

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, May 22, 2017
6:15 p.m.
Upstairs at Town Hall

- I. Call to Order (6:15)**
- II. Read the Core Value Statement (6:20)**
- III. Open to Interested Citizens' Commentary (6:22)**
- IV. Student Report (6:27)**
- V. International Trip Approval, Out of State Trip Approval for 6th Grade (6:35)**
- VI. Technology Presentation (6:45)**
- VII. Technology Position Request (7:05)**
- VIII. HCTV Proposal (7:15)**
- IX. Superintendent Report (7:30)**
- X. Update on the Building Project (7:35)**
- XI. Curriculum Review Schedule Proposal (7:50)**
- XII. Kindergarten Enrollment Numbers (7:55)**
- XIII. Choice Lottery Update (8:00)**
- XIV. Summer School Committee Meeting Schedule (8:05)**
- XV. Review the Superintendent Rubric (8:15)**
- XVI. Budget Consideration (8:30)**
- XVII. Review meeting minutes (8:35)**
- XVIII. Liaison/Sub-committee reports (8:40)**
- XIX. Suggest future agenda items (8:45)**
- XX. Open to Interested Citizens' and School Committee Commentary (8:35)**
- XXI. Adjournment (8:40)**

Documents: Superintendent's report, meeting minutes, field trip documentation, Kdg. Enrollment Numbers, Choice Lottery Information, Budget Proposal, Superintendent Rubric Sample, Technology Support Specialist Job Description, Building Update Materials

Core Value Statement: 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.

Field Trip Approval Form 2016-2017

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 purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Date(s) of Trip: Wed., June 14 (rain date Fri., June 16)

Advisor(s): Tarullo, Miller, Tuttle, Terrio

Students/Class/Grade Level Attending the Field Trip: Grade 6


Destination: Canobie Lake Park in Salem, NH


Departure Time: 8:15 a.m. **Return Time:** 2:20 p.m.


Mode of Transportation: Bus

(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.

 6th Grade Team Leader
Deapartment Leader Signature/Approval


Principal Signature/Approval


Nurse Signature/Acknowledgment

Out of State/Overnight Field Trip Request Form

Advisor(s): Tarullo, Miller, Tuttle, Terrio

Grade Level(s) of Students Attending Trip: Grade 6

Trip Destination: Canobie Lake Park in Salem, NH

Date of Departure: Wed., June 14 (rain date Fri., June 16) **Time of Departure:** 8:15 a.m.

Date of Return: Same Day **Time of Return:** 2:20 p.m. (in time for dismissal)

Travel Company (if applicable): N/A

Name of Contact Person: Miranda Miller

Address: 14 Massachusetts Ave., Harvard, Ma 01462

Phone: work: 978-456-4152 Ext. 234 cell: 508-868-4318

Cost of Trip: Approximately \$36

Plan to address overnight stipend for professional staff: N/A

Deposit Method and Due Dates: N/A

Date of Parent Meeting(s): N/A

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.

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:

The purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Trip Itinerary:

Leave Bromfield at 8:15 a.m.

Arrive at Canobie at 9:00 a.m.

Spend the day at Canobie.

Leave Canobie by 1:30 p.m.

Arrive at Bromfield by 2:20 p.m. for regular dismissal.

HARVARD SCHOOL DISTRICT
Job Description

Job Title: **Technology Support Specialist (40 hours per week/52 weeks)**

Reports To: Technology Director

Evaluated By: Technology Director

JOB GOAL: To ensure the successful deployment and maintenance of technology as a learning tool in the district.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Basic computer/printer troubleshooting and repair
2. Software installs
3. Delivery of hardware and software from school to school as needed
4. Tests network connections when needed
5. Projector cleanings
6. Pulling cables
7. Setting up labs
8. Knowledge of Microsoft Office, Windows 7 and 10, Adobe Reader, Chrome, Internet Explorer, Google Suite
9. Knowledge of the Apple/Macintosh environment

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Ability to make independent judgements and cooperate as a team member
2. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
3. Ability to maintain confidentiality
4. Ability to communicate with individuals of varied cultural and educational backgrounds
5. Ability to keep and maintain accurate records and to meet deadlines
6. Such alternative to the above requirements as the Technology Director may deem appropriate and acceptable

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Bachelor's Degree and/or technical degree
2. CORI and fingerprinting clearances

HARVARD PUBLIC SCHOOLS “VIDEO COACH” POSITION

A proposal from the Harvard Cable TV (HCTV) Committee to the Harvard School Committee

Three years ago to this month, the Harvard School Committee and the Harvard Board of Selectmen jointly signed a Memorandum of Understanding to build a new facility for Harvard Cable TV in the basement of the Bromfield School with the intent “to establish a long term collaborative venture” to “open up much potential for interaction between HCTV and the entire school community”. Much potential has already been realized. Through awareness building and training of interested students and teachers, a number of collaborative projects involving individuals and classes were undertaken. The success of these projects continues with the establishment of an accredited high school course on TV Production in 2015 that is now being offered the middle school students.

