

**Harvard Public Schools**  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**Monday, December 11, 2017**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order and Read the Vision Statement (6:15)
- II. Public Commentary (6:16)
- III. Trip Approval (6:20)
- IV. Club Approval (6:25)
- V. Student Update (6:30)
- VI. Superintendent Update (6:40)
- VII. Policy Second Reading (6:55)
- VIII. CPIC Update (7:05)
- IX. Omnibus Budget Update (7:25)
- X. 6<sup>th</sup> Grade Sports Involvement Plan (8:00)
- XI. Agenda Items (8:15)
- XII. Approval of Meeting Minutes (8:20)
- XIII. Liaison/Sub-Committee Reports (8:25)
- XIV. Open to Interested Citizens' and School Committee Commentary (8:35)
- XV. Adjournment (8:40)

Attachments: Superintendent Report, Budget Questions and Answers, CPIC Documents, Club Info., Trip Forms, Meeting Minutes, Policy

**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.**

## Out of State/Overnight Field Trip Request Form

Advisor(s): *Andrew Wright*

Grade Level(s) of Students Attending Trip: *9-12*  
*Arlington*

Trip Destination: *, VA*

Date of Departure: *4/26/17*

Time of Departure: *T. B. D.*

Date of Return: *4/29/17*

Time of Return: *T. B. D.*

Travel Company (if applicable): *Bus Company out of South Station (likely Peter Pan)*

Name of Contact Person: *Peter Pan Customer Service*

Address: *Customer Care Center, 1776 Main St. Springfield, MA 01102*

Phone: *1-800-343-9999*

Cost of Trip: *\$3500 total (conservative estimate with 4 students and 2 chaperones)*

Plan to address overnight stipend for professional staff: *1-2 chaperones required.*

Deposit Method and Due Dates: *Parent Contributions by April 1, 2018*

Date of Parent Meeting(s): *1 meeting with parents in early April*

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 this trip is to take one team of qualified students (4 maximum) to the National History Bowl and Geography Olympiad competitions on the last weekend in April of 2018.

The actual competitions would be on Friday, April 27th and Saturday, April 28th. Students involved will be preparing for the competition by studying social studies content while also developing critical thinking skills.

### Trip Itinerary:

Thurs. 4/26 AM: Parents will drive students to Bromfield to take a shuttle to South Station. From South Station we will board a bus to Washington D.C.  
PM: Take taxi to hotel in Arlington, VA, then stay at hotel

Friday 4/27 : Compete in geography Olympiad, then stay at hotel

Saturday 4/28 : Compete in History Bowl, then stay at hotel

Sunday 4/29 AM: Take taxi to Union Station. Board Peter Pan Bus back to South Station in Boston.

PM: take shuttle from South Station back to Bromfield.  
Parents will pick up students.

## Out of State/Overnight Field Trip Request Form

**Advisor(s):** Kristin McManus

**Grade Level(s) of Students Attending Trip:** 10-12<sup>th</sup> graders, 7 students total.

**Trip Destination:** MA State House + Omni Parker House

**Date of Departure:** Wedn, 3/21/18

**Time of Departure:** 4:00 PM

**Date of Return:** Fri 3/23/18

**Time of Return:** 11:00 PM

**Travel Company (if applicable):** n/a

**Name of Contact Person:** Caitlin Cavanaugh - State Director

**Address:** 75 Mill St, Hanover, MA 02339

**Phone:** 617-688-2013

**Cost of Trip:** \$ 300.00

**Plan to address overnight stipend for professional staff:** Factor into cost of trip, fundraised throughout the year.

**Deposit Method and Due Dates:**

Payment due at parent meeting

**Date of Parent Meeting(s):**

Wednesday, January 24, 2018 at 6:00 PM  
(snow date on Thurs, Jan 25.)

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 field trip is for the State Conference of Youth + Government. At this conference, students will simulate MA government, playing the roles of members of government or related bodies. This includes legislators, executive officers, journalists, judges, + lobbyists.

### **Trip Itinerary:**

See attached.

