School Committee Meeting

Monday, August 28, 2017

6:15 p.m.

Upper Town Hall

Attendance: Mary Traphagen, SusanMary Redinger, Nancy Lancellotti, Jon Green, Maureen Babcock, and Linda Dwight. Absent: John Ruark

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

Jon Green read the Vision Statement.

**Public Commentary** – None

**Overnight Trip Approval**

Michael Poe, Bromfield Spanish Teacher and Nikhil Kommineni from the Debate team attended the meeting seeking approval for an out of state/overnight trip to attend a national debate competition at Yale University in New Haven, CT from September 14 to September 17.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Debate team trip on September 14th as presented.

VOTE 4/0

**Superintendent Review**

The Committee presented the 2017 Superintendent Evaluation for Dr. Dwight. The Committee recognized Dr. Dwight’s commitment, strong management and leadership abilities. Dr. Dwight is adept at building teams, empowering others and fostering partnerships across the district. Dr. Dwight was evaluated on all five of the goals set for her performance in the past year. The goals were to strengthen the district’s new leadership team; to advance innovative teaching and learning; to make progress on the district improvement plan; to network with other districts for new ideas; and to lead the elementary school building project successfully through its feasibility phase. Dr. Dwight met or exceed expectation in all five of the goals. In addition, Dr. Dwight received equally high ratings in the joint Superintendent/School Committee goals to reach a successful contract with the teachers’ union, moving forward with the elementary school project, and establishing a financial plan to stabilize athletic user fees.

**Charter Document Discussion**

George McKenna and Rick Maiore members of the Charter Commission attended the meeting to explain the reasons for changes to the Charter that potentially could affect the schools and why these changes were made. The changes call for a town facilities manager that would oversee the schools and a shared financial/school business manager. George McKenna explained that the decision for a town/school finance director would need School Committee approval. The building inspector/facilities manager position would not replace the school’s facility manager. Another change to the Charter would have the School Committee presenting their annual budget to the Finance Committee and the Board of Selectman. There is a public meeting for all boards to attend on September 13th to hear all of the Charter. The draft Charter is currently being reviewed by the Attorney General’s Office. Any questions can be emailed to the Chair, Paul Cohen.

**Bromfield Handbook**

Scott Hoffman and Robin Benoit presented the Bromfield Handbook to the Committee. All changes were shown in italicized font. There were several updates to attendance and absences. The Committee asked that one term be used for the words meaning authorized, approved or documented. They also asked to keep the number of approved absences for college days at 5 per year. Changes to the dress code and cell phone use were also changed in the handbook. The Committee recommended matching the language in the handbook with the language in Policy JICA –“Student Dress Code”.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we approve the Bromfield School Handbook as presented with the direction to bring back the dress code policy for additional review

**Personnel Expense Spreadsheet**

Dr. Dwight reviewed the 2017/2018 personnel spreadsheet with the Committee. Currently the surplus due to several personnel changes is $84,410.

**Superintendent Report/School Readiness Update**

**List of building project updates**

\*Hired five teacher liaisons for the building project

\*Visited four, new built schools

\*Held a workshop to further the design including massing, traffic/site, and adjacencies

\*Passed out postcards to individual households inviting them to an abutters’ meeting

\*Attended the MSBA board meeting and received approval to enter the schematic design phase of the project

**Leadership Summit**

We inspired each other at a two-day leadership summit. Teacher leaders joined us for the afternoon of the first day.

**Van Use Update**

Thank you for approving the purchase of the van for district purposes. It has already been used six times including transporting families and students from Transitions and to tour new teachers around the district.

**Science Lab Update**

Contractors removed the asbestos and air quality checks came back clear. Meanwhile, Marie S. sent out four separate bid documents for flooring, concrete, electrical and plumbing. Only two areas received responses, leaving us unable to move forward. After brainstorming together Peter sought another source for contractors. We are very close to securing all four areas and schedules are being worked out by Mark, Peter and me.

**New Staff Orientation**

Dawn-Marie Ayles was hired to lead the program this year and she has already made several improvements. The changes to the first day included a tour of Harvard and Devens in the new van, differentiated aspect of the schedule, and providing time for new technology set up. Dawn-Marie has coordinated meetings throughout the year to continue with other required topics and to provide support.

**Technology Instruction**

We have partnered with EdTech Teacher for yearlong coaching professional development and the first day was this past Thursday. Teachers are learning ways to integrate technology into their subject areas. The talented facilitator, Greg Kulowiec, knows how to make the learning relevant for teachers across the grade levels and with access to different learning devices. We have 25 teachers participating and more hoping to join a second cohort next year.

We also held a training on the Power School Analytics dashboard. Teachers were invited to participate with short notice and several attended. They will help train others on the use of the program once full implementation is possible. The developers shared their new timeline for completion as the end of September. Once it is ready, we will have a demonstration for the School Committee.

