

Harvard Public Schools  
14 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**February 24, 2020**  
**6:15 PM**  
**Upper Town Hall**

1. Call to Order and Read the Vision Statement (6:15)
2. Public Commentary (6:17)
3. Student Report (6:20)
4. Field Trip/Grant Approval; Vote (6:25)
5. Pupil Services Program Update (6:30)
6. Calendar 2020-2021 Proposal (7:15)
7. Superintendent Update (7:30)
8. Budget Discussion (7:40)
9. School Building Update (8:40)
10. Agenda Items (8:45)
11. Approval of Meeting Minutes (8:50)
12. Liaison/Sub-committee Reports (8:55)
13. Public and School Committee Commentary (9:05)
14. Executive Session (9:10) ; pursuant to Massachusetts General Laws Chapter 30A section 21 (a) and (3) for the following purposes:
  - a. To discuss strategy with respect to an in preparation for collection bargaining with Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee.

Materials: Pupil Services Update, Calendar, Proposed Budget Changes, Grants, Field Trip Approvals, Superintendent Report, Minutes

**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.**

January 15, 2020

Dr. Linda Dwight  
Harvard Public Schools  
39 Massachusetts Avenue  
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this week:

Submit Date	Request	Title	Submitter	Amount
January 15, 2020	20-08	Bromfield Robotics Club Hardware	Keith Lavigne	\$500

We hope all is going well.

Very truly yours,

Lindsay Burke & Terry Symula  
Harvard Schools Trust

Cc.  
Scott Hoffman  
Josh Myler  
Karen Shuttle  
Rolf VandeVaart

# 2020/21 School Calendar (draft 3 – in Progress) TBS

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## Days of Note:

**Professional Development:** Aug. 25, 26; Nov 3 (Election Day); Jan. 19

**First Day of School:** Aug. 27

**Conferences:** Nov. 23, 24, Dec. 2, (conferences); May 4 (town elections)

**Early Release:** Sep. 1 (election), 16, 30; Oct. 14, 28; Dec. 16; Jan. 13, 27; Feb. 10; Mar. 3, 17, 31; Apr. 14, 30;

May 19; Jun. 9, 22 (Last Day including 5 snow days)

**Vacation:** Sep. 4, 7; Oct. 12; Nov. 11, 25-27; Dec. 24-Jan. 1; Jan. 18; Feb. 15-19; Apr. 2, 19-23; May 31

# 2020/21 School Calendar (draft 4 – in Progress) HES

August 2020						
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June 2021						
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July 2021						
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## Days of Note:

**Professional Development** Aug. 25

**First Day of School:** Aug. 26<sup>th</sup> Grades 1-5; Aug. 27<sup>th</sup> Grades PreK - K

**Conferences:** Nov. 23, 24, Dec. 2 (conferences); May 4 (town elections)

**Early Release:** Sep. 1 (election), 16, 30; Oct. 14, 28; Dec. 16; Jan. 13, 27; Feb. 10; Mar. 3, 17, 31; Apr. 14, 30; May 19; Jun. 9, 22 (Last Day including 5 snow days)

**School Closures:** May 7, 10, 11 (no school)

**Vacation:** Sep. 4, 7; Oct. 12; Nov. 11, 25-27; Dec. 24-Jan. 1; Jan. 18; Feb. 15-19; Apr. 2, 19-23; May 31

**Superintendent's Update**  
**February 24, 2020**

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**I. Cost Center Budget Meetings**

*Standard II: Management and Operations*

Aziz met with the cost center managers to show them the data of their year to date expenditures against the budget. He created a set of Google sheets that displayed the Munis information in an easily readable, color coded format. We will plan a time for him to show this to the School Committee, as well.