CONFERENCE SCHEDULE  
**Youth in Government: Together We Stand**  
Thursday, March 10, 2016

*This isn't this year's schedule. It is not out yet, however, they typically stay the same year to year.*

**OMNI PARKER HOUSE**

- 9:00 – 9:30AM Arrival (Omni Parker House) check-in and luggage storage – Kennedy Room
- 9:45 – 10:40AM Welcome and Introductions – Governor, Lt. Governor & Attorney General – Ballroom  
Orientation to Conference: Karen Gately  
Advisor Meeting – Stowe Room
- 10:40 – 10:55 State of Youth in Government – Governor Trent Chinnaswamy: Ball Room
- 11:00 - 12:00 Lunch – Buffet Served in King  
Judicial – Brandeis  
Press – Holmes  
Cabinet/Executive Branch: Hutchinson  
Committees & Lobbyists (please eat by committee) – Lowell  
Advisors – Stowe
- 12:00 – 12:20 Walk to the State House  
12:20 – 12:50 Arrive at State House, clear security

**STATE HOUSE**

1:00 – 1:45PM

**Opening Ceremony  
Massachusetts House of Representatives Chamber**

Presiding:  
Speaker of the House – Liam Jones – YMCA of Central Mass

Introduction and Entrances

Pledge of Allegiance to the Flag of the United States

Reflection:  
House Chaplain

Welcome:  
Speaker of the House

Guest Speaker:

Administration of the Oath of Office to:  
Governor Trent Chinnaswamy – Boston College High School  
Lt. Governor Cameron Kubera – Boston College High School  
Attorney General Alex Paladino – North Suburban YMCA

Administration of the Oath of Office to the Delegates

Message from the Youth Governor

Delegates will be dismissed by branch. Dismiss by committee. Mock Trial to Gardner

2:00 – 4:45PM

Working Sessions

Judicial Pre-Trial Motions – Gardner (two trials), 428 and 437  
Appellate Competition – 413E  
Press Corps – State House Room 511

**2:00 – 3:20PM:** Committee Hearings  
Red Committee – Room 348  
Blue Committee – Room 350  
Purple Committee – Members Lounge  
Orange Committee – Room 222  
Gray Committee – Room 109

**3:30 – 4:30PM:** Committee Hearings  
Green Committee – Room 348  
Yellow Committee – Room 350  
Pink Committee – Members Lounge  
Teal Committee – Room 222  
Tan Committee – Room 109

4:35 – 4:45PM

Joint Session – House Chamber  
Dismissal by delegation, walk back to Omni Parker House

## **CONFERENCE SCHEDULE**

### **Thursday, March 10, 2016**

#### **OMNI PARKER HOUSE**

5:30 - 6:45PM

Dinner and Room Check –in: Press Room & Kennedy Room

7:00 – 9:55PM

Judicial Hearings – Alcott A & B  
Appellate Competition – Longfellow  
Governor’s Cabinet – Whittier  
Press Corps – Gardner

7:00 – 8:25PM

Red Committee – Lowell Room  
Blue Committee – Hutchinson Room  
Purple Committee – Brandeis Room  
Orange Committee – Holmes Room  
Gray Committee – Hawthorne Room

8:30 – 9:55PM

Green Committee – Lowell Room  
Yellow Committee – Hutchinson Room  
Pink Committee – Brandeis Room  
Teal Committee – Holmes Room  
Tan Committee – Hawthorne Room

10:00 – 11:00PM Evening Activities – Meet in Press Room  
 Longfellow –  
 Whittier –  
 Lowell –  
 Holmes –  
 Hutchinson  
 Brandeis  
 Advisor Meetings – Stowe Room

11:00 - 11:15 Announcements and News Cast - Alcott  
 11:30PM Advisor Attendance of rooms, report to Night Rangers - Stowe

**Friday, March 11, 2016**

7:15 – 8:00AM Breakfast – Alcott  
 Advisor Breakfast – Stowe Room  
 DLC Breakfast – Gardner

8:00 – 8:15AM Delegation Meetings (advisors select location)  
 8:15 - 9:00AM Walk by delegation to State House, clear security

