

Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting

Monday, June 26, 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. End of Year Report on School Improvement Plans (6:27)**
- V. Review of Handbook (7:15)**
- VI. Dean Position Proposal (7:30)**
- VII. Grant Approval (7:42)**
- VIII. Superintendent Report (7:45)**
- IX. Building Committee Update (8:00)**
- X. End of Year Report Out on School Committee/Superintendent Goals (8:10)**
- XI. Review Summer School Committee Meeting Schedule (8:20)**
- XII. Sample of Superintendent Rubric Response (8:25)**
- XIII. Review meeting minutes (8:35)**
- XIV. Liaison/Sub-committee reports (8:40)**
- XV. Suggest future agenda items (8:45)**
- XVI. Open to Interested Citizens' and School Committee Commentary (8:50)**
- XVII. Adjournment (9:00)**

Documents: Superintendent's report, meeting minutes, Superintendent Rubric Sample, SIPs, Goals, Building Update Materials, Dean Pilot Proposal, Grant Letter

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.

Joint School Committee/Superintendent Goals
School Year 2016 - 17

Goal 1

Title	Commitment	Goal	Conditions	Interfaces	% Complete
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 1 st a new Teacher's Contract has been ratified by the School Committee and the HTA.	Teachers needs are balanced with the financial conditions of the town. Contract conditions support optimal student learning and achievement.	School Committee HTA Administration School Business Manager Board of Selectman Finance Committee	100% ratified by HTA and approved by SC

Goal 2

Title	Commitment	Goal	Conditions	Interfaces	% Complete
HES Renovation	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.	(1) By Town Meeting of 2018 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 expansion. Community involvement at all stages.	School Building & Visioning Committee School Committee Administration School Community Capital Committee/Finance Committee	50% Vote for New bldg. secured MSBA deadlines met Comm.

Superintendent's Update
June 26, 2017

I. Hildreth Elementary building project update

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

- Held a School Building Committee meeting
- Reviewed the PSR documents for submission to the MSBA
- Planned for a tour of new, local schools with members of the SBC, Visioning Committee, interested community members, and teachers
- Planned for a special meeting to consider important aspects of the town to include members of town committees, members of the SBC, and others

II. Request for Teacher Liaison Positions for New School Design

Several members of the SBC working group recommend the formation of 5 teacher liaison positions to support the schematic design phase of the SBC. If approved, we would work with the HTA to consider a stipend amount (est. \$1,000) for a commitment to attend SBC meetings, discuss the information with colleagues, gather information from teachers and students and help with the design of the new, dynamic school building.

III. Connecting With Superintendents at a National Level

See included letter regarding the Suburban Schools Superintendents membership

IV. Follow Up on Funding For Summer PD

The funding source for the 45K in summer PD granted to teachers comes from the following sources;

30K designated in the budget as summer curriculum work
9K written into the Title I grant
8K designated as tech training PD

V. Special Town Meeting Presentation

Mary and SusanMary shared an update on the work of the School Building Committee to the attendees of the Special Town Meeting on June 13th. There were no questions from the public afterwards.

VI. Athletic Advisory Final Meeting of the Year

On June 13th members of the Athletic Advisory Committee met to review the progress of the 2016-17 school year and set some focus areas for next year. The successes of the past year included securing the additional funds from the Town, Devens, and Revolving School Account (for uniforms). The Committee also started a

Superintendent's Update
June 26, 2017

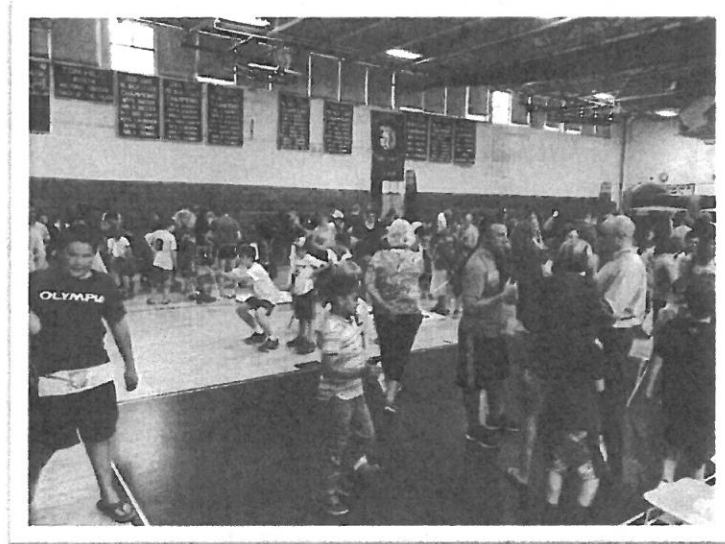
IX. Arm in Arm Reads and Movie Series

We hosted a kick-off event in Volunteers' Hall at the Harvard Public Library on June 15th. The group decided to promote the book *Waking up White* by Debby Irving for the first all town read. Copies of the book are available at the Central Office and follow up discussion groups are planned for 7PM on July 13th and August 17th.

