

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

**School Committee Meeting
Monday, September 26, 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. Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association (6:05)**
- V. Superintendent Report (7:05)**
- VI. Review the Policy Review Cycle (7:15)**
- VII. Policy (ADC), (DB), (DBD) Review (7:25)**
- VIII. 5 Year Capital Plan Approval (7:40)**
- IX. Update on Capital Projects (8:00)**
- X. Line Item Transfer Approval for Durkin Contract Expenses (8:10)**
- XI. Review meeting minutes (8:20)**
- XII. Liaison/Sub-committee Reports (8:25)**
- XIII. Suggest Future Agenda Items (8:40)**
- XIV. Open to Interested Citizens' and School Committee Commentary (8:45)**
- XV. Adjournment (9:00)**

Documents: superintendent report, meeting minutes, policies, policy review cycle, financial memorandum, HTA contract

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.

Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

Superintendent's Update September 26, 2016

I. Hildreth Elementary building project update

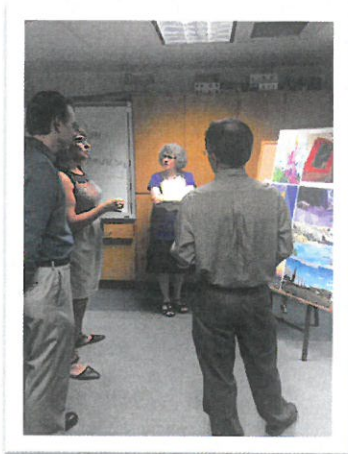
Here is a list of the actions completed in the past two weeks:

- Held the first Visioning Committee meeting of the year on September 14th. Agenda items included information about NV5, the new timeline, and reviewing the draft Request for Services for the Architect/Design teams.
- Cancelled the School Building Committee meeting after learning that our NV5 lead team member left the company. We had not signed the contract yet, and now we want to meet the replacement person and be confident in NV5 as our OPM firm before moving forward. In the least, this unforeseen circumstances set our schedule back several weeks.

II. Open House at Bromfield

The evening began with a presentation by a woman from the District Attorney's office on the topic of student safety. Her discussion included the anti-bullying policy requirements, information on cyber traps, and preventative measures to keeping students safer.

Next, parents followed their students' schedules to hear a short presentation from the teachers. I attended several of the sessions and observed displays of student work, technology supports explained, parents engaged with the teachers, and student volunteers showing parents where to find classrooms. The atmosphere was warm and welcoming.



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III. Professional Development on the ER day

Teachers at Bromfield met with Rob Jones from Holy Cross in Worcester to resume their dialogue about diversity. This is the 3rd time that Rob has worked with teachers and the focus was on defining action steps. Further PD around this topic is planned for HES in October and the joint staffs in February.

Teachers at HES worked with the technology department on the digital report card system in Power School. This format of reporting is new to the HES teachers and will be used for the increased communication between school and home during this school year.

IV. District Dashboard Identified

On Friday, September 16th we heard a demonstration from PowerPoint Analytics. This product is similar to Inform, but populates student information directly from our student management system already in place. The features will provide the educators and School Committee with the data needed to measure progress and inform decisions. We are requesting funding approval for the initial set up, the first year of the license and training (see attached quote). On-going funding may be added to the Title I grant.



PowerSchool LLC
150 Parkshore Dr, Folsom, CA 95630
Quote #: Q-16156-3
Quote Expiration Date: 11/15/2016

Prepared By: Jeff Porter
Customer Name: Harvard School District
Enrollment: 1,220
of Schools: 2.00
Contract Term: 36 Months
Start Date: 9/16/2016
End Date: 9/15/2019

Customer Contact: Chris Boyle
Title: Technology Director
Address: 39 Massachusetts Ave
City: Harvard
State/Province: Massachusetts
Zip Code: 01451
Phone #: (978) 660-6678

Product Description	Quantity	Unit	Unit Price	Extended Price
License and Subscription Fees				
PS Analytics Annual Fee	1,220.00	Students	USD 3.75	USD 4,575.00
License and Subscription Totals:			USD 4,575.00	

