

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, September 24, 2018
6:15 PM
Upper Town Hall
13 Ayer Road, Harvard, MA 01451

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:17)**
- III. Student Report (6:20)**
- IV. Field Trip Approval (6:25)**
- V. Sabbatical Request (6:40)**
- VI. HCTV Partnership Funding Request (6:50)**
- VII. Roof Repair Funding Vote (7:15)**
- VIII. Superintendent Update (7:25)**
- IX. Review of the 5 Year Capital (7:35)**
- X. Policy Review (7:50)**
- XI. Grant Approval (8:45)**
- XII. Agenda Items (8:50)**
- XIII. Approval of Meeting Minutes (8:55)**
- XIV. Liaison/Sub-Committee Reports (9:00)**
- XV. Public and School Committee Commentary (9:10)**
- XVI. Adjournment (9:15)**

Attachments: HCTV Support Documents, Superintendent Report, Policies, Sabbatical Contract Language, 5 Year Capital Plan, 4 Field Trip Forms, Grant Information

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 Step 1B

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

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

Purpose of Field Trip:

To attend a MUN Conference

Please See Attached

Trip Itinerary:

6 committee sessions
over 4 days (schedule TBD)

WHY HMUN?

Substantive Excellence

The staff of HMUN is carefully selected to include the most passionate and dedicated directors. Each background guide is carefully crafted for its respective committee and reflects months of research and critical thinking. All of our directors are experts on their chosen topic, and are committed to providing a high-quality experience, resulting in well-run, challenging, and focused committees. Many delegates leave our conference with a newfound passion for international relations and greater awareness of the issues that dominate the world.

Tradition and Innovation

Begun over 75 years ago with a simulation of the League of Nations, our conference is the result of constant innovation and a commitment to excellence. While our conference has expanded to include over 50 nations around the world, we are fully committed to the same high standards for every individual delegate. HMUN is an organization dedicated to exploring new and exciting topics, providing all conference delegates and Faculty Advisors. HMUN 2019 will continue to offer innovative committees, cutting-edge technology, and, of course, great entertainment for delegates outside of the conference.

Size and Diversity

At HMUN 2019, you will have the opportunity to meet and interact with more than 3,300 high school students from hundreds of high schools around the world. HMUN challenges this diverse pool of young people to address some of the most pressing issues in the world, through sustained discussion, respectful debate, and public speaking. Our conference is designed to foster negotiation and public speaking skills, introduce students to global challenges, and provide culturally diverse perspectives on a variety of issues. Our representation at our conference from schools across the globe ensures the HMUN experience is truly international one.

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Trip Itinerary:

TBD

The NAIMUN conference has been the defacto national championship conference over the past three years, drawing top schools from across the country. No other competitive US conference has a higher ratio of top tier teams attending, edging out other major conferences...

— Frank Pobutkiewicz, All-American Model UN Program

OUR MISSION

For a conference of its size in a Model UN world now increasingly dominated by for-profit companies and large, hierarchical organizations, NAIMUN is unique in that all aspects of the conference – from the committee experience to the programming – are run by students for the benefit of their peers. We endeavor to provide competitive simulations and rigorous substance without losing sight of the educational and bridge-building value of Model UN as an activity. Ultimately NAIMUN belongs not only to the conference executives and GIRA, but also to the 3,200+ delegates, 200+ general staffers, and 300+ moderators who continue to make it the finest Model UN conference in the world. It is this collective spirit that has guided NAIMUN over the past 50 years and will continue to drive it in the future.

OUR CORE VALUES

Secretary-General Chase Wagers and Executive Director Abbey Nichols hope to build on NAIMUN's five decades of excellence by adapting the conference to the character of the contemporary Model UN circuit, while staying true to GIRA's and NAIMUN's history and mission.