Tonight is the first movie hosted by the group being held in Volunteers' Hall at 6:30. The next one is planned for July 10th. Families are encouraged to attend the movie with free refreshments and a discussion afterwards.

X. Fun Fair Success

Families enjoyed the annual PTO Fun Fair on June 16th despite the rain which caused the event to move indoors. The special event welcomed older students to volunteer their time to run the events in the gym for the younger students. The PTO reports that the Fair netted \$6,000 in profits to be used for their enrichment programs. What a valuable Harvard tradition!



The second issue involved Good Friday low attendance of teachers and staff. We gathered data from past years and prompted teachers to use the new attendance on-line program to indicate their plans for this year's holiday. We reached out and secured every guest teacher available and discussed the academic and safety concerns with the Harvard Teachers' Union. We communicated with the teachers and explained the options. I updated the School Committee and worked with the leadership team on our final recommendation. Once we decided to change the day to an ER and plan for coverage, we notified the parents/guardians about the changed calendar.

These are just two examples of how I addressed the full range of safety, health, emotional, and social needs of our students. Throughout the year, we addressed multiple suicide attempts, hospitalizations, school avoidance, risky behaviors and other threats. We meet as a crisis team throughout the year and plan trainings to be proactive on these serious issues.

Technology Position Request

The Committee reviewed the request to add a Technology Support Specialist to assist the Technology department with successful deployment and maintenance of technology as a learning tool in the district.

SusanMary Redinger made the motion and Jon Green seconded to approve the position of the Technology Support Specialist with a salary of not to exceed 45K as per the job description in the packet.

VOTE 4/0

HCTV Video Coach Position Request

The Committee reviewed the request from the Harvard Cable TV Committee to establish 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. This pilot program is proposed to be funded by the school district for the 2017-2018 School year at the level of \$5,000 which would be an average of 5 hours/week during the 36 weeks of the school year.

SusanMary Redinger made the motion and Jon Green seconded to move to approve the HPS Video Coach position with a stipend of \$5K with the funding source to be determined in accordance with the job description as presented.

VOTE 4/0

Update on Building Project

The School Building Committee voted on June 8th (9 in favor/ 1 against) to support the construction of a new building versus a renovation for Hildreth Elementary School. The School Building Committee will attend the town meeting tomorrow evening to update the community on the project. The town will vote in the spring of 2018 to fund the project which requires a 2/3 vote at town meeting and a 50% vote on the ballot. The School Committee and School Building Committee will work on various ways to keep the community informed and up to date on the facts related to the project.

The Harvard Public Schools, through the Educational Facility Grant was awarded one, complimentary full conference registration to attend the EDspaces 2017 Conference and Exposition, October 25-27, in Kansas City, Missouri. The event is focused on designing education spaces of the future. Dr. Dwight asked the Committee to approve the grant so that she can register by June 30th. Dr. Dwight will be coming back to the Committee as a separate request to get approval for Josh Myler and one member of the School Building Committee to attend as well.

SusanMary Redinger made the motion and Jon Ruark seconded to move that we approve the grant for attending the Edspaces Conference as submitted in the packet.

VOTE 4/0

Curriculum Review Schedule Proposal

The Curriculum Review Schedule was reviewed. For the school year 2017/2018 Math, Science, Music, Technology, English and ELA will be reviewed. The plan is designed to be on a two year cycle so that in school year 2018/2019 Social Studies, World Language, Art, PE, Health and

wait to see the final close-out costs in the personnel lines as there may be enough remaining to cover the expense. The determined funding source will be voted at the July close-out meeting

Review meeting minutes

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the May 22nd meeting as presented.

VOTE 4/0

Liaison Subcommittee Report

Jon Greene – no report

Mary Traphagen – Athletic Advisory meets tomorrow. John Ruark agreed to attend the next DEAC meeting in place of Mary.

John Ruark – Attended the HEAC meeting and they will need to develop a full RFP to move forward with the Bromfield School lighting project.

