include the round table/advisory program, attendance issues, and managing the many state mandates. To focus on these growth opportunities Dr. Dwight is proposing a pilot year-long position of a .6 Dean of Students. This additional leader would help our district to move forward on important initiatives while ensuring that day to day operations have consistent coverage. The leadership team supports this request and offered the position previously when visioning for future improvements.

Mary Traphagen made the motion and Jennifer Bedford seconded to move that we approve a one 1 year pilot .6 FTE Dean at The Bromfield School contingent upon a reduction in staffing.

VOTE 5/0

The committee reviewed the job description for the Dean of Students at The Bromfield School. Jennifer Bedford made a motion and Mary Traphagen seconded to approve the job description for the Dean of Students for Middle School and High School as amended.
VOTE 5/0

The leadership team requested a Health and Wellness Department Leader for coming year. This past year, Tom Reynolds became the Unified Arts Department Chair for K-12. This department included health/physical education, art, digital art, library media and music at both schools. The range of teachers and curriculum under this large umbrella proved difficult. With Tom's retirement, the leadership team revised the positions in this way: Unified Arts Department to include music and art, Technology Coordinator Position to work with library media and computer, Health and Wellness Department to include health, physical education, and nurses.

Jennifer Bedford made a motion and Nancy Lancellotti seconded to approve a Health and Wellness department leader position for a stipend of \$5,500 dollars for next year.
VOTE 5/0

Nancy Lancellotti, Lorraine Leonard and Dr. Dwight interviewed one candidate for the interim Business Manager position. We are checking references. Meanwhile, another retired school business manager expressed interest. He has been working full time in another district, so a critical needs waiver would be required for him to work with us starting on July 1st.

Bus Fee Discussion

At their previous meeting the Committee discussed the possibility of raising bus fees in order to fund the \$33,000 budget shortfall budget created by the increase in the bus contract. Due to the savings in personnel for the 2016/2017 school year, the Committee agreed to use those savings to cover the deficit in the transportation line. The Committee agreed to look into consolidating stops to possibly reduce a bus, allowing families to purchase a one way pass and running a late bus that families could sign up for as possible ways to increase bus use. The Committee agreed there was no need to rush the decision and will look forward to a discussion in the future.

Senior Class Activity Review

The Committee reviewed a list of activities planned for students in the upcoming weeks. SusanMary Redinger reminded members that they will be invited to graduation and that it is important to RSVP as the seating for indoors is very limited.

Superintendent Portfolio Review

Dr. Dwight shared with the Committee her portfolio that School Committee members will use as evidence to support the completion of each goal. The binder can be signed out for a day. The standard practice is to invite back members whose term expired in the past year. SusanMary Redinger will invite Kirsten Wright to participate. The evaluations need to be completed by June 11th.

Report Out of Liaisons

Mary Traphagen attended the Student Advisory meeting and reported that students are enjoying the open campus. The students in that small group are not concerned about the security cameras. Students would like more communication and follow up regarding any concerns that come up at the

school. The Student Advisory would favor of a change in the student schedule format and feel that with the current schedule art and music are short changed.

The Athletic Advisory met and talked about forming a Booster Club that would centralize the BAC and combine with the HAA. Dr. Dwight is going to go to the HAA meeting tomorrow. It is important to have the kids involved and take on some responsibility for fundraising.

Jennifer Bedford reported that the HES School council met and discussed staffing for next year and changing the Global Child program to a language and cultural program and combining French and Spanish. Mrs. Guintas and Mrs. Hopkins are new members to School Council taking the place of Dawn-Marie Ayles and Pam Gordon.

Maureen Babcock reported that there were 60 responses to the Devens survey. Maureen will be compiling the data and will be reporting back to the Committee. Maureen Babcock agreed to keep the Committee up to date on families moving into Devens over the summer.

Jennifer Bedford reported that Bromfield School Council met and discussed new teacher hires, communication to parents about course selection, transition meeting for students going into the 9th grade. The Bromfield School Council is holding an election to vote in a replacement for Deb Barton. Lorraine Leonard reported on the FY16 budget to actual. Ms. Leonard incorporated the subsidy changes into the budget to better reflect the cost of the program. Most items are tracking as they should. There is currently a \$47,000 surplus in the bottom line. The meeting on July 11th is set for budget close out and any reserve fund transfers need to be done by July 15th.