**II. Ann Lees Field Update**

*Standard II: Management and Operations*

After you allocated the funds to upgrade the field, I organized a meeting with Tim Bragan, Tim Kilhart, Doug Thornton, and Liz Allard. We discussed the next steps to the project and began the process as detailed below;

- Tim K., Liz, and I went out to the field to discuss the setbacks, trimming the brush, and potential bleacher placement. Once approved by ConCom, Tim will cut the brush behind the first base fence. He will also fertilize the outfield once it is approved. He will fix the parking lot and remove the dirt piles.
- Electricity was located in an above ground box near the parking lot. This would possibly allow for an electric scoreboard. We are waiting for approval before writing the grant for this funding.
- Liz described the paperwork needed to gain approval from ConCom for the foul poles, use of fertilizer, planting of grass, temporary fencing, and placement of the scoreboard. The needed information included project descriptions, letters to the abutters, and a marked site map. Mary and I completed the paperwork on Friday for a Monday deadline.
- Dave Boisvert, the Athletic Director, confirmed the distances for the foul poles and outfield fence, and agreed to purchase the temporary fencing, once approved.
- Tim B. agreed to share the fencing companies contact information to me for follow up by me or Dave. B.
- Dave B. suggested the students from the technical schools may be interested in the project work of covering the dugouts. I will call them this coming week to gauge their interest.
- The ConCom hearing of our requests will take place on March 5<sup>th</sup> at 7:30 PM, and I will plan to attend.

**III. Start Time Advisory Continues**

*Standard I: Instructional Leadership*

On Friday, February 15<sup>th</sup>, I collaborated with students throughout the day to gain their insights on the shift in start times. By coordinating with the physical education teachers, I was able to spend full class periods with a total of 110 middle school students. I began the class periods describing the work to date, our reasons for the proposal, and some of the research. Then, I put the students into groups to "take a position" given to them of either pro or con. The groups used large chart paper to brainstorm supportive points for their position. They also accessed some of the research on the topic. Then, each group shared out their thoughts. The groups that were con came up with points such as; students and parents are used to the schedule as it is, parents may have to drop them off early to get to work on time, they like getting out at 2:20 PM, later sports schedule, the .5 hour wouldn't be enough of a difference, etc. The groups that were pro had points such as; the need for more sleep, better attention in class, less anxiety and better mental health, fewer AM car crashes, more time for



**Superintendent's Update**  
**February 24, 2020**

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breakfast, etc. After hearing the information, students were asked to provide their personal position on an index card.

At the end of the day, I had collected 110 cards and sorted them into pro, con, or undecided. The results were; 16 undecided, 55 against the change, and 39 in favor of the change. These results were consistent with the experiences of other districts, as students often prefer what they are used to and resist the change. In fact, student resistance was the main reason the proposal was abandoned in Harvard ten years ago. For districts that go ahead with the change despite the resistance, surveys have shown favorable views from students afterward.

**IV. Facilities Manager Hiring Process**

*Standard II: Management and Operations*

Since Jon shared his decision to resign as the Facilities Director, we have advertised the position in multiple ways. I posted the position on School Spring and Jon posted it on the Facilities Managers' job site. He also shared the opening to his colleagues at a meeting last week. I called Montechusett Technical School and shared the information for their job board for adult education students.

So far, we have 15 applicants to consider. Scott, Josh, Aziz and I will begin interviewing selected candidates this week. Jon has agreed to make himself available to ensure a successful transition. He also shared valuable insights into the position and the workload at our extensive exit interview on Friday.

44 Bromfield students and 3 Bromfield staff members spend the February week doing service projects in New Orleans.



Bromfield students beautify New Orleans



Planting trees as part of their service

DRAFT - PotentialCuts

<b>TBS</b>			
teaching position	\$66,000		
extra section	\$8,500	x	
replacement books	\$3,000		
Primary Source	\$6,000		
<b>Pupil Services</b>			
SEPAC dbl. funded	\$1,000	x	
sped ed switch	\$35,000	x	
<b>HES</b>			
teaching position	\$60,000		
math books	\$20,000	x	
copier	\$4,000	x	
<b>Technology</b>			
Tech position hours increased	\$30,000	x	
<b>Central Office</b>			
summer PD	\$10,000	x	
HES bus fees	\$15,000		
<b>Misc.</b>			
pupil supplies and curriculum TBD	\$20,000	x	
	\$278,500		\$93,500
		Devens \$176,500	Devens \$270,000

School Committee Minutes  
Upper Town Hall  
Monday, February 10, 2020  
6:15 p.m.