SusanMary Redinger - CIPIC met this morning – Bid Deb Ricci farewell - Acknowledged her for a huge contribution to the town. John Seeley will serve as interim chair. There will be a certified free cash amount of approximately \$1.5 million to be moved into the capital stabilization fund. CPIC is getting ready to begin the process for next year. They will take on a new approach on identifying priorities, expectations, and getting alignment instead of sorting things out later. Need to meet with Mark Force to look at the \$68K capital improvements as determined by the Paragon Advisory report to see how to proceed with bringing those item forward. The Student Advisory Committee met with the School Committee but there was limited feedback due to it being finals week and having a limited amount of upper classmen in attendance.

Reminder of the Special Town meeting tomorrow night at 7 p.m. in Cronin Auditorium.

Maureen Babcock – no updates.

Future Agenda Items

School Improvement Plan

Superintendent Evaluation

Superintendent Goals

District Improvement Plan

Dean of Students Position

Commentary

John Ruark – huge thank you to the Building C Review meeting minutes

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the May 22nd meeting as presented.

VOTE 4/0

ommittee for the tremendous amount of work and for reaching a huge milestone last week. The Committee presented with unity the option that was chosen.

SusanMary Redinger – thanked Linda for the amount of time spent on the School Building Committee and for her wisdom, her non positional approach, her commitment to what is best for the district and the kids and for being fiscally thoughtful about how the project will impact the residents. Thank you!

Jon Green – Congratulations to the graduating seniors and to the administrators and teachers for helping them meet a major milestone in their lives.

Profile

Application Date: Dec 29, 2016

Name	Karen Shaw		
Other/Birth Name(s)	n/a	Social Security #	____ - ____ - ____
Current Address	195 Prospect Hill Road Harvard, MA 01451	Permanent Address	
Phone Number	978-201-2100 or 978-456-3807		
Email	karenschaw318@gmail.com		
Web Site	None provided		

Career Information

Highest Degree	Bachelor	Credits Beyond Degree	None
Current Salary	Not provided		
Date Available To Start	January 1, 2017		
Currently under contract? No If yes, where?			
Eligible to work in US without sponsorship?	Yes		

Additional Information

Referral Source	Other
------------------------	-------

Job Posting Information

Job Title	Long Term Substitute Special Education Teacher	
Job ID	2739780	

customers and coworkers. All the skills I gained through my business experience have made me ready to be part of teacher teams, speak with parents, and help students build these same communication skills. I am so excited to bring these skills with me to my future school and classroom!

I look forward to meeting with you and discussing how I can possibly step in as the special educator! You may contact me either by phone at (978)-201-2100, by email at Karenschaw318@gmail.com, or in person!

Sincerely,
Karen Shaw

Reason for leaving: The lead teacher returned from her leave.

Supervisor: Courtney Moran ((978) 692-5560)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Hildreth Elementary School

Jul 2016 - Aug 2016

Assistant Summer Preschool Teacher

Harvard, MA

- Assist lead teacher in providing academic experiences to four preschool-age special education students
- Guide students in dramatic play, letter and number activities, and peer interactions

Reason for leaving: Summer School Position ended

Supervisor: Marie Harrington (978-456-4145)

Experience Type: Public School, Summer

It is **OK** to contact this employer

Pembroke Village School

Jan 2016 - May 2016

Student Teacher

Pembroke, NH

Supervisor: Jennifer Lewis ((603) 485-1807)

Experience Type: Student Teaching, Full-time

It is **OK** to contact this employer

Association of Supervision and Curriculum Development (ASCD) Member

"ASCD is a global community dedicated to excellence in learning, teaching, and leading. ASCD's innovative solutions promote the success of each child." - ASCD Mission Statement

I have had the opportunity to attend two New Hampshire ASCD conferences and the 2016 Annual Conference and Exhibit Show in Atlanta, GA. The professional development, networking opportunities, and access to current research for the field of education that ASCD provides has helped me develop my teaching philosophies and practices.

Emily Sterber
50 Boylston Street #2
Brookline, MA 02445

Sue Frederick, Principal
27 Massachusetts Avenue
Harvard, MA 01451

April 27, 2017

Dear Ms. Frederick:

I am very interested in the speech-language pathologist (SLP) position at the Hildreth Elementary School for the 2017-2018 school year. It would be a great honor to be a part a school district whose mission is to foster a community that values collaborative thinking and believes that its students will be successful, a community of students equipped with innovative thinking and respectful leadership skills, a community where each member is cherished for their uniqueness. These values, which I believe are especially critical for students with speech and language impairments, sparked me to apply for the SLP position at the Hildreth Elementary School.