**CONFERENCE SCHEDULE  
 Friday, March 11, 2015**

**STATE HOUSE**

9:00 – 9:15AM Joint Session/Roll Call – House Chamber

9:15 – 11:45PM Judicial Trials: Room 222, Members Lounge, 348 and 350  
 Appellate Competition – 511  
 Press Corps – 109  
 Cabinet – Senate Reading Room  
 House of Representatives – House Chamber  
*Parliamentarians: Maryann Ziemba*  
 Senate – Senate Chamber  
*Parliamentarians: Jay Gallagher*  
Advisors Break Room: Room 428

*Advisor Break Room: 428*

11:45-12:00PM Joint Session/Roll Call – House Chamber

12:00-1:45PM DELEGATION LUNCHESES

2:00-2:10PM Joint Session/Roll Call – House Chamber

2:15 – 4:20PM      Judicial Trials: Room 222, Members Lounge, 348 and 350  
 Appellate Competition – 511  
 Press Corps – 109  
 Cabinet – Senate Reading Room  
 House of Representatives – House Chamber  
*Parliamentarians: Maryann Ziemba*  
 Senate – Senate Chamber  
*Parliamentarians: Jay Gallagher*  
Advisors Break Room: Room 428

4:30-4:45PM      Joint Session/Dismissal by delegation– House Chamber  
 4:45-5:00PM      Group Photo and Announcements – Grand Staircase

**OMNI PARKER HOUSE**

5:30-6:30PM      Dinner – Brandeis, Holmes, Lowell, Hutchinson with buffet served in King  
 Advisor Dinner – Stowe Room

6:30-7:15PM      Debates – Alcott Room

7:30-9:00PM      **Delegates can choose Veto Override, Appellate or Constitutional Challenge regardless of branch**  
 Veto Overrides – Alcott Room  
 Constitutional Challenges – Press  
 Appellate – King  
 Press – Longfellow

9:00-9:15PM      Announcements: Alcott Room  
 9:15-9:45      DLC Awards: Alcott Room  
 10:00PM      Advisor Attendance of rooms, report to Night Rangers – Seats by elevators

**CONFERENCE SCHEDULE**  
**Saturday, March 12, 2016**

8:30-9:30AM      Breakfast – Ballroom

9:30-10:00AM      Check out of rooms (advisors check all rooms)  
 Luggage Storage – Brandeis and Holmes

10:00-10:30AM      Delegation Meetings

10:30-11:00AM      Final Comments from Candidates – Alcott Room

10:45 - 11:15AM      Devotional: DLC & Election

11:15-11:45AM      Final Comments, Attorney General, Lt. Governor & Governor  
 (If time allows, thoughts from our seniors)

(9:30-12:00)      Management Team Meeting – Stowe

12:00-3:00      Awards Banquet – Ballroom

## Out of State/Overnight Field Trip Request Form

**Advisor(s):** Kristin McManus + Josh Thurston

**Grade Level(s) of Students Attending Trip:** 9-12 grade, approx 30 students of Business Professionals of America.

**Trip Destination:** Sheraton Framingham + Assabet Valley Regional High School in Marlboro, MA

**Date of Departure:** 3/3/18 (Sat)

**Time of Departure:** 10:00 AM

**Date of Return:** 3/5/18 (Mon)

**Time of Return:** 2:00 PM

**Travel Company (if applicable):**

**Name of Contact Person:** Judy McKinstry - State Director

**Address:** 28 Brierly Circle, Millbury, MA

**Phone:** 508-277-2459

**Cost of Trip:** Approx \$300.00

**Plan to address overnight stipend for professional staff:** Factor into student cost, fundraising, + applying for a Harvard Schools Trust grant

**Deposit Method and Due Dates:**

Payment due at the parent meeting

**Date of Parent Meeting(s):**

Wednesday, January 24, 2018 at 7:00 PM  
(show date on Thurs, Jan 25.)

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:**

This trip is for Business Professionals of America to attend the State Leadership Conference. At this conference they will compete in various business + technology events, participate in leadership workshops, + network with students from across the state.

### **Trip Itinerary:**

The schedule stays almost the same from year to year. I have attached last year's schedule.