Members attending: John Ruark, Sharlene Cronin, SusanMary Redinger, Suzanne Allen and Linda Dwight. Absent: Shannon Molloy, Maureen Babcock and Aziz Aghayev.

John Ruark called the meeting to order at 6:15 p.m.

SusanMary Redinger read the Vision Statement.

**Public Commentary – None**

**Student Update:** Students Felecia Jamba, Vivien Jamba and William Walling-Sotolongo gave the following report:

The Bromfield Girls Varsity Basketball team qualified for the district tournament.

The Girls Indoor Track team won the Division 2 Championship.

The Swim team did really good in sectionals that were held this weekend.

The Bromfield Robotics team did really well at their competition in Canton.

Refresh Day was held on February 5<sup>th</sup>. It was a great success. There were a big variety of events held including a baby farm animal farm, meditation, boggle and AP review sessions.

The Bromfield Model UN attended the conference in Boston last week which was very fun.

The Junior Class semi-formal Snowball dance was held on Saturday. It was lots of fun and well attended.

The New Orleans community service trip is coming up at the end of this week.

**Field Trip Approval - None**

**School Improvement Plan Updates**

Hildreth Principal Josh Myler reviewed the percentage of completion of the HES School Improvement Plan.

Core Value: Student Achievement	Social Studies Alignment – Completion – 60%
	School Start Time – Completion 60%
Core Value: Personal Growth	Substance Use and Safe Choices – Completion 70%
Core Value: Partnership and Resources	Building project – Completion 50%
Core Value: School Climate	Safe and Supportive Classrooms – 100%
On-going Initiatives	



Bromfield Principal Scott Hoffman and Associate Principal Robin Benoit reviewed the percentage of completion of the TBS School Improvement Plan.

Provide a Safe, Secure, and Inclusive Learning Environment for All.	Decreased Absenteeism- Completion 50%
	Communicating incidents of disrespect – Completion 50%
	Implementing Vaping initiative – Completion 75%
	District Wellness Committee to create survey – Completion 20%
Support Engaged Teaching and Learning	First drafts of rubrics are complete – Completion 70%
	Collaborative teaching is in place – Completion 50%
	Homework free weekend survey and forum – Completion 40%
	Altering schedule at TBS – Completion 50%
Activate Community Pride	Create Survey and track data – Completion 30%
On-going initiatives	

#### **Ann Lee Field Projects and Funding: Vote**

Bob Miller attended the meeting and shared with the Committee his thoughts on the field development and needs. The Committee discussed the proposed list of items that would bring the field up to a standard of safe and playable. After discussion the Committee agreed to commit up to \$19K for softball improvements.

SusanMary Redinger made the motion and Sharlene Cronin seconded to move to encumber up to \$19,000 from the Devens fund to make improvements to the Ann Lee Field as outlined in the presentation (agreed upon top section minus the scoreboard, DPW work and some portion of the contingency).

VOTE 4/0

#### **Student Advisory Topics**

Class Enrollment by gender  
Culture - Refresh Day, Challenge Day  
Self - Assessment

#### **Superintendent Update**

See attached.

#### **School Start Date Side Agreement; Vote**

Dr. Dwight presented a letter from the HTA with contract language that would allow the school year to begin as early as August 24<sup>th</sup>, 2020. This would be a one-time exception of the contract language on page 5 of the HTA contract/document dated September 1, 2017-August 31, 2020. If approved this would enable the Calendar Committee to move the start date a week early. Members would support the move for one year and want to be sure to get the word out early to let parents know. Dr. Dwight will bring the 2020/2021 School Year Calendar back for approval at a March meeting.

Suzanne Allen made the motion and Sharlene Cronin seconded to move to approve the letter from the HTA as presented.  
VOTE 4/0

### **Joint Goals Update; Vote**

Sharlene Cronin presented information for consideration to add an additional Joint Goal. The vision of the goal is to have high quality fields that are adequately maintained and meet the needs of our students and families and to define a set of plans and implement processes that address recommendations from counsel relating to Title IX requirements.