Presently, I work at John D. Runkle School in the Public Schools of Brookline, where I am a long-term substitute speech-language pathologist for the 2016-2017 school year. I schedule direct speech and language services such as push-in (in the classroom) and pull-out (small group and individual sessions outside the classroom) sessions based on each student's IEP, using the least restrictive environment necessary for students to reach their communicative potential, as well as indirect services such as weekly consults. Groups I facilitate include pragmatic groups, articulation groups, receptive and language groups, and groups that combine multiple areas of language in treatment. In addition to providing services for students on IEPs, I also provide weekly RTI whole-class lessons regarding Social Thinking and EmPOWER writing. For students who have received RTI and need additional support, I collaborate with Child Study Team members to initiate the evaluation process. I also provide intensive services for students who are part of the district-wide substantially separate classroom program, Reaching Independence through Structured Education (RISE). For students who use AAC systems such as NovaChat, I create structured activities as well as incidental teaching opportunities to expand students' functional communication skills. I also create topic displays using Boardmaker to help students with limited language communicate during theme-based activities. I am an active team and school community member who is diligent in preparing for sessions and completing documentation such as evaluation, daily data, and progress reports as well as Medicaid billing in a timely manner. I participate in and lead IEP and reconvene meetings with parents, staff and district personnel. At initial evaluation and re-evaluation meetings, I discuss evaluation results including standardized testing, informal assessments, ethical guidelines and classroom observations by explaining my written evaluation reports and provide recommendations that are understandable for staff and families. The insight of other professionals, parent observation of their child's strengths and areas of concern, and my own notes of student progress and clinical judgment are combined in my goal formation process, in order to create goals that are challenging, attainable, and relevant. In addition to attending IEP and re-evaluation meetings, I attend bi-weekly full-staff meetings and monthly speech and language district-wide meetings.

My experiences with a diverse public student population in a fast-paced public school setting as well as experience as an active team leader and liaison for students with speech and language disabilities equip me for the speech-language pathologist position at the Hildreth Elementary School. My educational philosophy is an approach that combines creativity with practicality and collaboration, developing speech and language skills that are relevant and functional, allowing students' personalities and talents to shine through in the classroom and beyond, which I believe directly supports the mission of the Harvard Public

- Led daily three-hour social group for 6 clients on the autism spectrum and incorporated the Social Thinking Curriculum into weekly lesson plans
 - Analyzed daily data using graphs to determine client progress and adjust prompting hierarchies as needed
- Conducted speech and language evaluations using standardized and informal measures to create treatment goals for 2 clients in collaboration with 4 board-certified behavior analysts (BCBAs)
- Communicated with 16 parents via written logs and emails regarding their child's progress
 - Participated in weekly team meetings with 4 speech-language pathologists (SLPs) to determine best means of client care

Reason for leaving: This was a summer maternity leave position.

Supervisor: Kimberly Ho (781-433-9890)

Experience Type: Other, Summer

It is **OK** to contact this employer

Educational Program

I was given the opportunity to begin graduate school while in my fourth year at Northeastern. As a result, upon successful completion of my curriculum in May 2016 I received both my Bachelor of Science and Master of Science degrees concurrently from Northeastern.

Scott Mulcahy
31 Rivington Drive
West Boylston, MA 01583
(774)-437-1465 (C)
Scott.Mulcahy@hotmail.com

Mr. Myler,

I am eagerly writing to you in regard to obtaining the position of assistant principal at Hildreth Elementary School. My leadership and administrative experiences, along with my enthusiasm for furthering the development of both students and teachers, make me confident that I can accept the challenge of being an administrator within your school and establish myself as a vital member of the Harvard community.

I am currently employed as an assistant principal at Josiah Haynes Elementary School in Sudbury, Massachusetts. As a school leader, my values include a focus on furthering student learning through a diversified educational experience. This includes enhancing student leadership opportunities and using student service as a bridge between the school and its community. In addition, I believe effective student learning uses a strength-based approach that captures the unique academic needs of every student and builds upon their social-emotional skill-sets. I also regard school culture as an instrument to develop positive interpersonal relationships between staff and students. This requires open communication between all stakeholders and an environment that encourages professional collaboration. My vision as a school leader starts with the building of connections and through the construction of quality relationships, I believe students, staff, and community members can be enriched by education.