Professional Services and Setup Fees				
PS A&A Analytics Base Implementation Fee	1.00	Each	USD 4,000.00	USD 4,000.00
Professional Services and Setup Fee Totals:			USD 4,000.00	

Training Services				
PS A&A Product Training Full Day Remote	1.00	Day	USD 1,500.00	USD 1,500.00
Training Services Total:			USD 1,500.00	

Quote Total				
Year One Total			USD 10,075.00	

Annual Ongoing Fees				
PS Analytics Annual Fee	1,220.00	Students	USD 3.75	USD 4,575.00
Annual Ongoing Fees Total:			USD 4,575.00	

Fees for subsequent years within the term bound by the Start Date and End Date detailed on this quote will be equal to the 'Annual Ongoing Fees' amount uplifted by 3% in each following year.

On-Going PowerSchool Subscription/Maintenance & Support Fees are invoiced at then current rates & enrollment per terms of the Licensed Product and Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases.

Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order.

In the event that this quote includes promotional pricing, said promotional pricing may not be valid for the entire period, as stated herein, that governs this quotes validity.

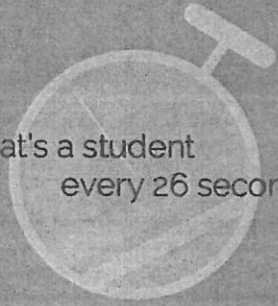
PowerSchool Analytics



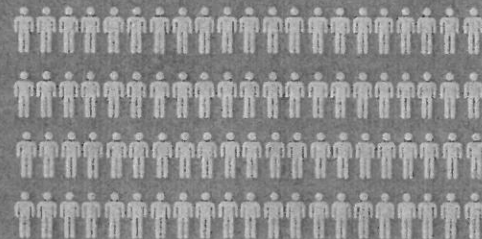
PowerSchool Analytics places the student at the center so that administrators and teachers can provide a personalized learning plan to every student for success.

Gauging student progress from a 360° view gives administrators and teachers the power to make decisions that will increase student achievement and graduation rates.

Every year, over
1.2 million
students drop out of high school
in the United States alone.



That's a student
every 26 seconds



- or 7,000 a day¹



Reduce drop outs and failures

Assign students to targeted intervention programs to get them up to speed quickly.



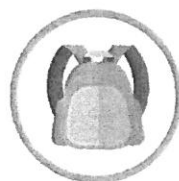
Personalize learning with longitudinal data

The power of student longitudinal data gives you a 360° view of students that can help administrators set achievement goals specific to each student, school, and district.



Increase graduation rate

Intervene at the first sign of distress by monitoring key indicators for students who are at-risk for dropping out or disengaging.



Organize all data in one place

Get your time back from crunching numbers in spreadsheets. Wield the power of having all longitudinal data in one place so you can make big decisions that make an impact.



Federal reporting for focus schools

The pressure of being a focus school is enough. Make federal reporting easy for priority and high-performing schools alike.

- Early Warning System
- Response to Intervention Monitoring System
- Performance Monitoring (Class, School, District)
- Student Longitudinal Data Warehouse

"With Analytics, the Principals and Instructional Leaders in our division are able to take the data and make decisions. They're grouping kids for classes and figuring out which kids need remediation."

-Julie Craft, Instructional Technology Coordinator,
Montgomery County Public Schools, VA

¹ = <https://www.dosomething.org/usfacts/11-facts-about-high-school-dropout-rates>

Select a Metric: Academic Performance Select a School Year: 2013-2014

Student Name	First Name	Initials	Student ID	Gender	Current Grade	SWD	LEP	ELL	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Math SOL	Math Grades	Math Benchmarks	Reading SOL	English Grades	English Benchmarks
Akers, Logan	Logan		000000001	Male	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Akers, Alexia	Alexia		000000002	Female	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Brown, Frank	Frank		000000003	Male	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cole, Emma	Emma		000000004	Female	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cole, Jordan Morgan	Jordan Morgan		000000005	Male	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Connor, Cameron	Cameron		000000006	Male	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cook, Caleb	Caleb		000000007	Male	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Math SOL: 9%, 16%, 16%, 26%, 33%, 16%
Math Grades: 19%, 19%, 28%, 35%, 28%, 19%
Math Benchmarks: 14%, 21%, 21%, 16%, 28%, 21%