Through significant investment of its own funds, combined with generous gifts from the Harvard Schools Trust, the PTO and the Harvard Cultural Council, HCTV has recently upgraded the Bromfield facility with state-of-the-art equipment and software. HCTV has also hired Anya Zulawnik, an experienced videographer with significant production experience in local cable television, as its Station Director and primary collaborator with the Schools and the students. Anya worked closely with the students in Martha Brooks’ TV Production Class this year, and has continued mentoring them after the course ended. She has done a number of independent video projects with the local Girl Scouts. Anya is also leading the charge to start recording and broadcasting Bromfield sports events, starting this spring with the Girls Varsity Lacrosse team. Anya is training the student operators, manages the live filming on the field, and personally does the post-production editing.

We feel there is still much more potential to be realized, expanding the reach of this creative activity across more Bromfield students and activities, as well as into the Hildreth Elementary School environment. In our conversations with the PTO, they strongly share this belief, and have started their own discussions on how to expand awareness among teachers, students, and parents.

However, the limiting resource on expanding this collaborative initiative is Anya herself. Currently, she alone has the unique combination of content knowledge, experience, and interpersonal skills to most effectively inspire and teach budding videographers. HCTV has already shifted its staffing investment to maximize the hours that Anya can give to the students, but is limited by its constrained budget to do more.

An informal discussion with Dr. Dwight and Scott Hoffman last week generated a possible strategy for formalizing and funding Anya’s mentoring and leadership of the expanding population of students interested in the creative art of videography – the notion of establishing a “Video Coach” position with requested funding from the School Committee-controlled funds. The Video Coach position would exist throughout the school year and provide instruction and guidance to teachers and students with respect to learning and improving their creative videography skills. Specific tasks and their priorities would be collaboratively set by Anya and her School Administration liaison, and might include:

- Instruction and supervision on the use of HCTV facilities and equipment

- Mentoring on creative video production, from ideas to techniques
- Actively participating in student-related video production, such as equipment setup, camera or mixer operation during filming, or post-production editing

Ongoing oversight of the video coaching process could be done individually or collaboratively by a designated School administrator and/or the HCTV Chair. Given the pilot nature of this program, it is recommended that the School and HCTV Committees jointly evaluate progress and results, including feedback from the students, in the middle of the School year and at the end of the School year to determine if the Video Coach position should be continued as is, changed, or canceled for the next School Year.

Based on a historical perspective of Anya's time and efforts this past school year (see attached *Overview of Video Coaching Support Given to Bromfield Students*), it is proposed that the "Video Coach" position be initially funded by the school district for the 2017-2018 School year at the level of \$5000. This would fund an incremental 180 hours of Anya's time (@\$26.18/hour of salary plus proportional benefits), or an average of 5 hours/week during the 36 weeks of the school year.

HCTV is equally committed to expanding student exposure and involvement in creative arts to complement the rigorous academic training already working so well within the Harvard Public Schools. We are very excited to work with you to evolve this proposal as needed to make it happen for the upcoming school year.

Bill Johnson
Harvard Cable TV Committee

Superintendent's Update
May 22, 2017

I. Hildreth Elementary building project update

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

- We held a community forum on 5/9. There were 14 community members in attendance.
- We presented the building project information to the teacher leadership team and the HAA board.
- The working sub-committee met to discuss the condition reports, costs for improvements to the envelope of the 1988 building, overall cost estimates, and next steps.
- Held a School Building Committee meeting. Reviewed costs. Made decisions about surveying the community to gain more input.
- Created and disseminated the survey.
- Initial response to the survey: 129 as of May 19th

II. Arm in Arm Event

About 75 community members and students met at the top of Town Hall to hear Chief Denmark talk about the community response to the rock incident. His talk was interactive with audience participation and information sharing. He shared expert research on the psychology of bias, racial profiling, and exclusion. The group then discussed ways to react and prevent further incidents.