**New Hires, Retirement Change and Late Retirement Resignation**

We have hired ten professional staff positions and two aides throughout the summer.

**Technology Distribution**

Students and families were invited in to the high school to pick up their 1: World devices. Beth Cregan’s organization skills helped make the roll out extremely smooth as she had designed a labeling, boxing easy to follow directions, and hand-out format with attention to efficiency. Chris Boyle and his team set up the programs and passwords for each of use.

The parents and students seemed excited about the new learning possibilities. Scott and Robin were on site to answer questions and share information. Similarly, Josh and Scott share information and answered questions for fifth grade students and their families at an evening event at Hildreth Elementary.

**Substance Abuse State Law**

A team from Harvard Public Schools are prepared to interview students regarding substance abuse in conjunction with state law. The team has a letter to be sent out to 7th and 10th grade families offering the opportunity to opt out. Dr. Dwight is holding the letter until it is reviewed by legal counsel.

**School Readiness**

A meeting was held on August 24th. Littleton County Road will be paved and buses will need to be re-routed for approximately 3 days. Dr. Dwight plans to work with the DPW to come up with a snow plowing plan and see how the town can help us and put the contract out to bid.

S**ub-Committee/Liaison Assignments**

Mary Traphagen reviewed the Liaison and Subcommittee Assignments and made the following changes.

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| L**iaison Assignments** |  |
| Board of Selectman | Mary Traphagen |
| FinCom | SusanMary Redinger |
| DEAC | John Ruark |
| SEPAC | Jon Green |
| TBS School Council | Nancy Lancellotti |
| HES School Council | Mary Traphagen |
| CPIC | SusanMary Redinger |
| HEAC | John Ruark |
| Park and Recreation Representative | Mary Traphagen |
| State Representative | Mary Traphagen |
| CASE | Linda Dwight |
| HCTV | Jon Green |
| Wellness Committee | Mary Traphagen and Nancy Lancellotti |
| Athletic Advisory | John Ruark |
| **Subcommittee Assignments** |  |
| Budget | Mary Traphagen/SusanMary Redinger |
| Policy | John Ruark/Mary Traphagen |
| Science Labs | Nancy Lancellotti/SusanMary Redinger |
| Website Review | SusanMary Redinger and Jon Green |
| Superintendent Review | Mary Traphagen and Nancy Lancellotti |
| Building Committee | Mary Traphagen and SusanMary Redinger |
| Student Achievement | Pending |
| Communication Plan | Pending |

SusanMary Redinger made the motion and Nancy Lancellotti seconded to nominate Dr. Dwight to serve as the Harvard Public Schools representative to the CASE board.

The Committee will hold off on assigning liaison to new subcommittees until the new goals are articulated.

**Meeting Minute Approval**

SusanMary Redinger made a motion and Nancy Lancellotti seconded to approve the minutes of June 26, 2017 as amended.

VOTE 3/0/1

SusanMary Redinger made a motion and Jon Green seconded to approve the minutes of the July 11, 2017 as amended.

VOTE 4/0

SusanMary Redinger made a motion and Nancy Lancellotti seconded to approve the minutes of the July 31, 2017 meeting as presented.

VOTE 4/0

**Warrant Approval**

SusanMary Redinger signed two warrants over the summer and will present a list of what was approved at the next meeting.

**Agenda Items**

HEAC

School Committee Goals

Bus Data

Proposed Language changes to the Vision Statement

District Improvement plan

Math curriculum presentation

Model UN trips to consider

Bromfield Handbook

CIPIC overview

School Improvement plan

**Liaison Subcommittee Reports**

CIPIC – SusanMary Redinger reported that CPIC interviewed Bill Marinelli, Nate Finch and Paul Green to fill a CPIC vacancy left by Debbie Richie. CPIC will recommend to the BOS Bill Marinelli or Paul Green to fill the seat. One item that came up in minutes again is the allocation for $300K from the School Committee to offset the capital requests. CPIC is counting on that money to come from the schools to defray some costs from the town so they can approve other town projects. SusanMary Redinger reiterated that the School Committee has not voted to approve these funds. She suggested that this topic be discussed either through the Finance Subcommittee or a general discussion by the entire committee at a future meeting.

**Open to Interested Citizen Commentary –** None

**School Committee Commentary**

Linda Dwight – thanked Mary Traphagen and Nancy Lancellotti for the great message and heartfelt words conveyed to teachers and staff at convocation today,

SusanMary Redinger– thanked the Committee for their gift to her – the wine was very much appreciated and enjoyed Congratulations to Dr. Dwight on her rating. Thrilled that you are recognized for your hard work and Harvard is lucky to have you.

Jon Green -Good luck to faculty, students and administrators as they kick off the academic year.

Mary Traphagen– Glad to be back in the swing of things. Wish everyone a good first day as well as first half week of school.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to adjourn the meeting at 9:10 p.m.

VOTE 4/0

Respectfully Submitted:

Mary Zadroga