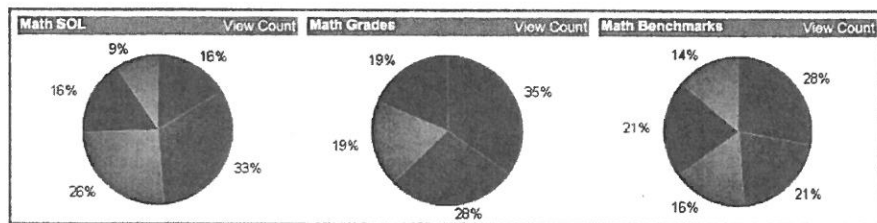
Monitor progress based on benchmark, summative, and student data

Create watch lists to monitor groups of students who need extra attention

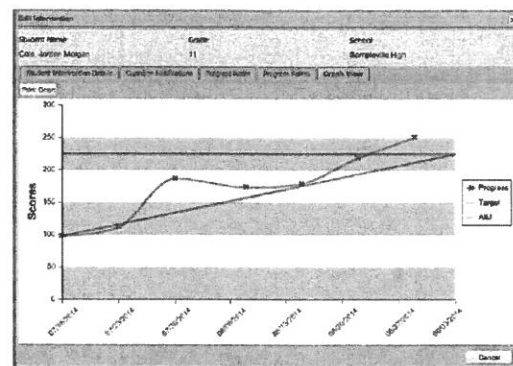
Filter by: [Icons] Unselect All Student Eligibility: Eligible Students Only

Student Name	Area of Eligibility
Akers, Logan	[Icons]
Akers, Alexia	[Icons]
Brown, Frank	[Icons]
Cole, Emma	[Icons]
Cole, Jordan Morgan	[Icons]
Connor, Cameron	[Icons]
Cook, Caleb	[Icons]

Visualize the progress of your entire district, school, or class



Alerts you immediately when students are eligible for interventions



Measure results of intervention programs

About PowerSchool

PowerSchool is the #1 leading education technology platform for K-12, serving more than 20 million students, 36 million parents, and 57 million users in over 70 countries around the world. We provide the industry's first Unified Classroom experience with best-in-class, secure, and compliant online solutions, including registration and school choice, student information systems, learning management and classroom collaboration, assessment, analytics, and special education management. We empower teachers and drive student growth through innovative digital classroom capabilities, and we engage families through real-time communications across any device.

Tobacco and Related Products Prohibited on School Premises

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization within the school buildings, school facilities, on school campus or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF.: M.G.L. 71:37H

Cross Reference: GBED, Tobacco Use on School Property by Staff members
JICG, Tobacco Use by Students
All Staff and Student Handbooks

Reviewed: May 20, 2013

Amended: September 26, 2016

Budget Planning

The major portion of income for the operation of the public schools is derived from the local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayer. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Core Values:

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.*

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.*

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

Resources: *We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those sources.*

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

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to do the following:

1. Engage in thorough advance planning, with staff and community involvement in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high-quality education for all our students.
3. Use the appropriate techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to the following budget format process:

- a. Budget guidelines will be developed by the **Finance Department** disseminated to all cost center managers by the Superintendent with the understanding all "line item" budget requests will include detailed backup that justifies the dollar amount being requested.
- b. The budget development process will also include an annual update of K-12 enrollment projections, an annual update and reprioritization of the Harvard Public Schools Five Year Capital Plan, an analysis of the five year financial plan, including technology and new instructional material.

Reviewed: January 23, 2012

Amended: September 26, 2016

Annual Budget

The annual budget is a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objective of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS.: M.G.L 71.34; 71:37 and 71:38N