III. Global Competency Program Update

The response to the pilot program has been very positive. Students in upcoming grades 10 and 11 were invited to complete an application if they were interested. Thirty-six students applied. We reviewed the completed applications that included two essay questions. Students provided thoughtful and reflective responses to the two questions; *Why do you want to be part of the Global Competency Program? Prior to completing this application, what travel, research, or service experiences have you had that you would consider to be of a global nature?* Bryce Mattie led the review session and then later sent an e-mail asking for faculty advisors to help mentor students in the program.

IV. Team Building Programs at HES

Sue Frederick and Christine Reale are leading fifth grade girls in a running program in preparation for the Jessie 5K run. This is the second year for this program. This is the first year of a boys' version of the team building that involves running obstacle courses. The boys cheered each other on to improve their group time. They also raced against Josh Myler in the culminating event.

Superintendent's Update
May 22, 2017

V. MASS Spring Meeting

Superintendents from across the state joined together at the annual spring conference in Marlborough on May 18th. Guest speakers included Governor Baker, Dr. Eddie Fergus, and MASS leaders. Dr. Fergus spoke about his work with over 70 districts across the country on dealing with disproportionality and overcoming bias based beliefs. Governor Baker talked about the state's budget, level 3 school reforms, and collaborating with educators on improvements.

VI. Bromfield Drama

Students involved in the drama program worked hard to learn the lines to a lengthy comedy play; *The Man Who Came to Dinner*. Through expert timing of the actions, facial expressions, and lines, the students made the audience laugh and enjoy the experience. Thanks to Martha, the supportive parents, and the students for a wonderful play.

Curriculum Presentation
2017-18

MONTH	CONTENT AREA
September	Math (Bromfield)
October	Math (HES)
November	Science (Bromfield)
December	Science (HES)
January	Music (Bromfield)
February	Music (HES)
March	Technology (Bromfield)
April	Technology (HES)
May	English (Bromfield)
June	ELA (HES)

Kindergarten 2017-18 Enrollment

Reported by Christine Reale:

We currently have 56 students registered (with 2 additional students that we know should be coming over the summer)

We have 1 undecided on Full or Half

We have 4 half -day (with at least two intending to go full day after a month)

We have 51 Full day

School Choice 2017/2018

There were 8 slots available for 2017/2018 School Choice.

Five (5) designated for Grade 3 (4 filled & 1 slot still open)

Three (3) designated for Grade 10 (2 filled & 1 slot still open)

We received 4 applications for Grade 3.

There were 3 applications received for Gr. 10. One student changed their mind.

6 out of the 8 slots were filled. There is still one slot available for Gr.3 & one slot available for Gr. 10



JUNE 2017

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	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	1

NOTES



JULY 2017

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	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	1	2	3	4	5

NOTES



AUGUST 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2

NOTES

Budget Consideration
Prepared by Linda Dwight

We approved the hiring of a part time school business manager for the 2016-17 school year. We advertised, interviewed, and hired Peter Rowe to work approximately 3 days a week at a rate of \$550 per day. This cost was absorbed by the Town's budget for the 1st half of the year. As of January 1st, they expected us to begin to pay for the position because they hired Dave Nalchajian (who does not have the required school business manager license). The anticipated total expense for Peter's salary from January to June 30th is \$40,150. The School Committee will need to decide how this expense will be covered. Peter and I recommend waiting to see the final close-out costs in personnel lines as there may be enough remaining to cover the expense.

School Committee Minutes
Upstairs of the Town Hall
Monday, May 8, 2017
6:15 p.m.

Members attending: SusanMary Redinger, Mary Traphagen, Jon Green, Nancy Lancellotti, John Ruark, Linda Dwight and Peter Rowe. Absent: Maureen Babcock, Chloe Cushing.

Mary Traphagen called the meeting to order at 6:20 p.m.
Dr. Dwight read the Core Value Statement.

Open to Interested Citizens' Commentary

None

Student Report – None

Vote of Teacher Contract Agreement

Mary Traphagen reviewed the major changes to the teacher's contract which include increased health insurance premium contributions of 5% over the three years of the contract. The increase for year 1 is 2%, year 2 is 1% and year 3 is 2%. In addition the teachers will receive a 7.5% salary increase over the three year contract. The increase for year 1 is 1.5%, year 2 is 2.75% and year 3 is 2% for the first 92 days and an additional 1.25% for the remaining 93 days of the work year. There were minor changes to language regarding professional development and stipends for athletics, extracurricular and co-curricular assignments.