It is not the intention of the Chair to add work and he would not want to add a goal unless it is something we are already working on. Dr. Dwight suggested the possibility of hiring an outside source to review the Title IX piece.

SusanMary Redinger, Linda Dwight and Sharlene Cronin will meet to complete the measures for each of the action items and will return with updated information at a future meeting.

### **Dashboard Discussion**

Sharlene Cronin presented information created by the Dashboard Subcommittee on proposed data sets for Committee consideration.

1. Absence & Tardiness
2. Coursework & Enrollment
3. Student Opportunity Act

Other topics for future consideration include: Special Education, Title IX review, and Technology use. The Dashboard Subcommittee will collect data information but will not be constructing a dashboard until more resources are in place.

### **School Building Update**

SusanMary Redinger gave an update on the school building project. Concrete continues to be poured, National Grid is still pending on the installation of power at the site and have said they are two weeks out, the move in date currently is May 10, 2021. SusanMary Redinger would like to schedule a time for the School Committee to visit the sight.

### **Agenda Items**

SPED presentation  
Budget  
Policy  
Negotiation Update  
Calendar  
District Improvement Plan  
Advocacy Around State Legislature

### **Approval of Minutes**

John Ruark with no objection approved the minutes of the February 10, 2020 meeting as amended.  
VOTE 4/0

**Liaison/Subcommittee Reports**

**Suzanne Allen** – reported that the Start Time Subcommittee is planning an evening parent meeting.

**Suzanne Allen** – reported that the Policy Subcommittee is working to define and improve the Booster Policy language around governance.

**Suzanne Allen** - SEPAC is planning some presentations for this year, working on by-laws and putting together a survey that asks the right questions to get the information they need from Special Education parents.

**Suzanne Allen** – the Wellness Subcommittee has not met, but will be looking to set up a meeting soon.

**SusanMary Redinger** – reported that Capital met this morning and finalized their report. No changes were made to any of the articles.

**SusanMary Redinger** – reported that TBS School Council meets this Wednesday.

**Sharlene Cronin** reported that the Field Subcommittee meets this Thursday.

**Sharlene Cronin** reported that DEI Subcommittee meets later this month.

**Sharlene Cronin** reported that the Negotiation Subcommittee met last week and plans to meet again this week.

**Sharlene Cronin** reported that she and Dan Daley gave an update to the Library Trustees with regard to the fields. The Library Trustees wanted the field around the library to continue to be available for a wide range of uses and to not be seen as just an athletic field because it is so much more.

**John Ruark** reported that HEAC meets this Wednesday.

**John Ruark** reported that DEAC is not scheduled to meet. Will set something up with Maureen Babcock soon.

**John Ruark** reported that the Negotiation Subcommittee will meet this Thursday, and will go through redline changes. Hopefully we will have something by the end of the month that will be ready to go out for first line legal review.

**Public and School Committee Commentary**

SusanMary Redinger will coordinate the Science Fair. She will work with Shannon Molloy to judge the Middle School Science Fair. Suzanne Allen, Sharlene Cronin, and SusanMary Redinger will judge the High School Science Fair.

Respectfully Submitted,

Mary Zadroga

**Superintendent's Update**  
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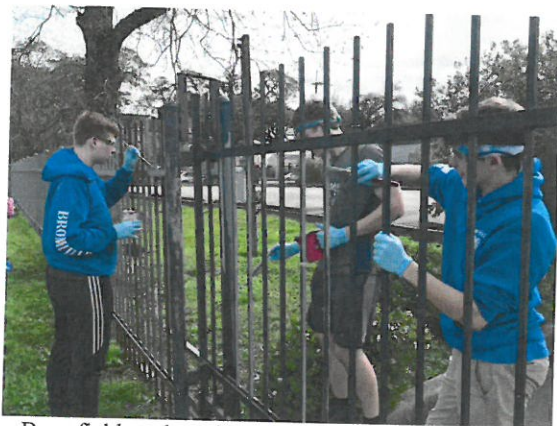
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