My academic experiences have also afforded me many unique opportunities. I am currently earning my doctorate in Interdisciplinary Leadership from Creighton University. My coursework has enhanced my understanding of transformational leadership and its practical application within the educational setting. It has also advanced my ability to adopt organization change and strategically implement school-based initiatives. As a teacher, I earned a Master of Education in Administration and Leadership at Worcester State University. For my academic achievement, I was awarded the Golden Medallion for highest G.P.A. of the program's seventy-three graduates. Prior to teaching, I earned my Master of Science in School Psychology from the University of Hartford. As a school psychologist practicum student, I conducted psycho-educational evaluations and Functional Behavioral Assessments on students with exceptionalities. This enhanced my ability to analyze information and develop student service recommendations.

My resume and references are included to provide you with additional details concerning my background and qualifications for this position. Please contact me to schedule an interview, which would allow me to further discuss my passion and capability as a school leader. Thank you in advance for your consideration of my application.

Sincerely,

Scott Mulcahy

Managed student accommodations and testing procedures as Building PARCC/MCAS Coordinator.

Used TeachPoint to evaluate educators with an extended focus on student learning.

Supervised implementation of new student data platform, Follett Aspen.

Building administrator of grade 3-5 Partners Program classroom, which collaborates with the New England Center for Children to service students with autism.

As a certified instructor and member of the ALICE Safety Committee, led a school-based implementation of the district's Safety Plan initiative.

Successfully wrote two grants to the Sudbury Education Resource Fund for an Artist in Residence Program and a METCO Teamworks field trip.

With other district leaders, created an intergenerational learning program between the Sudbury Senior Center and Sudbury's elementary schools.

Handled student discipline issues and stakeholder follow-up, including bullying investigations and creation of student Safety Plans.

As a member of the district Social-Emotional Learning Committee, assisted in the implementation of a student rating scale that led to progress monitoring and intervention planning.

Built the duty and master schedule for each grade level team and specialist teacher.

School liaison for the parent Cultural Arts Committee and Community Service Committee, as well as for the school's METCO Program.

Led school-based professional development opportunities for staff through book groups, Professional Learning Communities, and district initiatives.

Interviewed and hired professional staff and building substitutes for the district.

Enhanced school culture by organizing various activities that focused on student and staff engagement.

Reason for leaving: I am still employed but my position may be either eliminated or modified due to budget cuts.

Supervisor: Sharon MacDonald (978-443-1093)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

David J. Quinn Middle School

Aug 2013 - Jun 2015

Social Studies Teacher

Hudson, Ma

Taught 6th-7th grade Social Studies on a looping team with the inclusion of three academic centers.

With the assistance of four other S.S. teachers, re-developed the current S.S. curriculum to include essential questions/understandings, outlined resource lists and research opportunities, established cross-curricular connections and created common assessments for all major units.

Experience Type: Public School, Full-time
It is **OK** to contact this employer

Lebanon Public School District

Sep 2006 - Jun 2007

School Psychologist Intern

Lebanon, Ct

Completed comprehensive Psychoeducational evaluations on students with exceptionalities at Lyman Memorial High School and Lebanon Elementary School and provided PPT recommendations toward Individualized Education Programs.

Provided individual and group counseling, which included developing social skills and implementing behavioral modifications from Functional Behavioral Assessments.

Supervisor: Jennifer Mitchell (860-642-7567)

Experience Type: Public School, Part-time

It is **OK** to contact this employer

Professional Development

2015-Present Sudbury Public Schools Keeping the Focus on Student Learning

2016 ALICE Training Institute ALICE Train the Trainer

2015-2016 Sudbury Public Schools Safety Care Certification

2015 DESE DESE Fall Convening

2014 Primary Source Conflict and Resolution in the Middle East

2011 - 2013 Hudson Public Schools Reader's Workshop

2011 Hudson Public Schools Positive Behavioral Interventions and Supports

2008 and 2010 Hudson Public Schools ELL Training – Category 2 and 4

2009 Hudson Public Schools Non-crisis Prevention Training

2008 Salem State College Autism Spectrum Disorders

2007 Framingham State College 6 + 1 Writing Traits

2007 Hudson Public Schools Developmental Reading Assessment 2

2007 Hudson Public Schools Responsive Classroom

Professional Certifications

Massachusetts Administrator's Initial Licensure, Elementary

Massachusetts Educator's Professional Licensure, Elementary

Massachusetts Educator's Initial Licensure, History 5-8

Sheltered English Immersion - Administrator Initial Endorsement

ALICE Training Institute - ALICE Instructor Certification

Safety Care Certification

American Red Cross CPR/AED for the Professional Rescuer

Awards

Recipient of the Golden Medallion Award from Worcester State University for Highest GPA of 2013-2014 School Leadership and Administration graduates (73 Graduates)

Recipient of the 2007 Greendale YMCA Employee of the Year Award