Agenda Items

Policies

Bus efficiency

Kindergarten update

HES School Improvement Plan

Superintendent Evaluation

Goals close-out

Propose goals for next year

Devens Survey

Bromfield Parent Survey

Alumni survey

Interested Citizen – None

SusanMary Redinger made the motion and Mary Traphagen seconded that the School Committee enter into executive session at 9:15 PM as allowed under Chapter 30A, Section 21 of the Massachusetts General Laws, for the purpose of discussing a strategy with respect to collective bargaining with the Teacher's union, and to conduct a strategy session in preparation for negotiations with nonunion personnel, specifically custodians. To reconvene into open session to vote on those items discussed in executive session and then adjourn.

VOTE to accept the motion (5/0): SusanMary Redinger (Aye), Jennifer Bedford (Aye) Jon Green (Aye), Nancy Lancellotti (Aye), Mary Traphagen (Aye).

The Committee returned from Executive session at 10:45 p.m.

Nancy Lancellotti made the motion and Mary Traphagen seconded to move that the Committee approve the Educator Evaluation document reviewed tonight with the edits provided by the Committee chairperson and subject to it fully complying with the Massachusetts regulations.
VOTE 5/0

Mary Traphagen made the motion and Jennifer Bedford seconded that the Harvard Public School enter into a custodial contract with an outside vendor effective June 21, 2016.
VOTE 5/0

SusanMary Redinger with no objection made the motion to adjourn at 10:55 p.m.
VOTE 5/0

Dear Principal O'Shea,

I am writing to you in regards to the Middle/High School Band Director position at The Bromfield School, as posted on SchoolSpring.com. Please accept this letter as my formal application for the position.

My name is Craig Robbins and I recently graduated magna cum laude from Berklee College of Music, where I was awarded the 2016 Most Promising Future Music Educator Award and received my Bachelor's degree in Music Education. While fulfilling my student teaching practicum during the fall of 2015, I instructed multiple music classes and performing ensembles, grades 6-12 at Cameron Middle School in Framingham, MA and Shrewsbury High School in Shrewsbury, MA. During my time spent at these two placements, I saw over 500 students per week, teaching and assisting in 15 different arts classes.

I have a true passion for arts education, specifically to instrumental music. While at Cameron Middle School, I worked with a diverse array of 210 music students, varying in academic talent, level of understanding, and appreciation of the arts. I led individual and group instrumental lessons, large ensemble rehearsals, and smaller mixed instrumentation classes ranging in size from 4-40 students in any given class. After school, I taught a 40-piece jazz band as well as assisted with the middle school pit orchestra for Cameron's annual musical. At the high school level, I conducted an advanced wind ensemble of approximately 60 students and an honors jazz band of 18. I have also taught music theory and fundamentals of music from beginner to Advanced Placement level.

Outside of my teaching, I am a multifaceted instrumentalist and vocalist, performing in multiple professional music ensembles in the greater Boston and New England areas. My professional performance background has aided me in the classroom countless times, whether I am in an ensemble or general music setting. As a member of a performing ensemble, I am always a team player and know when to be a leader.

I would enjoy speaking with you about the opportunity of working in the Department of Fine Arts. Should you wish to contact me, I can be reached by phone at (508) 762-7749 or via email at crobbins612@gmail.com. I thank you for your time and consideration.

Most respectfully,

Craig A. Robbins
B.M. Music Education, Dec. '15
crobbins612@gmail.com
www.craigrobbins.net
(508) 762-7749

Craig Anthony Robbins

8 Upton Road Uxbridge, Massachusetts 01569
5087627749 crobbins612@gmail.com

Education

Berklee College of Music

Boston, Massachusetts

Bachelor of Music

Major: Music Education

GPA: 3.770

Credit Hours: 131

Attended August 2012 to December 2015

Degree conferred December 2015

Transcript

(218KB)

Experience

Framingham Public Schools

Jan 2016 - Present

Substitute Teacher

Framingham, MA

In my position as a substitute teacher, I have had the opportunity and experience of working with a large amount of students (K-12) from vastly diverse racial and socioeconomic standpoints.

Working with students in numerous positions such as a music specialist, SPED ED assistant, math teacher, and Paraprofessional just to name a few, has broadened my understanding of teaching, not just music in my case. I've worked to be an effective teacher in the classroom with students while at times never having seen or met them before.

I have enjoyed seeing students grow and build on material while being under my supervision. This position has greatly aided me in my teacher growth and persona.

Supervisor: Tiago Gardens (508-626-9107)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Shrewsbury Public Schools

Jan 2016 - Present

Substitute Teacher

Shrewsbury, MA

In my position as a substitute teacher in the Shrewsbury Public Schools, I have had the opportunity and experience of working with and effectively managing a large amount of students (K-12) from vastly diverse racial and socioeconomic standpoints.