Reviewed: January 23, 2012

Amended: September 26, 2016

TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018 - 2022

9/9/16

	Funding Source	FY18	FY19	FY20	FY21	FY22
School Dept.						
Sys - Replace locks on all classroom doors (date/amount)	CSF	110,000				
TBS - Upgrade Science Room	Devens	175,000				
TBS - Upgrade Science Room	CSF	175,000				
TBS - Renovate Middle School bathrooms	.5 from Devens	40,000				
TBS - Repair or Replace ramp to MS		150,000				
TBS - Replace electrical sys, lighting, carpeting, seating in Cronin Auditorium			220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	CSF		28,000			
HES - Add exterior lighting to back parking lot			120,000			
HES - Add card system for building entry, Video cameras in hallways				100,000		
HES - Air conditioning with compressor				100,000		
HES - Upgrade Elevator	CSF			25,000		
TBS - Replace gym bleachers				100,000		
TBS - Engineer removing sewage lift station	CSF			40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing	CSF			20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	CSF			65,000		
HES - Replace playground material as needed	CSF			50,000		
TBS - Remove plantings in courtyard & redesign	CSF			20,000		
TBS - Shore up driveway banking by tennis courts	CSF			40,000		
HES - Install Emergency Power Generator in new K-Wing					130,000	
HES&TBS - Replace Kitchen Floors					30,000	
HES&TBS - Refinish Gym Floors, both schools	CSF				30,000	
HES - Upgrade the Courtyard						
TBS - Install Air Conditioning						
TBS - Install card access system, external doors						
TBS&HES - Replace Damaged Flooring						
TBS/HES - Install system coordinated IP clocks						
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)						
Sub-total, School Submissions:		650,000	368,000	560,000	190,000	-
Total, All Town & School Requests		1,297,821	654,144	1,011,832	495,019	240,019

3,698,835

MEMORANDUM

TO: Linda Dwight, Superintendent

September 21, 2016

FROM: Peter Rowe, Finance Director

RE: Transfer of Funds from Custodian Salary to Services

Due to the timing of budget development the original FY17 Budget of the Harvard Public Schools was voted and established prior to the decision to move the school cleaning services from an in-house staff model to a contract cleaning model. As a result the FY17 Budget was created with all custodian funds budgeted to salary accounts.

The contract with The Durkin Company for custodial services must be paid from a non-salary services account. As a result I am recommending that we request School Committee approval to transfer \$300,000 from Account 03002-51372 to Account 03002-52388.

As documented by Lorraine Leonard, in the attached analysis prepared in May 2016, the total cost of the custodial service contract will be \$360,000 and setting aside funds for anticipated snow removal and remaining staff within the department will require an additional \$45,540 of funding to be identified to fully fund the new model of service delivery for FY17.

I am recommending that we make a transfer of \$300,000 from available budgeted funds, allowing us to pay the first 10 months of service, while we develop a plan to identify the remaining balance to fund services through the end of FY17.

Thank you. Please do not hesitate to request any further clarification in this matter.

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

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

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

Nancy Lancellotti read the vision statement.

Public Commentary – None

Trip Approval

Ms. Bryce Mattie and student Ariel Jones-Mallad – came before the Committee to seek approval to attend three overnight conferences – BUSUN in Providence, RI at Brown University (11/11/16 through 11/13/16) CIMUN International in Chicago, IL (12/7/16 thru 12/11/16) and HMUN in Boston at Harvard University (1/26/17 thru 1/29/17).

Mary Traphagen made a motion and Nancy Lancellotti seconded to approve the three Model UN trips as presented by Ariel Jones- Mallad and Bryce Matte.

VOTE 5/0

HES School Improvement Plan

HES Principal, Sue Frederick presented the School Improvement Plan for the 2016/2017 school year. Ms. Frederick shared goals, strategies, time-lines, resources and measurements for the following: Core Values - Student Achievement, Personal Growth, Partnership, and School Climate. The Committee thanked Ms. Frederick and the School Council for their hard work in putting the improvement plan together

Superintendent Report

Dr. Dwight reported on the following:

Hildreth Elementary building project update

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

Worked with MSBA on final revisions of the OPM process report

Gained needed signatures and mailed the packet off to the MSBA office in Boston

Communicated with NV5s Jeff Luxenberg about the next steps in the process

Set the agenda and posted the meetings on the 14th and the 22nd.