8:45 AM	<b><u>Bonding with Music Lyrics</u></b> <b><u>Jake Cormier, State Officer Team</u></b> Have fun and develop your teamwork skills.	
8:45 AM 2:00 pm	Life Skills Certification Social Assurity Certification Rice Challenge	A107
9:15 AM 2:00 PM	<b><u>Zentangle-inspired Cards for Our Troops</u></b> <b><u>Tantasqua Chapter</u></b>	Senior Cafe
Come relax and join us as we make note cards for the troops to send to their family and friends. Zentangle is an easy-to-learn, relaxing, and fun way to create beautiful images by drawing structured patterns. Anyone can do it! It increases focus and creativity, provides artistic satisfaction along with an increased sense of personal well-being.		
9:30 2:00	<b><u>Postcards for Veterans</u></b> Stop by and write a postcard to someone who served our country.	Senior Cafe
9:45 AM	<b><u>Using Stress to Your Advantage</u></b> <b><u>Eli Nottonson, State Officer Team</u></b> Using your stress to be a success.	
10:45 AM	<b>Competitive Events Session Two</b>	Refer to Schedule
10:45 AM	<b><u>Market Up! Jolie Leavitt, State Officer</u></b>	
Find something ordinary and market it as a new invention. You will need marketing strategy and lots of creativity to succeed.		
10:45 AM	<b><u>Breaking Out of Your Comfort Zone</u></b> <b><u>Colby Sherman, State Officer</u></b>	
Worshop description		
11:45 AM	Lunch (Buffet available until 1:30 PM)	Cafeteria
12:00 AM	Meet and Greet the Officer Candidates	Cafeteria
12:45 PM	<b>Competitive Events Session Three</b>	Refer to Schedule
1:30 PM	<b><u>A Greener Outlook on Life</u></b> <b><u>Chris Tocci, State Officer Team</u></b>	
Discuss "green" habits that you practice or see in your communities. Develop and share eco-friendly strategies, to make your communities, as well as BPA a greener organization.		
2:00 PM	Snacks Available	Cafeteria
2:30 PM	√ <b>VOTE Pick up your ballot and vote.</b>	Front Lobby
2:45 PM	Bus to Hotel (Bus will run until 3:00 PM)	
4:00 PM	Chapter Presidents' Meeting	Weston

4:30 PM	Office Candidate Interviews (Appointments will be scheduled.)	Dover
7:00 PM	<b>Pizza &amp; Make Your Own Ice Cream Sundaes</b>	Grand Ballroom
7:30 PM	<b>Photo Booth</b>	Ballroom Lobby
8:00 PM	<b>Dance</b>	Grand Ballroom
8:00 PM	<b>Movie Night</b>	Middlesex East
8:00 PM	<b>Board Games</b>	Middlesex West
8:00 PM	<b>Microsoft Game Room</b>	Commons
11:00 PM	Curfew	In Your Room!
11:00 PM	State Officer Team Meeting	
<b>Monday, March 3</b>		
8:30 AM	Award Ceremony Set-Up	Grand Ballroom
8:30 AM	Officer Team Meeting - New & Old	Grand Ballroom
9:15 AM	Check Out (Turn in keys and store luggage)	Commons
9:30 AM 12:30 PM	<b>Closing Session</b> ★ Conference in Review ★ Brunch ★ Installation of New Officers ★ Competitive Events Awards	Grand Ballroom
12:30 PM	<b>Advisor Pick Up</b> ✓ Projects & Judges Evaluations ✓ Scores ✓ Workshop Certificates	Outside Ballroom