Working with students in numerous educators' roles has broadened my understanding of teaching, not just music in my case. I've worked to be an effective substitute teacher in the classroom with students while at times never having seen or met them before.

I have enjoyed seeing students grow and build on material while being under my supervision. This position has greatly aided me in my teacher growth and persona.

Supervisor: PJ O'Connell ((508) 841-8800)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Framingham Public Schools

Feb 2016 - Mar 2016

Interim Choral Director/Music Teacher

Framingham High School

In this multi-week "long term" position, I effectively taught, assisted in planning, and carried out classes in AP Music Theory, Musical Theater, and Piano/Keyboard class. I lead rehearsals for small and large choirs SATB, that went on to have successful performances at the 2016 MICCA Festival.

Reason for leaving: Contracted teacher returned after personal leave

Supervisor: Donna Wresinski ((508) 782-7770)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Shrewsbury Public Schools

Aug 2015 - Dec 2015

Student Teacher

Shrewsbury, MA USA

Under Mr. Lapomardo's supervision at Shrewsbury High School, I taught and lead multiple performing ensembles and classes including Honors Women's Choir (23-female voices, grades 10-12), Freshman Choir (40-voices mixed, SATB), assisted in orchestra classes as needed, taught a Honors Wind Ensemble class of 55 students, grades 10-12, lead an 18-piece Honors Jazz Band, grades 10-12, and taught a blended Theory 1/AP Music Theory course of 14 students, grades 9-12. In this role as student teacher, I had the opportunity to see nearly 350 students on a regular basis and implement my own teaching strategies, growing tremendously in my time working with the students. I worked to effectively reach all students at varying musical abilities, while maintaining high expectations and standards.

Reason for leaving: Fulfilled practicum hours

Supervisor: Michael Lapomardo (5088418800)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Framingham Public Schools

Aug 2015 - Dec 2015

Student Teacher

Framingham, MA USA

Under the supervision of Christine Dupuis, I taught all band classes at Cameron Middle School, grades 6-8. In addition to the regular school day, I also assisted Mrs. Dupuis in running the Cameron Jazz Band and Musical Theatre Pit Orchestra, both extra curricular ensembles. In one 6-day rotation I would see 9 ensemble classes of a total of 210 middle school students in this position. I worked to effectively reach all students at varying musical abilities, while maintaining high expectations and standards.

Reason for leaving: Fulfilled practicum hours

Supervisor: Christine Dupuis (5088792290)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Berklee College of Music - Berklee Music Education Big Band

Jan 2015 - May 2015

Music Director & Conductor

Boston, MA

In this role, I planned and prepared all music, all players rehearsal schedules, recruited musicians, and effectively led all performances and rehearsals in their entirety of the Music Education Big Band, an 18-piece Big Band made up of primarily music education students at Berklee College of Music

Reason for leaving: finished classroom curriculum requirements and moved home

Supervisor: Dominick Ferrara ((617) 990-6438)

Experience Type: Other, After school/Evening

It is **OK** to contact this employer

Berklee College of Music - Berklee Symphonic Winds

Sep 2014 - Dec 2014

Student Conductor

Boston, MA

In this capacity, I led, planned, and effectively rehearsed/conducted the Berklee Symphonic Winds, a 50-piece wind ensemble, under the supervision of the ensemble's Music Director and Conductor, Dr. Dominick Ferrara.

Reason for leaving: End of semester

Supervisor: Dominick Ferrara ((617) 990-6438)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Professional Freelance Musician

I am a freelance trombonist in the greater Boston area, where I regularly perform in various musical settings and styles. I am always a team player and know when I am to be the leader and help guide the section. My performance credits include Dan Gabel and The Abletones, Fiddlehead Theater Company, Lin Biviano, Ken Hadley, Maurice Hines, John Clark, Mike Pipeman, Jeff Holmes, Dan Gabel, Ted Casher, David Jost. Performance references can be made upon request.

Certified Baseball & Basketball Official

In my various roles as a sports official, I regularly officiate basketball and baseball for the youth in the greater Worcester and Metrowest areas. In these positions, I see young men and women varying in ages from 8 to 18, working games in community, recreational, school, and highly competitive and selective leagues. My teaching persona is of great value to me on and off the court/diamond. When working with the younger instructional leagues, my ability to effectively reach and teach the games to the youth is a great asset.