UNPARALLELED SUBSTANTIVE RIGOR AND INNOVATION

With over 3,200 of the best delegates from around the United States and the world, NAIMUN has been called the "high school championship" of the Model UN circuit, a reputation earned through years of substantive excellence. NAIMUN LVI will continue to outperform its peer conferences by providing rigorous and innovative simulations that challenge delegates and foster thought-provoking

· NAIMUN is situated in the heart of Washington D.C., which means that all students are provided the chance to explore firsthand the greatness of our nation's capital. As in years past, NAIMUN LVI will seize this opportunity and offer unparalleled out-of-committee programming experiences to all delegates. This includes and certainly is not limited to visits to foreign embassies, monuments on the National Mall, museums across the city, or even high-profile buildings like the White House or Pentagon. This prime location, if not used to the best of its potential, would be wasteful. NAIMUN recognizes this and thus provides—in the spirit of *carpe diem*—all delegates an unforgettable opportunity to experience all that the District of Columbia has to offer.

6 11/11/16

NAIMUN LVI | naimuned@modelun.org

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[channel=word_of_mouth&subchannel=customer&source=footer&campaign=4fd1028ee4b02be53c65dfb3](http://www.squarespace.com?channel=word_of_mouth&subchannel=customer&source=footer&campaign=4fd1028ee4b02be53c65dfb3))

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Purpose of Field Trip:

MUN Conference

Please see attached!

Trip Itinerary:

persuasive manner. Refining their public speaking skills in this way will help students increase the effectiveness of their communication in school and in their everyday lives.

light on the policies and practices of an individual country or character. Delegates will also gain a general knowledge of international organizations and current and historical issues in international politics. They will experience first-hand how the art of diplomacy is practiced and how the actions of the United Nations and other international organizations affect the global community.

security organizations will give delegates the opportunity to examine the positions of their country in a more specialized setting.

Mailing Address

University Of Massachusetts
International Relations Club
427 Student Union, RSO Box 54
Amherst, MA 01003

Email

umassmodelUN@gmail.com

CONTACT

Facebook

Instagram

Field Trip Data Form 2018-2019

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

Date of Fall Trip 2018: October 27-28, 2018

Date of Spring Trip 2019: April 26-28, 2019

Advisor(s): Holly Hatton

Advisor Cell Phone: (617) 999-5723

Destination: Race-course: Fish Creek, Lee's Park, 1464 Rte 9p, Saratoga Springs, NY

Phone: Holly Hatton (617) 999-5723

Fall 2018: Hyatt Place Saratoga/Malta, 20 State Farm Place, Malta, New York, USA, 12020

Tel: (518) 885-1109

Spring 2019: Courtyard Saratoga Springs, 11 Excelsior Ave., Saratoga Springs, New York 12866

Tel: (518) 226-0538

Contact Person: Laura Williams (508) 667-3755 at Bus departure

Holly Hatton at race site (617) 999-5723

Destination 2018	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Head of the Fish Regatta	Sat. Oct. 27 - 10:00am	Sun. Oct. 28 - 8:00pm
Destination 2019	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Saratoga Invitational	Fri. April 26 - 1:00pm	Sun. April 28 - 8:00pm

Bus Company: Yankee Line

Phone number: (617) 268-8890

Please attach the list of students going on the field trip. (Attached)

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

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

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



Memo: Sabbatical Request Recommendation
Date: September 21, 2018
From: Linda Dwight, Superintendent
Scott Hoffman, Principal

Our recommendation is to support Ms. Townsend's request for a year off to complete her doctoral dissertation while maintaining the salary budget at the same amount. This would be done by negotiating an agreement that would be similar to one written for a sabbatical in the past. Ms. Townsend would agree to take the 2019-2020 school year off for the amount that is the difference between B1 paid to her replacement and her salary. This arrangement would provide her the concentrated time to travel to France to take a course and study artifacts in archives located in Paris without adding costs to an already tight budget expected for the upcoming school year.

We anticipate a tight budget for the 2019-20 school year due to the following factors;

- Approximately 80% of our budget is dedicated to salaries
- The salaries will increase by 2% for the first 90 days and then go up another 1.25% for the last 90 days
- 23 teachers completed professional development credits to move column changes in the current year resulting in an additional \$85,000 rise in salaries. We expect a similar number of teachers to move columns again next year
- We do not anticipate any retirements at the end of this school year
- We are likely to be asked to create a budget with an increase under 3% overall

While we carefully considered the financial impact, we also wanted to be sure that the students would continue the high quality learning that Ms. Townsend provides. To this end, Ms. Townsend agreed to provide curriculum materials of her creation to the substitute teacher in order to help maintain a high quality program for the students in her absence. She would return to Bromfield to teach for the 2020-2021 school year.