**NOTES:**

<b>Friday, March 3</b>		
2:30 PM	State Officer Team Meeting	
<b>Saturday, March 4</b>		
9:00 AM	Conference Headquarters Opens	Carlisle
11:00 AM 11:00 AM	Registration Luggage Storage	Lower Level Commons
11:30 AM	<b>The Gathering Place</b> <i>Greet old friends and meet new ones. Stop by and write a letter to the troops serving our country away from home.</i>	Commons I & II
10:45 AM	Judges' Orientation Brunch	Ballroom South
12:00 AM	<b>Judged Events</b>	
Refer to Your Schedule for Your Appointment with the Judges		
<i>If your event has a prep time, you must report to the prep room prior to the judging time on your schedule to prepare you event. Computers are not provided, but printers will be available. Please make sure that you get to your prep room 15 minutes early.</i>		
11:45 AM	Human Resource Management Prep Extemporaneous Speech Prep	First Floor Room Prep
12:45 PM	Network Design Team Prep Small Business Management Team Financial Analyst Team	Ashland
1:00 PM	<b><u>Touch Develop Coding – Offered by Microsoft</u></b>	Ballroom North
1:30 PM	<b><u>Dress for Success Men's Warehouse</u></b> Learn from the experts how to dress for success!	Ballroom South
2:00 PM	<b><u>Public Speaking and Salesmanship - Offered by Microsoft</u></b>	Ballroom North
2:30 PM	<b><u>How to Differentiate Yourself from Your Peers Mark Altman Mindset</u></b>	Ballroom South
<p>Part 1 of our Mindset Future series prepares kids for Life After High School regardless of which career or education path they pursue. A student's personal story and unique qualities become more impactful and marketable with the ability to clearly and powerfully convey what sets them apart. Learn how to identify your top selling points and how to sell yourself. Trainers at MindsetGo guide students to increase their comfort in communicating what makes them different. No matter your life path, MindsetGo has a program to help you tell your story, communicate effectively, and pave the way to professional and personal success:</p>		
3:00 PM	<b><u>Dress for Success Men's Warehouse</u></b> Learn from the experts how to dress for success!	Ballroom North

3:30PM	<b><u>Delivering Your Message – Public Speaking Skills</u> Andrea Leal Post Secondary National President</b>	Ballroom South
4:00 PM	<b><u>Beyond Words: The Subconscious Language Of Body &amp; Dress</u> Lisa McNanna FIDM -.</b>	Ballroom North
<p>Did you know that over 90 percent of communication does not involve words? In this highly interactive presentation, students will discover the eight types of nonverbal communication and the power each one holds. While emphasizing the psychology and sociology curriculum, focus is placed on the cultural differences in both subconscious and learned behaviors. Class participation is encouraged in exercises that challenge students to interpret the hidden meaning behind mannerisms and dress. Students will come away knowing the profound impact nonverbal communication has on their future success and well-being</p>		
5:00	<b>Finalist Posted</b>	Ashland
5:00	<b>State Officer Team Meeting Campaign Briefing Officer Team Candidates Meeting</b>	Grand Ballroom Boardroom
6:45 PM	<b>Chapter Advisor Meeting</b>	Boardroom
7:45 PM	<b>Opening Session</b> ★ Dinner ★ Officer Team Presentation ★ Torch Awards, Pin, Cover, Writing and Community Service Award ★ Candidate Speeches ★ Candidate Meet and Greet	Grand Ballroom
10:00 PM	<b>Chapter Meetings</b> (Room Assignment in Registration Packet)	
10:45 PM	Curfew	In Your Room!
10:45 PM	State Officer Meeting	Concord
<b>Sunday, March 2</b>		
7:15 AM	<b><u>Bus</u></b> to Assabet Valley Regional for competitive events, workshops, breakfast and lunch	Hotel Lobby
8:00 AM	Breakfast (available until 8:45)	Cafeteria
8:00 AM	Competitive Events Headquarters Opens	Media Center
<b>Refer to Your Schedule for Written/Computer Events</b>		
8:30 AM	<b>Competitive Events Session One</b>	Refer to Schedule
9:15 AM 2:00PM	<b>OPEN EVENTS</b>	A107

Field Trip Step 1B

## **Out of State/Overnight Field Trip Request Form**

**Advisor(s): Michael Poe**

**Grade Level(s) of Students Attending Trip: 10-12**

**Trip Destination: Columbia University, New York, NY**

**Date of Departure: Jan 19**

**Time of Departure: (morning)**

**Date of Return: Jan 21**

**Time of Return: (evening)**

**Travel Company (if applicable): N/A**

**Name of Contact Person: Michael Poe**

**Address:**

**Phone: 716-361-2343**

**Cost of Trip: estimated \$500-700**

**Plan to address overnight stipend for professional staff:**

**Students will specifically be covering stipend costs, and fees have been added into their travel costs.**

**Deposit Method and Due Dates: Fees will be collected by check. All tournament fees will be due by January 10<sup>th</sup>.**