SusanMary Redinger made a motion and Jon Green seconded to move that we authorize the members of the Negotiating Subcommittee to sign the Memorandum of Understanding on behalf of the School Committee as presented.

VOTE 5/0

Grant Approval

Dr. Dwight presented for approval the following gifts:

SCREENAGERS - \$650.

Business Professional of America Spring Conference support - \$1,035

iMac Workstation Bromfield HCTV - \$2,595

SusanMary Redinger made a motion and Nancy Lancellotti seconded to approve the grants as presented.

VOTE 5/0

Superintendent Report

Dr. Dwight reported on the following

- We submitted the Professional Development Plan on time to reach future benchmark dates.
- We held several public forums; at HES library and at the General Store. After the full explanation of the process to date, a description of the schematic designs and costs, we took a poll vote of the attendees. Alternative 4, which is to build a new building at Hildreth was the favorite choice.

- The working sub-committee met to discuss the condition reports, costs for renovations of the HCVAC system, overall cost estimates, and next steps.
- We are working on a presentation for tomorrow's public forum and a survey for the general public.
- Josh Myler has been selected as the next principal of the Hildreth Elementary School. The interview committee conducted the process by giving every candidate fair consideration. Josh answered the questions with such passion and clarity that he became the preferred candidate of the committee. We are fortunate to have his leadership and the consistency for the district.
- Students, faculty and community members joined together for two recent events planned by the Arm and Arm champions. The first speaker, Charles Dew, explored implicit bias and generational racism. The second speaker, Gish Jen, spoke about cultural differences between the east and west based on our world view from different perspectives. She identified the west as large pit centered and east being flexi-self-centered. Both authors signed books for the well-attended events.
- Parents of fifth grade students were invited into a technology safety session with the Harvard Chief of Police, Ed Denmark. The first part of the session was held with parents and students together. Then, the Chief met with parent by themselves. We are hosting another event for families about technology safety on May 30th in Volunteer's Hall in the Public Library.
- Tomorrow Shrewsbury is showing the Screenagers movie.
- Dr. Dwight was voted as the next vice chair of the CASE committee. This is a two year position.
- Many volunteers listened to our graduating students describe their 40 hour service projects. Students shared details of their work and the impact this service made on their lives.

Policy Review ACAB-R, JBA, ACAB

The Committee reviewed policy ACAB-R, ACABA and JBA.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve policy ACABA as amended.

VOTE 5/0

SusanMary Redinger made the motion and Nancy Lancellotti seconded to eliminate Policy ACAB-R and JBA.

VOTE 5/0

Personnel Spreadsheet and Budget Update

Peter Rowe is projecting total spending for the year at \$15,136,143 which would yield a small surplus for the year of \$8,650. The major factors affecting spending are custodial services, regular transportation, out of district placement and loss of the state funded Kindergarten Grant. These overages are largely offset by approximately \$189K in salary savings from staff turnover, energy costs and a surplus in the Special Education transportation account. Spending patterns for the year have now been set and we should see very little change in projected activity in the final two months of the year. Peter Rowe presented a report on the FY17 Revolving Funds and Federal Grants. This report indicates that the only major fund where projected revenue is anticipated to fall below budget is the Circuit Breaker account where revenue is projected at \$391K rather than \$460K budgeted.

Additionally the Athletic revolving fund is expected to fall short for the year. Shortfalls to Circuit Breaker will be made up from the existing fund balance, while the Omnibus Budget carries \$25K to assist the Athletic Fund toward break even status by the close of the year.

Senior Class Activities

Mary Traphagen reviewed the list of senior activities that are scheduled for the class of 2017 through graduation.

May 1st to May 11th – AP Exams

May 19th – Prom and Celebration

May 24th through June 2nd – Senior Finals

June 6th 7th, and 8th – Graduation Practice

June 6th – Senior Athletic Awards

June 7th – Senior Scholarship and Awards Night

June 8th – Distribution of Caps and Gowns

June 8th – Class Day

June 9th - Graduation

Attendance for Good Friday

Dr. Dwight reported that there were 296 students absent at The Bromfield School on Good Friday, April 14, 2017. There were 75 students absent at Hildreth Elementary School. There were 45 faculty and staff that were out. The recommendation of the leadership team is to see how next year works as a scheduled early release day and with it not being attached to a vacation week.