This recommendation differs from the contract and would need to be reviewed by the Harvard Teachers' Association. We make this recommendation instead of rejecting the request because of the travel requirements needed for her specific doctoral thesis and the added benefit of this cultural study to the students who will take Ms. Townsend's French classes in the future.



Memo: HCTV Support
Date: September 21, 2018
From: Linda Dwight, Superintendent
Amy Bassage, HES Teacher, HCTV Board Member

We are requesting additional funding in the total amount of \$20,000 to support the increase in the use of the cable studio by the teachers and students of the Harvard Public Schools. This request comes before you after submitting a grant to the Harvard Schools Trust and hearing back from them that the request did not meet their approval criteria. The grant document was included in the packet for our last meeting.

Years ago, when the cable studio moved from the Old Library to the Bromfield School, the proponents hoped that students would benefit from the closer location. We added a studio art class to our course selection, and over 20 students regularly enroll in each of these classes. The art teacher brings the students to the studio to create movies and public announcement and to edit their work. The studio manager co-teaches these classes with her. Students also use the studio for after school projects including the recording of sports games and other events.

In recent years, the studio manager has encouraged other teachers in both Bromfield and Hildreth Elementary to take advantage of the studio and her expertise. Amy Bassage will present to the School Committee some of the curriculum projects that she and others have done through this project learning opportunity. I am also including a letter from a student who decided to major in film production at college following his experience in the studio.

The requested funds would be used to supplement the salary of the HCTV staff as they dedicate more time to teaching students to create and present their learning in areas that cross over the ELA and Social Studies curriculums.



Memo: Capital Budget Requests
Date: September 21, 2018
From: Linda Dwight, Superintendent
Jon Snyder, Facilities Director

We recommend the attached Capital Budget considerations to help maintain and improve the physical condition of the Bromfield High School. The bold numbers represent either a new item added to the requests or an item that has been moved. The explanation below provides more details.

- The middle school ramp project has been moved out another year. This move should allow us to consider the best of several options put forth by Abacus, the design team partnering with us on the project.
- Repairs to the TBS roof have been added to the requests after Jon collected evidence on roof leaks through his observations and confirmed reports by staff members.
- Chef Paul confirms the need to replace the large refrigerator and freezer as these kitchen items are no longer working properly and on the recommendation of the repair company. He also requested the replacement of sinks and flooring as both are past their useful life and interfere with the successful operations of our food service program.
- We removed a request for IP clocks in FY22 for \$150,000 as Chris has been able to replace components recently, and they are working properly.
- We moved the repairs to the locker rooms up from FY23 to FY22 because of their poor condition.
- We changed the locker replacements from a one year request of \$200,000 in FY23 to \$300,000 over three years, beginning in FY22.
- In the fifth year out, FY24, we added resurfacing the athletic courts, renovating the office space and renovating the guidance space. The dollar amounts of those requests are based on comparison costs of other projects plus inflation.
- For each year, some of the requests are attributed to the Devens account. The amount of Devens' money goes down after the first year to balance the fact that money has been tentatively committed to the HES building project in outer years.

September 14, 2018

Linda Dwight, Superintendent
Harvard Public Schools
16 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
7-23-18	18-31	Extending the Aquatic Investigation Program	Marie Phillip	\$904.00
8-29-18	18-33	Startup for HES Innovation space	Lauren Crittendon	\$2,500.00
9-4-18	18-34	Cooking a 19 th Century meal Field Trip	Kristen McManus	\$1,680.00

Very truly yours,

Terry Symula
Harvard Schools Trust

Cc. Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

Vote to Approve the School Committee/Superintendent Goals for 2018/2019

The Committee reviewed the Joint School Committee/Superintendent Goals for the 2018/2019 school year. The Committee will focus on two goals:

Goal 1: HES Building Project outcome –to successfully complete the Design Development stage with estimates that are within budget; a plan has been developed for the safe construction of the building; and community participation has been encouraged through regular communication and opportunities for financial contributions.

