

Harvard Public Schools
Upper Town Hall Meeting; 13 Ayer Road Harvard, MA 01451

School Committee Meeting
Monday, September 10, 2018
6:15 PM

- I. Call to Order and Read the Vision Statement (6:15)
- II. Public Commentary (6:16)
- III. Student Update (6:20)
- IV. Field Trip Approval (6:22)
- V. Preview of Year 2 of the District Improvement Plan (6:32)
- VI. Vote to Approve the School Committee/Superintendent Goals for 2018-19 (6:42)
- VII. Superintendent Report (7:00)
- VIII. Vote to Appoint the Part Time School Business Manager (7:10)
- IX. Vote to Approve the Superintendent Goals for 2018-19 (7:15)
- X. Policy Review (7:30)
- XI. Share the Dates for the Student Advisory Meetings and Generate Topics (8:00)
- XII. School Committee Date Changes for October and November (8:10)
- XIII. Approval of Meeting Minutes and Generate Topics for Upcoming Meetings (8:15)
- XIV. Liaison/Sub-Committee Reports (8:20)
- XV. Open to Interested Citizens' and School Committee Commentary (8:30)
- XVI. Adjournment (8:35)

Attachments: Superintendent Report, District Improvement Plan, Superintendent Goals, School Committee/Superintendent Goals, Policies, Calendar

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.

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:

The 9th grade trip to Washington, DC serves as both a culmination to the two-year study of US History in the 8th and 9th grades and an opportunity for 9th graders to develop more meaningful relationships with their classmates and teachers and staff.

Date(s) of Trip: Wed, March 13, 2019 - Sat, March 16, 2019 Advisor(s): Julie Horton

Students/Class/Grade Level Attending the Field Trip: ___ 9th grade _____

Destination: __ Washington, DC _____

Departure Time: __ 6am _____ Return Time: approximately 7pm _____

Mode of Transportation: coach bus provided by the tour company _____

(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.

Russell D. Wass

Department Leader Signature/Approval

[Signature]

Principal Signature/Approval

[Signature]

Nurse Signature/Acknowledgment

[Signature]

Field Trip Step 1B

Out of State/Overnight Field Trip Request Form

Advisor(s): Julie Horton

Grade Level(s) of Students Attending Trip: 9th

Trip Destination: Washington, DC

Date of Departure: Weds, March 13, 2019

Time of Departure: 6am

Date of Return: Sat, March 16, 2019

Time of Return: 7pm

Travel Company (if applicable): EF Explore America

Name of Contact Person: Caitlin McMahon

Address: EF Center Boston, EF Education First,
Two Education Circle, Cambridge, MA 02141

Phone: 617-619-1361

Cost of Trip: \$750

Plan to address overnight stipend for professional staff: incorporated into the HPS budget

Deposit Method and Due Dates: 3 payment options:

Pay in full when registering -- may pay with credit card

Make \$95 deposit when registering; choose automatic payment plan

- Payments automatically deducted from your bank account – choose monthly or bi-weekly
- Final payment extended to 25 days before tour

Make \$95 deposit when registering; choose manual payment plan

- Invoices sent and payments made in three or more installments
- Final payment due 75 days before tour

Registration deadline -- TBD mid to late October

Date of Parent Meeting(s): TBD -- late September or early October

Field Trip Step 1B

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

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

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

Purpose of Field Trip:

The 9th Grade Trip to Washington, DC is an annual trip that provides Bromfield students with an opportunity to experience the nation's capital as a culmination of their two year study of American History. The students will visit all of the major memorials, see the exteriors of both the White House and Capitol, tour the National Cathedral, and explore the Smithsonian Museum and the Newseum. There they will be able to make connections between the memorials and landmarks and the curriculum in United States History I and II. For example, the depiction of the soldiers in the Korean War Memorial illustrates for students the hardships the men endured in a way that classroom instruction cannot, and the four "rooms" of the FDR Memorial highlight the defining moments of President Roosevelt's four terms of office and visually summarize what the students learn in class. Moreover, the trip serves as a unifying activity for the class, allowing them the potential for social growth and interpersonal relationships that is impossible to replicate in the classroom. The students should return from the trip with a new appreciation for past presidents and the US government, an awareness of the wealth of educational and cultural opportunities in Washington, DC, and a strengthened bond with their classmates and teachers.