Developing a calendar with ERs on religious holidays is a creative solution that will hopefully benefit the situation. If we have an excessive amount of students out next year we should reassess having a school day. It was suggested that we notify the “Good Friday Walk” organizers that it would be great to have the walk coincide with students being released from school early on that day.

Review the Superintendent Rubric

Dr. Dwight explained the contents of the Superintendent Evidence Portfolio she prepared last year and asked Committee members for direction on how they wanted the evidence presented this year. The Superintendent Rubric will be presented at the next meeting. If members have a question on how certain goals were met it is recommended to meet with Linda to have her explain how the goal was met. Options on how the evidence could be presented were discussed. Matching what the teachers do has value and balance. The time frame is typically to be finished by the end of June, but the Committee is leaving Dr. Dwight the freedom to present the evidence binder in July. The Superintendent Rubric will be included in the packet for our next meeting.

Brainstorm Topics for Student Advisory Meeting

The Committee will discuss the following topics with the Student Advisory Committee at the May 27th meeting:

Dean of Students Position

Senior Service Projects

Use of Cell phones

Student Parking

The Prom

Review meeting Minutes

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the minutes of the April 24th meeting as amended.

VOTE 5/0

Liaison/Sub-committee reports

Nancy Lancellotti – The Bromfield School Council is working on the parent and student surveys that will be going out before the end of the school year. The Council is working on the School Improvement Plan and will be bringing that presentation forward to the School Committee before the end of the school year.

Jon Green – SEPAC – the Special Education Annual Meeting presentation was moved and is rescheduled for May 18th at 7:00 p.m. in the Bromfield Library. Jon Green reported that he is very delighted and thankful to Harvard Schools Trust for funding the editing iMac workstation for the Harvard Cable TV studio. It is a great addition to the studio and the educational program there.

SusanMary Redinger – Met with HEAC last week and recommended that we sit down with Mark Force to review the audit report that assessed all the equipment and controllers that are not working. HEAC is still recommending the \$68,000 to fund this work above and beyond the grant but would like to have Mark Force align with the list of work and then with Dr. Dwight develop the plan to present to CPIC. HEAC will know if June if they got the grant.

CPIC met today and will be sending out the end of year process letters and recapping the status of the funds and what is available. Also the five year plan as it was finalized at the end of the process. And then it starts all over again in August. CPIC is very interested in the Building Project and are hopeful to coordinator with the Finance Committee and meet on May 22nd and bring Dr. Dwight in to talk about the impact of the different scenarios and make a recommendation. Any capital projects need to be run through the Capital Committee and Finance Committee.

Mary Traphgaen – HES School Council did not meet last Wednesday. DEAC is meeting next week.

Suggested Future Agenda Items

Summer Schedule

Summer PD Schedule

School Improvement Plans

Movement on the SAMR model – contents areas in fall

Dean Position

Technology Position

Advisory Committee

School Committee Commentary

Dr. Dwight – The high school drama performance will be held this weekend on Friday and Saturday. Dr. Dwight acknowledged the Harvard Schools Trust for hosting the Hootenanny. It was a fun event and we are grateful to the Trust for continuing to raise money for the schools. A thank you to our teachers for all they do to make ours schools great.

Jon Green – Congratulations to Josh for his new appoint and look forward to seeing him in that role. Thank you to our teachers.

SusanMary Redinger – Celebration is looking for volunteers. The Middle School Drama Festival was a great success. A big shout-out of thanks to Maddy and Beth Drummey. SusanMary wishes to send thanks to the Security Guard – “Robin” for doing a great job and being a great asset to our schools.

John Ruark –. Thank you to our teachers and administration for all they do. The PTO is still in need of food items for Teacher Appreciation Week. The School Councils still have openings. Applications are due PTO this week. The Celebration Open House will be held Friday, May 19th. They are still in need of chaperones for the overnight event.

Mary Traphagen attended the Hootenanny and enjoyed the dancing. Shout out to Chef Paul for the delicious food and the music went well. Mary wanted to acknowledge Dr. Dwight for dropping off food for the teachers as well as flowers for the nurses in appreciation of Teachers Appreciation Week and Nurses Day. Dr. Dwight is very much appreciated as well.

SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 8:45 p.m.
VOTE 5/0

Respectfully Submitted:

Mary Zadroga