School Committee Minutes

Upper Town Hall

Monday, August 29, 2016

6:00 p.m.

Members attending: SusanMary Redinger, Nancy Lancellotti, Jon Green, Mary Traphagen, Maureen Babcock and Linda Dwight. Absent: Patty Wenger

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

Jon Green read the vision statement.

**Public Commentary –** None

**Superintendent Report**

Dr. Dwight reported on the following:

**HES building project update**

\*Called references for the 4 selected companies.

\*August 9th – conducted 4 interviews, discussed and made a final selection.

\*Completed a detailed report on our selection process.

\*August 17th – submitted our Owner’s Project Manager (OPM) selection and report to MSBA,

\*Completed revisions to the OPM report for MSBA.

Upcoming:

\*September 12th – meet in Boston with MSBA to approve our OPM.

\*Visioning Committee meets on September 14th.

\*School Building Committee meets on September 22nd.

\*RFS written, approved, and posted for the design phase.

**Celebration of Capital Projects** – Friday morning from 7:30 a.m. to 9:00 a.m. and again on Tuesday evening from 6:00 p.m. to 7:00 p.m. opportunities for community members to tour the science labs, parking lots and updated bathrooms.

**Change Orders for the Parking Lot Project**

Sunshine Paving Company requested two change orders during construction. The first involved ledge removal and the second involved electrical work beyond the original scope of the project. The two change orders bring the cost of the project up by $12,400 from $330,000 to $342,400. The School Committee will need to vote their approval and a funding source.

Mary Traphagen made a motion and Nancy Lancellotti seconded to encumber $12,400 from the Devens account to pay for the overage of the Bromfield Parking Lot project.

VOTE 4/0

**New Teacher and Staff Induction**

On Thursday, August 25th, the new staff was warmly welcomed into the district with a full day of induction activities starting with breakfast and a meeting with the town’s human resource department. Lisa Hopkins is our new teacher mentor coordinator.

Students in grades 6 and 7 visited Bromfield to pick up their iPads this past week. They also picked up a keyboard and case which are new additions to their technology learning tools. Students in grades 5 and 8 will visit the schools with their families to learn more about the technology tools as they are first time users of the schools’ iPads and MacBooks. The late arrival of the technology put an additional strain on the IT staff, but they are managing the hurdles with grace and professionalism.

**Update on Capital Projects**

Dr. Dwight reviewed the progress of the capital projects. The science lab chairs have been ordered. The HVAC units will be installed in late September/early October. The lights for the parking lot have been ordered and will be installed in a few weeks. A final payment is being held to Sunshine Paving Company until the lights are completed. Plantings will take place in later fall.

**School Readiness Report**

Dr. Dwight held a meeting on Wednesday, August 24th with school and town officials to bring everyone up to date to on school readiness.

\* Chief Denmark reported that new radios are working that will connect the school radios with the police radios.

\* Additional training needs to take place with regard to the security cameras.

\* Information on the changeover to day porters at the school and getting their numbers in our emergency list.

\* Rich Nota reported on road work projects set for the fall. Rich will let us know of any impact to busses.

\* Discussed the consolidation of stops at Devens. It will be gently rolled out and will be vetted by administration before any changes are made along with communication with families once any decision is made.

\* Ron Gilbert discussed snow clearing. The process of snow removal has yet to be worked out at the schools. We handle side walk areas closest to the schools and the town handles parking lots and driveways.

**Discussion of Draft School Committee/Superintendent Goals**

The Committee discussed their 2016/2017 goals/outcomes as follows:

1. Contract Negotiations
2. HES Renovations
3. User Fees

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| 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 HTAAdministrationSchool Business ManagerBoard of Selectman |
| 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 2017 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 CommitteeSchool CommitteeAdministrationSchool CommunityCapital Committee/Finance Committee |

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| User Fees | To reduce the financial demands on Harvard schools' families by eliminating or reducing bus fees, athletic fees and/or kindergarten tuition. | By June 30, 201 7 a funding plan/structure has been implemented that ensures user fees will cover a fixed percentage of services for at least a three year period. OR:By ATM 2017, funding has been approved that decreases user fees for some or all of Harvard families and a financial plan is in place to address user fees for at | 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 AdministrationHarvard Athletic Advisory Harvard community |

Based on discussion SusanMary Redinger will amend the wording on goal 1 and 2 and rewrite the user fee goal. The Joint School Committee/Superintendent goals will be resent to vote at the next meeting.

**Athletic Uniforms Replacement Cycle and Possible Funding Sources**

Dr. Dwight reviewed the athletic uniform information 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. Dr. Dwight’s suggestion is to use the building rental account to fund the uniform replacement cycle. This issue can be tackled when the Committee works on the User Fee issue.

**Substitute Teacher Recruitment/Training/Evaluation**

Dr. Dwight presented a proposal to hire someone part-time to complete the tasks of researching how other districts provide substitute teachers, recruit, interview and train substitute teacher candidates, develop resources such as training materials, survey, feedback forms, and observation templates, observe substitute teachers and provide constructive feedback and share information with the leadership team. The approximate cost for the full year pilot program will be between $5,550 (11 full days) and $15,000 (30 full days). The Committee asked Dr. Dwight to create a job description and present as a pilot program at the next meeting.