Goal 2: Bromfield House outcome – The School Committee has partnered with the Select Board and the Bromfield Trustees in determining the ultimate disposition of the Bromfield House and property.

John Ruark made the motion and Jon Green seconded to approve the School Committee Superintendent Goals for the 2018/2019 school year as presented.

VOTE 5/0

Superintendent Report

- *The SBC met and voted on the Design submission to the MSBA.
 - *The Historical Commission approved the plan for the new building.
 - *Worked with members of the HAA and Tim Bragan on the relocation of the softball field.
 - *Planned and advertised a public forum on September 19th at 7 PM in the Bromfield School Library.
 - *Grant submitted to Harvard Schools Trust for \$15,000 to partner with HCTV to enhance programs for students at the HCTV studio. Students would use the cable studio, equipment and staff to support learning.
 - *Science lab furniture will arrive this week and installation will be done by Thursday.
 - *Internal work on the sixth-grade classrooms and the roof drain has been completed.
- Jon Snyder sent out bids for the HES roof project. The bid he is more confident with is the submission by CentiMark for \$23,000. He would like to request consideration for this work to be completed outside of the regular budget process as leaking continues to be an on-going problem at HES.
- *Bus ridership is down from last year; bus fees have been collected to meet the budget off-set.
 - *Public forum about the new elementary school – September 19th at 7 PM (TBS Library)
 - *Bromfield Open House – September 20th at 6:30 PM

Vote to Appoint the Part Time School Business Manager

Dr. Dwight presented the resume of Aziz Aghayev with the recommendation to hire Mr. Aghayev as the next School Business Manager for the Harvard Public Schools. Mr. Aghayev will bring with him many skills to update the budget process. The salary of \$550 per day with the possibility of an increase to \$575 after a 3-month review.

SusanMary Redinger made the motion and John Ruark seconded to approve Dr. Dwight to hire Aziz Aghayev as the School Business Manager.

VOTE 5/0

DEAC survey

Liaison/Sub-Committee Reports

John Ruark – No report.

Shannon Molloy - HES Council meeting set for September 25th pending council attendance.

Jon Green – No report.

Mary Traphagen - TBS School Council has not met.

SusanMary Redinger – The Capital Committee reported that the Library roof is being pulled for consideration and will not be moving forward. CPIC is moving forward with rating the trash compactor.

Maureen Babcock – Grant Road will be starting on next phase of construction. Will keep you posted.

Updated the Committee on the progress of Eagle Scout projects in process by Harvard, Troop 1 Boy Scouts.

Open to Interested Citizens and School Committee Commentary - None

John Hunt Stow Road - legal opinion on PTO/School Committee issue.

John Ruark – indicated that the School Committee is a group of volunteers who are operating from a position of good intent. He does not believe that anyone is trying to undermine the good will of the PTO. The PTO, Harvard Schools Trust, Sports Boosters and related groups need our help. Become members and lend your support.

Jon Green – Applauds the innovation to support the enrichment programs at the cable studio with the submission of the grant to Harvard Schools Trust.

Sharlene Cronin, Bolton Road – Excited about the conversation around digital citizenship.

Adjournment

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 8:24 p.m.

VOTE 5/0

Respectfully submitted:

Mary Zadroga



Memo: Roof Repair Additional Information
Date: September 24, 2018
From: Linda Dwight, Superintendent
Jon Snyder, Facilities Director

As presented at our last SC meeting, we are requesting up to \$24,000 to repair the HES roof. These repairs would be done as soon as possible to prevent further damage to the building until the new elementary school is built. During the most recent rainstorm, running water was recorded in the cafeteria. This leak, along with many others required buckets and barrels to be placed throughout the building.

At the last meeting members asked the following questions, and Jon contacted the vendor and provided the answers.

- Please provide a breakdown of supplies and labor.