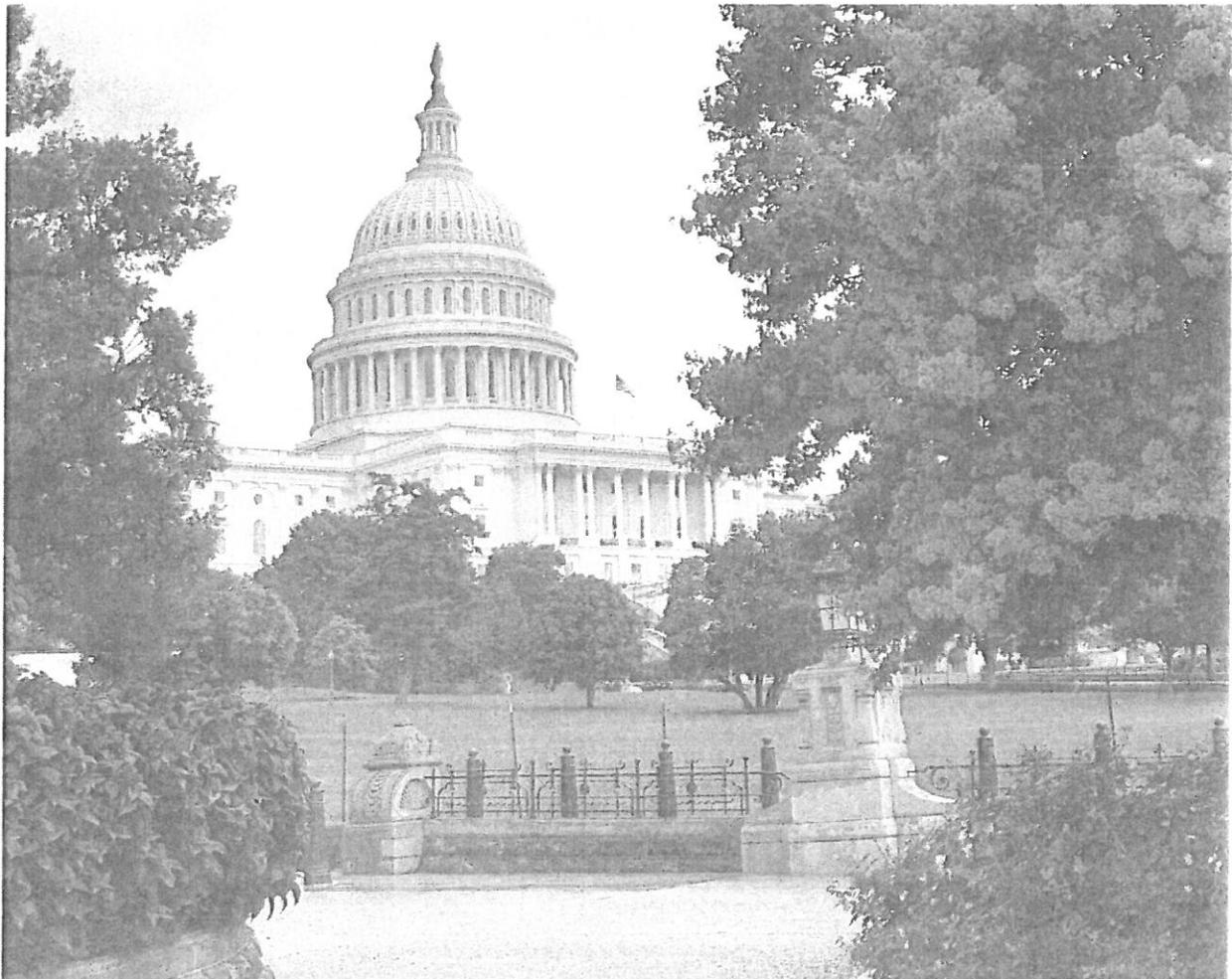
Trip Itinerary: Please see attached.



Explore America

WASHINGTON, D.C.: THE CAPITAL TOUR

4 Days | Washington, D.C.



Your itinerary

Day 1

Welcome to Washington, D.C.!

Guided Sightseeing of Washington, D.C.

Your Tour Director, a licensed Washington, D.C. guide, introduces you to the sites where national policies and political reputations are formed and reformed daily. Take a photo in front of the White House, home of every U.S. president except George Washington. View the iconic Washington Monument from the grassy National Mall, and look for your home state at the National WWII Memorial, the first national memorial dedicated to all who served during World War II.

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Guided Evening Sightseeing of Washington, D.C.