Attended the MSBA presentation by NV5 on September 12th in Boston

Curriculum Night at Hildreth Elementary School

The teachers and leaders decided to try a different format to this event by “flipping the classroom”. Instead of having parents sit through a presentation of the curriculum, the information was sent home electronically and parents conversed with the teachers and other

parents. Also, the Special Education Department all gathered in the library; making themselves more easily available for drop- in by parents. The atmosphere seemed friendlier and more open than prior years. The informal feedback was overwhelmingly positive. See the Principals' flipped video by following this link: <https://www.youtube.com/watch?v=Nj9o7K76p7I> or visit the Hildreth Elementary School homepage.

Recent Professional Development at Bromfield

The teachers at Bromfield used the Early Release time to share and gain information about the use of technology in the classroom. Faculty members were encouraged to either offer sessions for their colleagues or attend sessions. Topics included more information about the use of MacBooks, Noodle Tools, Google Suite for Educators, and website design and other communication tools. Teachers were also able to collaborate together on specific projects or technology initiatives.

Leadership Networking

I recently met with leaders from Westborough, Natick, and Wrentham to begin a networking group. During our first meeting we discussed professional development, negotiations, and school calendar design. We will continue to meet once a month to continue learning from each other.

5 Year Capital Plan Review

Dr. Dwight reviewed the Capital submissions for the fiscal year 2018 which includes

1. Replacing locks on all classroom doors at a cost of \$110,000.
2. Upgrades to science rooms at TBS at a cost of \$175,000.
3. Repair /replace ramp to middle school at a cost of \$150,000.
4. Half of the cost to renovate the middles school bathrooms at a cost of \$40,000 (\$20,000 from capital and \$20,000 from Devens' capital).

In addition, the Devens' account will fund capital projects for science room upgrades at \$175,000. The out year submissions have not been changed from previous years, but will be re-vetted when the time gets closer. The Committee would like to add an architectural plan for the Central Office renovations and painting of the Bromfield House exterior to the list of our out year requests.

Update on Science Lab HVAC and Funding Needed for Overage

The HVAC renovation project at TBS was voted to be funded for \$235,000. The actual cost is \$266,196 resulting in an additional \$31,196 not including an additional change order to install furniture. Dr. Dwight asked the Committee to vote \$31,196 for the additional cost to the HVAC project and up to \$5,000 to fund the additional change order for a total of \$36,196. The Committee discussed funding sources to cover the increase.

Patty Wenger made a motion and Nancy Lancellotti seconded to approve the amount of \$36,196 to be appropriated from Shaw Trust for the overage of the science lab project.

VOTE 5/0

Finalize School Committee/Superintendent Goals and Outcomes

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 Finance Committee
HES Renovations	To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town.	By Town Meeting of 2018 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 have a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years.	By June 30, 2017 a funding plan/structure has been implemented that ensures that athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years.	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
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Patty Wenger made the motion and Mary Traphagen seconded to accept the Joint School Committee/Superintendent goals for the 2016/2017 school year as amended.

VOTE 5/0

Review Superintendent Goals and align on Evidence

Dr. Dwight presented her goals for the 2016/2017 school year.

Superintendent Goals School Year 2016 – 17

Strengthen the new Leadership Team by providing training, feedback, and collaboration to improve adult and student learning.	By June 2017 a minimum of 8 specific trainings have occurred.	Evidence of training content incorporated in faculty meetings and classroom practice.	Time and finances exist to support the trainings. Content is relevant to current needs and interests.	Leadership Team Teacher Leadership Team Presenters Faculty and students School Committee
Innovation	Advance innovative teaching and learning for Harvard	By June 2017 we will have visited 5 school districts to discuss their innovative	Time and finances to visit other districts. Interest in	Leadership Team Teacher Leadership Team

	teachers and students by researching, planning, collaborating and taking steps in the area of STEAM, global learning, and project based learning.	programs. We will have read and discussed at least 5 sources of research or literature articles. We will develop plans to move innovation forward in our district.	moving these innovative ideas forward. Student and community involvement.	Students and Community Members School Councils
Networking	Network with other districts to learn from them and strengthen the relationship of our leaders and teachers with educators in other districts.	By June 2017 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.	Time and finances exist to visit other districts and plan collaboration meetings.	Leadership Team Teacher Leadership Team Other district leaders and teachers

The Committee agreed to the Superintendent's goals as presented. The Committee will work with Dr. Dwight when she does her initial review of the goals to establish what and how the evidence will be presented.