Labor (prevailing wage) -	\$13,200
Materials -	\$7,474
Misc. -	\$2,500

- The other company mentioned the existing water under the membrane. How will the preferred company address this?

The company plans to remove the membrane and that will allow water to evaporate. In the unlikely event that there is still water, they will remove the insulation and reinstall it. They are not planning to replace insulation as that would raise the costs.

It is Jon's professional opinion that spending the \$24,000 will solve the majority, if not all, of the leaks currently interfering with the learning spaces at HES.

Superintendent's Update
September 24, 2018

I. Hildreth Elementary Building Project Update

Standard II: Management and Operations

Standard IV: Professional Culture, Communications

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

- Met with members of the SBC to consider different options for exterior colors.
- Met with concerned community members about the sports field changes due to the building project.
- Traveled to Boston for an MSBA meeting related to our recent submission of Design Development documents.
- Met with SBC on September 20th to consider interior design elements. We also confirmed the two tone exterior colors.

II. Arm in Arm Meeting

Standard IV: Professional Culture

Standard I: Instructional Leadership

The group met to plan upcoming events. We are continuing the religious panels discussion on October 18th. I have agreed to act as the moderator for that event. We are encouraging students to attend by advertising it through the teachers in the Social Studies departments.

Members of Arm in Arm are also organizing a multi-cultural dance for middle school students.

III. Science Lab Completion

Standard II: Management and Operations

Students returned to their newly remodeled science lab this past week. According to the teacher, Ms. Travers, the move came just in time for the labs that students need to complete as part of the on-going curriculum. The prep rooms are also done and teachers are reorganizing the supplies.

IV. Movie Production as a Learning Opportunity

Standard I: Instructional Leadership

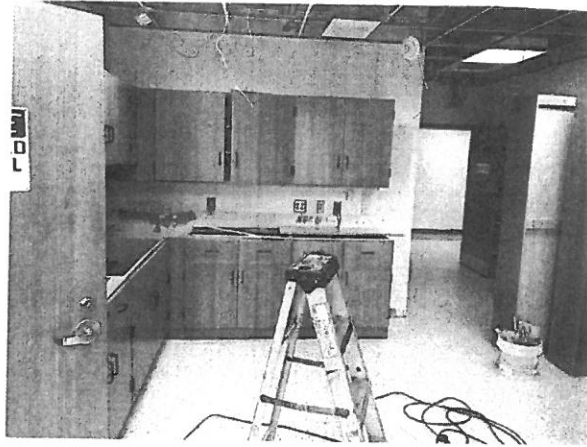
Teachers, HCTV staff, and school leaders from across the district gathered together for an initial brainstorming session. They joined Arts Collaborative leader, Willie Wickman, and me to discuss ways that our students might benefit from the movie production activity in town. The group subsequently read several articles passed out by Kathleen Doherty, Department Chair for Social Studies, and we have a follow-up meeting planned for September 26th after school.

V. Upcoming Events

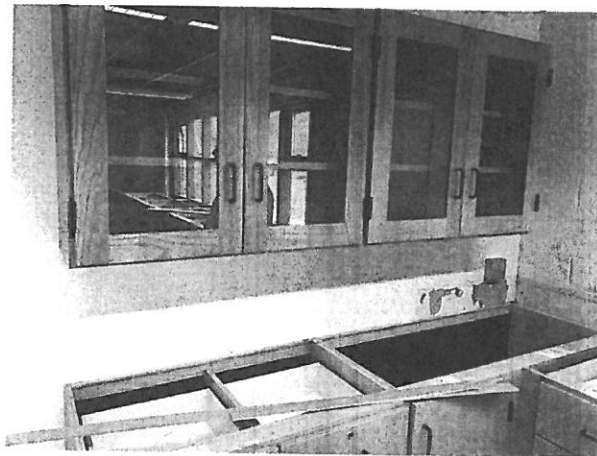
Public Forum about the New Elementary School – rescheduled to September 27th at 7PM (Upper Town Hall)

Superintendent's Update
September 24, 2018

Religious Panel – October 18th at 7PM in the Harvard Public Library



Prep Lab Cabinets



Display Cases in the Classroom



New Tables in the Classroom