Experience the magic of seeing Washington's most impressive sights illuminated during your evening scenic tour downtown. Points of interest on your tour include the Lincoln Memorial, the Vietnam Veterans Memorial, and the Korean War Memorial.

Hotel in Washington, D.C. area

Arrive and check into your hotel.

Overnight in Washington, D.C. area

Day 2

Breakfast in Washington, D.C.

Arlington National Cemetery

Observe the quiet dignity of Arlington National Cemetery, the final resting place of more than 200,000 veterans and their families. At JFK's gravesite, you'll see the eternal flame that was originally lit by Jacqueline Kennedy at her husband's funeral. You'll also witness the changing of the guard at the Tomb of the Unknowns.

The United States Marine Corps Memorial

The cast bronze depiction of Marines raising the flag at Iwo Jima honors all those who have served in the Marine Corps since its inception in 1775.

United States Holocaust Memorial Museum Permanent Exhibition

The Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies. Subject to availability.

Newseum

The 250,000-square-foot Newseum is one of the world's most technologically advanced museums, offering a hands-on experience that lets you explore five centuries of news history and go behind the scenes to see how news is made.

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Theater Performance: Shear Madness

Shear Madness is the comedy "Whodunit" that lets the audience solve the crime! Set in present-day Georgetown, Shear Madness engages visitors as armchair detectives to help solve a murder. The show combines up-to-the-minute improvisational humor and audience sleuthing to deliver a unique performance every night. Located at The Kennedy Center.

Overnight in Washington, D.C. area

Day 3

Breakfast in Washington, D.C.

The US Capitol Building Tour & Visitor's Center

Visit the U.S. Capitol, the city's epicenter and the heart of the American legislature. George Washington laid the first cornerstone for the building in 1793, but the edifice was set on fire in 1814 when British troops marched through the city. Much of the structure was salvaged, thanks to heavy rains that quelled the flames, and the Capitol remains the symbol of American government today.

Group Photo in Washington, D.C.

Get a professional photograph of your entire group for long lasting memories of your trip to Washington, D.C.

Photo stop at the Library of Congress and U.S. Supreme Court

Make a photo stop at the green-domed Library of Congress and the imposing white-marble Supreme Court building.

The Smithsonian Museums

Explore all that the Smithsonian's museums have to offer during a self-guided visit. The Smithsonian Institution is the world's largest museum and research complex, endowed by James Smithson and created by an act of Congress in 1846.

National Archives (Time Permitting)

This important landmark holds priceless documents that have shaped the history and politics of the United States. Interactive components will give you an appreciation for the role records and archivists play in linking the past to the future. View all four pages of the Constitution simultaneously in the Charters of Freedom Rotunda. The Public Vaults also store important records from the earliest treaties with Native tribes to presidential websites.

Pizza Dinner & Dance Party

For dinner tonight, enjoy a pizza party at your hotel and dance the night away with your classmates while your very own DJ plays all your favorite songs!

Overnight in Washington, D.C. area

Day 4

Breakfast in Washington, D.C.

Depart for Home

TOUR PRICE QUOTE

WASHINGTON, D.C.: THE CAPITAL TOUR

PREPARED FOR Julie Horton	PREPARED ON September 4, 2018
YOUR TOUR NUMBER 2142646YD	YOUR TOUR WEBSITE efexploreamerica.com/2142646YD

TOUR LENGTH

4 days

DEPARTING FROM

Harvard, MA

REQUESTED TRAVEL DATES

Wednesday, March 13, 2019 – Saturday, March 16, 2019

Your experience includes

ALL-INCLUSIVE PRICE

Based on a private tour with 90 – 95 paying travelers
 P Student ers enrolled by September 30, 2018

\$750	Adult \$1,000
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NUMBER OF PAYING TRAVELERS	PRICE PER STUDENT	PRICE PER ADULT
90 – 95	\$750	\$1,000

Protect your travelers with the Travel Protection Plan for \$99.
Ask your Tour Consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

MOTORCOACH TRANSPORTATION

HOTEL ACCOMMODATIONS

OVERNIGHT SECURITY

MEALS AS SPECIFIED

ALL GRATUITIES

GUIDED TOURS AND ACTIVITIES

FULL-TIME TOUR DIRECTOR

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

TRAVELER RESOURCES

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-HOUR EMERGENCY SUPPORT

Travelers and families can count on EF's dedicated emergency service team while on tour.

EXPERT TOUR PLANNING

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

WESHARE—ACCREDITED LEARNING

Our online learning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

ILLNESS AND ACCIDENT COVERAGE

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 MILLION LIABILITY POLICY

Group Leaders and schools are protected while on tour.