Dr. Dwight requested to purchase an attendance tracking program at an initial cost of $9,500 (set-up fee keep accurate data of days off with reasons. In addition the program allows teachers to self -report absences and sets up substitutes to select work days through their website. Administration may run reports of any type and the program uploads to state portal.

Mary Traphagen made a motion and Jon Green seconded to appropriate $9,500 to purchase the services of Aesop tracking program for teachers and substitutes.

VOTE 4/0

**Update to Personnel Spreadsheet**

The Committee reviewed the updated 2016/2017 personnel spreadsheet. The surplus is currently $101,483 with all hiring complete.

**Update on the Town Finance Director/School Business Manager Shared Position**

The Committee discussed next steps after a second failed search to fill the position of Town Finance Director/School Business Manager shared position. Dr. Dwight discussed that there is currently a Memorandum of Understanding that combines the position and which would need a vote to sever and it will take 10 months before the agreement would be severed. In the meantime we have Peter Rowe serving as interim business manager for the school side and we will continue with that while the town continues to search. Dr. Dwight will schedule a meeting with Ken Swanton and Tim Bragen to discuss filling position and/or the possibility of terminating the agreement.

**Review Liaison Assignments and Sub-Committee Assignments**

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| **Liaison Assignments** |  |
| Board of Selectman | SusanMary Redinger |
| FinCom | SusanMary Redinger |
| DEAC | Mary Traphagen |
| SEPAC | Jon Green |
| TBS School Council | Nancy Lancellotti |
| HES School Council | Mary Traphagen |
| CPIC | Patty Wenger |
| HEAC | SusanMary Redinger |
| Park and Recreation Representative | Mary Traphagen |
| State Representative | Mary Traphagen |
| CASE | Linda Dwight |
|  HCTV |  Jon Green |
| **Subcommittee Assignments** |  |
| Bromfield House | SusanMary Redinger |
| Budget | SusanMary Redinger/Mary Traphagen |
| Policy | Mary Traphagen/Nancy Lancellotti |
| Science Labs | Nancy Lancellotti/SusanMary Redinger |
| User Fees/Athletic Advisory | Mary Traphagen/Patty Wenger |
| Website Review | SusanMary Redinger and Jon Green |
| Wellness Committee | Mary Traphagen and Nancy Lancellotti |
| Superintendent Review | SusanMary Redinger and Mary Traphagen |
| HES Visioning | Mary Traphagen and SusanMary Redinger |
| Building Committee | SusanMary Redinger |

**Vote on Secretary Position**

The Committee voted to fill the vacancy left by Jennifer Bedford as School Committee Secretary.

Mary Traphagen made a motion and Jon Green seconded to nominate Nancy Lancellotti as School Committee Secretary for the 2016/2017 school year.

VOTE 4/0

**Liaison Reports**

Mary Traphagen reported that Parks and Recreation under the direction of Steve Victorson and volunteers (including Mary’s two sons) were able to get the new playground installed at the Pond.

SusanMary Redinger reported that the Harvard Energy Advisory Committee is looking to partner with National Grid and the US Department of Energy to integrate with the solar generation and batter storage component. A meeting is scheduled this week to see if this is a project that we want to pursue.

**Review meeting Minutes**

Susan Mary Redinger with no objection approved the minutes of the July 11, 2016 meeting as amended.

VOTE 4/0

SusanMary Redinger with no objection approved the minutes of the August 8, 2016 meeting as amended.

VOTE 4/0

SusaanMary Redinger with no objection approved the minutes of the June 9, 2016 meeting as submitted.

VOTE 4/0

**Suggest Future Agenda Items**

School Improvement Plans

Substitute Teacher Oversight Position

School Committee Goals/Outcomes

Enrollment figures

Policy Review

MCAC/AP Data

Professional Development Review

**Commentary**

Nancy Lancellotti thanked Dr. Dwight for running all of the capital projects over the summer. It was a busy summer and everything looks great and ready to go.

Mary Traphagen thanked Dr. Dwight for her hard work and inspiration she brings to the district. Convocation was a great event, very inspiring and a very good vibe in the room.

SusanMary Redinger she really was torn about not being able to attend the convocation and thanked Mary Traphagen for being there.

Jon Green thanked Dr. Dwight for convocation and for the community celebration of the capital projects.

Linda Dwight – it takes a lot of people to have a smooth start to school, thanked Mary Traphagen for a great job at convocation and for giving an inspiring and from the heart message. Thanked Nancy Lancellotti for her hard work on the Science Labs.

**Adjourned**

SusanMary Redinger with no objection adjourned the meeting at 9:00 p.m.

Respectfully submitted: Mary Zadroga

**Adjournment**

SusanMary Redinger with no objections adjourned the meeting at 8:45 p.m.

VOTE 3/0

Respectfully submitted:

Mary Zadroga