Review Athletic Uniforms Replacement Cycle and Possible Funding Sources

Dr. Dwight reviewed the data collected on athletic uniforms 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 per year. Dr. Dwight is suggesting using the building rental account to fund the uniform replacement cycle.

Mary Traphagen made a motion, seconded by Nancy Lancelotti to fund the athletic uniform replacement cycle by using the funds available in the building rental account.

VOTE 5/0

Substance Abuse Policy (JICH) Review

The Committee reviewed and approved the Substance Abuse Policy (JICH) as amended by the Policy Subcommittee.

Jon Green made the motion and Patty Wenger seconded to approve the Substance Abuse Policy (JICH) as amended.

VOTE 5/0

Substitute Teacher Recruitment/Training/Evaluation Job Description Review

The Committee reviewed a pilot job description to hire a substitute teacher program manager. The cost would be covered by the savings in the personnel. The cost would be \$500 per day for up to \$15,000 per year. The goal of the position would be to research, implement and supervise an effective program for substitute teachers.

Mary Traphagen made the motion and Patty Wenger seconded to move that we approve the substitute teacher manager job description as presented for up to \$15,000 per year.

VOTE 5/0

Review proposed MOU for the Fin. Dir./School Bus. Mgr. Shared Position

The Committee reviewed for approval the revised Memorandum of Understanding between the Harvard Board of Selectman and the Harvard School Committee with regard to the shared position of the Finance Director. The revised MOU was drafted by Stu Sklar and Linda Dwight. Dr. Dwight has agrees with the implementation plan contained in the MOU as it gives the school a part-time School Business Manager until such time that a town Finance Director takes on the responsibility of both positions. The Committee will need to approve this MOU so the town can move forward in hiring a Finance Director.

Mary Traphagen made the motion and Nancy Lancellotti seconded to move that we approve the Memorandum of Understanding between the Harvard Board of Selectmen and the Harvard School Committee sharing the Finance Director.

VOTE 5/0

Review meeting minutes

SusanMary Redinger with no objection approved the School Committee minutes as amended.

VOTE 5/0

Liaison/Subcommittee Reports

Maureen Babcock reported that DEAC is expected to cancel their meeting schedule for this Wednesday and reschedule to next week. Maureen Babcock reported that Phase 1 of the Grant Road residential housing project is nearing completion. Phase 2 will begin in the spring. Mary Traphagen – HES School Council will meet next week. Mary is looking forward to attending the Parks and Recreation Committee meeting next week. The Policy Subcommittee met and approved the Substance Abuse Policy. The Visioning Subcommittee is meeting this Wednesday after school.

SusanMary Redinger reported that she along with members of the Harvard Energy Advisory Committee, Mark Force, and Dr. Dwight met with Department of Energy personnel who explained their cost saving energy program to us. There is interest in having Bromfield be part of their program. A company called EnerNOC will access our usage and efficiencies to see how this program could benefit us. There may be grants available at no cost to us. We will be asked

to sign a contract at some point which will need School Committee approval in order to officially commit to the program.

Patty Wenger reported that CIPIC met and discussed the process for reviewing capital expense items submitted for consideration by various town departments, boards or committees and determine if the proposed item represents a genuine need and if the proposed cost is reasonable

Nancy Lancellotti –reported that the TBS School Council is meeting next Wednesday at 3:00 p.m.

The Committee will need to decide for the next meeting who will serve on the negotiating team.

Suggest Future Agenda Items

TBS School Improvement Plans

TBS Class Sections and Enrollment by Course

Achievement Data

Enrollment figures

Policy Review

MCAS/AP Data

Professional Development Review

Capital Plan

Commentary

Nancy Lancellotti inquired about the a la carte lunch prices, the bus fee policy and the HVAC – Science Lab project.

Mary Traphagen hopeful the HES Building project will be approved by MSBA. We will be notified within 72 hours.

Patty Wenger – so happy that Nancy is taking the lead on doing a newsletter.

Linda Dwight – thanked the Committee for taking risks on new ideas.

Adjourned

SusanMary Redinger with no objection adjourned the meeting at 9:14 p.m.

Respectfully submitted: Mary Zadroga