Adult supervision required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BGC.

Breakfast excluded on day of arrival; dinner excluded on day of departure (unless otherwise noted)

2018/19 School Calendar

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 _{ER}	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 _{1/2}	18	19	20
21	22	23	24	25	26	27
28	29	30	31 _{ER}			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 _{1/2}	20 _{1/2}	21	22	23	24
25	26	27	28 _{1/2}	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12 _{1/2}	13	14	15
16	17	18	19	20	21 _{ER}	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6 _{1/2}	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13 _{ER}	14	15	16
17	18	19	20 _{ER}	21	22	23
24	25	26	27 _{ER}	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1 _{ER}	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 _{ER}	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 _{ER}	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days of Note 2018/19

Aug 27, 28	Prof. Dev.	Nov 6	Election/Prof. Dev.	January 21	Martin Luther King Day
Aug 29	First Student Day (1-12)	Nov 12	Veterans' Day	June 20	Prof. Dev.
Sept 3	Labor Day	Nov 21-23	Thanksgiving	January 22	February Vacation
Oct 8	Columbus Day	Dec 24-Jan 1	Winter Break	Feb 18-22	February Vacation
				April 15-19	April Vacation
				May 27	Memorial Day
				June 20	Last Day of School (including 5 snow days)

SCHOOL COMMITTEE PLANNING CALENDAR 2018/2019

<p><u>July</u></p> <ul style="list-style-type: none"> *School Handbook Review *Retreat *Upcoming Year's SC goals *Supt Evidence/Evaluation 	<p><u>August</u></p> <ul style="list-style-type: none"> *Year End Financial Close-out *DEAC Survey Review *Climate Survey Review *Opening Day/Convocation *School Readiness Meeting/Report *Supt Goals/Measures *Assign and Review Subcommittee and Liaison assignments from new goals *Financial Close-out *Superintendent Goals 	<p><u>September</u></p> <ul style="list-style-type: none"> *Update 5-year Capital Plan *Review Capital process *SIP & DIP Review *Contract negotiations if applicable *PD Plan Review *HEAC Updates *Discuss Student Advisory Council topics 	<p><u>October</u></p> <ul style="list-style-type: none"> *Capital Plan approved *School enrollment update and projections *determine School Choice slots *SC/SAC meeting
<p><u>November</u></p> <ul style="list-style-type: none"> *Budget Review Draft *Student Achievement presentation 	<p><u>December</u></p> <ul style="list-style-type: none"> *Budget Review-Cost Center Managers *Budget Approval/Submission *SC/SAC Meeting 	<p><u>January</u></p> <ul style="list-style-type: none"> *SC/FinCom/BOS Meeting *Budget book entry *Executive Summary *Annual Report due *SIP status review *SC/Supt Goal status review *SC/SAC Meeting 	<p><u>February</u></p> <ul style="list-style-type: none"> *Final vote on budget *All boards meeting *Approve next year's school calendar *Budget book entry due
<p><u>March</u></p> <ul style="list-style-type: none"> *Budget Public Hearing *Prepare for ATM *SC Self Eval *SC/SAC Meeting 	<p><u>April</u></p> <ul style="list-style-type: none"> *Approve last day of school *School Choice lottery 	<p><u>May</u></p> <ul style="list-style-type: none"> *Review Subcommittee Liaison assignments *Review Summer PD *Annual Town Meeting *Elect Officers *Review Norms *Review time and day of meetings *Sign diplomas 	<p><u>June</u></p> <ul style="list-style-type: none"> *Review summer meeting schedule *SIP, DIP, Supt goals review *Superintendent Evaluation

On going:

Policy review, Newsletters, Website Review, K-enrollment, Challenge Day

Curriculum Presentations: AP, Art/Music/PE

School Committee Minutes
Upper Town Hall
Monday, August 27, 2018
6:15 p.m.

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

Mary Traphagen called the meeting to order at 6:15 p.m.

John Ruark read the Vision Statement.

Public Commentary – Charlene Cronin, 220 Bolton Road, Harvard, MA – attendance policy.

Vote to Approve Debate Trip

SusanMary Redinger made the motion and John Ruark seconded to move that we approve the Debate trip from September 14th to September 17th as presented in the packet.

VOTE 5/0

Attendance Policy Recommendations

Dr. Dwight led the discussion on the current Attendance policy that allows students to be absent for up to 5 days to attend family vacations during the school year. The administrative leadership team would like to see the allowance of 5 vacation days removed from the policy due to the increase in student absences since the policy was invoked. The Committee discussed that they would like more data, collaboration and discussion before a decision is made to change the policy. Suggestions were made to hold a public hearing to get input from the community. Dr. Dwight will give attendance data from prior years to the Committee and is happy to hear people's thoughts. She will also share all of the efforts to date that have been implemented to help improve attendance. The item will be tabled.

Vote to Approve Handbooks

Josh Myler, Principal of Hildreth Elementary School, presented changes to the 2018/2019 Student Handbook.

SusanMary Redinger made the motion and Jon Green seconded to approve the Hildreth Elementary School Handbook as amended, and directed Mr. Myler to make no changes to the current absence policy.

VOTE 5/0

Scott Hoffman, Principal of the Bromfield School presented changed to the 2018/2019 Student Handbook.

John Ruark made the motion and SusanMary Redinger seconded to approve the 2018/2019 Bromfield Student Handbook as presented and amended during the discussion.

VOTE 5/0

Superintendent Report

*Dr. Dwight updated the Committee on the Hildreth School Building Project.

*Sixth grade wall replacement is completed.

*Roof drain repair is completed and came in at a lower than expected price.

*Science Lab and Science Prep room are not finish. Asbestos remediation and furniture delay slowed down the project. September is the expected date of completion.

*Over 700 computers were handed out to students over the past few weeks.

*The Readiness Meeting was held last week. We learned that there is a road closure in Stow that will impact 5 students who live on Eldridge Road.

*Convocation was held this morning and all went very well. The topics at Convocation were “finding joy in teaching” and “expecting the unexpected”.

Vote to Appoint the Part Time School Business Manager

Dr. Dwight has some qualified candidates and as soon as the reference checks have been completed she will be bringing forth a candidate.

Financial Close-Out

Peter Rowe, School Business Manager, presented an overview of the FY18 Omnibus Budget Year End Summary, which ended with a surplus of \$7,447. Mr. Rowe reviewed the amount of funds used to supplement the general fund and showed the ending balances of all revolving accounts.

SusanMary Redinger made the motion and John Ruark seconded to move to approve the transfer of \$7,447 back to the town as unexpended funds.

VOTE 5/0

Policy Review – Section K

SusanMary Redinger made the motion and John Ruark seconded to move that we accept the policy recommendation to eliminate Policy KCDA and KCDA-R.

VOTE 5/0

SusanMary Redinger made the motion and John Rurak seconded to move that we approve policy KCD-E with capital letter for both Principal and Superintendent.

VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to table the remaining policy for review.

VOTE 5/0

Superintendent Evaluation

SusanMary Redinger presented the Superintendent Evaluation for Dr. Dwight for the 2017/2018 school year. Dr. Dwight was recognized for being a good communicator, visionary and team player. Her successful management of the school building project at the same time as running a high perform district merits excellence.

Goal #1- Networking - Rating – 60% Met and 40% Exceeded.

Goal #2 - To develop a program analysis tool – Rating – 60% Significant progress and 40% Some progress.

Goal #3 – Leadership support and guidance to new leaders at both schools Rating – 60% Exceeded and 40% Met.

Dr. Dwight performed proficient or exemplary in the three performance standards.

Instructional leadership – 80% Proficient and 20% Exemplary.

Management and Operation- 60% Proficient and 40% Exemplary.

Professional Culture - 60% Exemplary and 40% Proficient.

Vote to Approve on School Committee/Superintendent Goals for 2018-19

The Committee reviewed the Joint School Committee/Superintendent Goals for the School Year 2018-2019.

After discussion the Committee decided it will take back the goals and work on the wording for goal one.

Approval of Minutes

John Ruark made the motion and Jon Green seconded to approve the minutes for meetings on June 25, 2018, July 9, 2018 and August 13, 2018 as presented.

VOTE 5/0

Liaison/Sub-Committee Reports

SusanMary Redinger reported that department capital plans are due October 5th. SusanMary recommended that Dr. Dwight and Jon Snyder get the ball rolling. CPIC agreed to fund \$405,000 for a roof on the old library and \$38,000 for a trash compactor. If approved by the Board of Selectman the funding request will go to the town for a vote at a special town meeting in October.

Open to Interested Citizens and School Committee Commentary - None

Adjournment

SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 9:15 p.m.

VOTE 5/0

Respectfully submitted:

Mary Zadroga