**Date of Parent Meeting(s): Dec 20, Jan, 10**

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:**

I am proposing a field trip to Columbia University the weekend of January 19-21, 2018 in order to bring a maximum of 4 debate students to compete in a nationally ranked debate tournament. This tournament, as all of our tournaments, are built around the research and debate of a particular diplomatic and political debate topic which will not only allow students to increase their skills in public speaking and research, but also build important skills in critical analysis, cross-curricular synthesis, and formal writing.

### **Trip Itinerary:**

Jan 19<sup>th</sup> – Depart from Bromfield in the morning  
-take train from Boston MA/128 stop to Penn Station in NYC  
- Arrival in NYC / hotel check in  
- Beginning debate rounds 5pm

January 20<sup>th</sup> – Tournament 8am-8pm

January 21<sup>st</sup> - Tournament 8am-3pm  
- Train from Penn to MA/128 Arrival at Boston, MA/128 train stop (approx.. 7pm)  
- Return to Bromfield with students.

Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: K-Club

Grades  
(6-12)

Participants  
(10)

Application Date: 9/28/17

Student Organizers: Julia Deng

Melissa Mazzu

Faculty Advisor: Señora Rosal

Organizational Goals and Objectives:

- ① Learning about Korean culture through music and film.
- ② Learn basic conversational Korean and to be able to read 한글.
- ③ Comparing and contrasting the Korean culture with that of other cultures.

Rationales:

To expand our knowledge of different cultures, in this case, Korean culture. We believed that the anime and manga club has been successful in exploring Japanese culture, so we wanted to delve into Korean culture.

What do you see as the role of the faculty advisor in this organization?

Facilitating the club activities, and overseeing thoughtful and insightful discussion about different topics.

What do you project the time commitment would be for this advisor?

The time commitment would be 40 minutes after school on Fridays until 3:00 pm.

**For Office Use Only**

Estimated tentative advisor stipend

\$ 618

Athletic Director

Principals Approval

Superintendent's Approval

School committee Approval



Dear Board of Select Members and Finance Committee Members,

Thank you for your thorough review of the budget documents that we have prepared. The answers below will hopefully answer your questions and provide further clarity. We look forward to meeting with you on Tuesday, December 5th at 7PM.

### School Budget Questions

#### Central Office

1. What new items contribute to the large increase in Professional Development (9.6%)? The two areas that have gone up are summer curriculum work and teacher tuition reimbursement. Usually, newly hired teachers submit more tuition reimbursement, so we have anticipated that with the \$10,000 increase. We also have on-going curriculum alignment work completed in the summer so we took that line up another \$15,000. To mitigate the increases, the amount of the off-set from a professional development grant (Ed. Quality Grant) went up from \$13,000 to \$30,000. (see front page) The grant money must be spent in this budget area.
2. Summer curriculum work was a new item in FY17 for \$30K; it is now \$45K? Please provide details on the rapid increase over two years. The budgeted amount has remained relatively consistent, but is now labeled differently. Previously, professional development costs were broken down into anticipated costs?, but these were rarely accurate as requests are not submitted until later in the year. We now put the separate line items together under one heading.
3. The business manager salary of \$60K seems high for a half-time position, given salaries for other finance positions in Town Hall? The salary is an estimate of the FY18 and FY19 cost if the interim school business manager were to work approximately half time. The cost of this position is also fully off-set by Devens funds.
4. You have proposed a 3.77% increase of \$490k. A 2.5% increase would be \$325k, and so would require reducing your request by \$165k. The new contractual COLA's save the town about \$40k, collectively, in benefits spending that is not in your budget, so accounting for this would mean a \$125k reduction in your proposal would fit this 2.5% level. What is the best way to reduce your request by \$125k? When the town agreed to the 2.75% increase to salaries (above steps and column moves), we knew the overall % increase would surpass the 2.5% target. The long term savings in health care premiums was seen as worth the short term budget overage. With 80% of our budget in salaries and raises dictated by the contract, the only way to cut an additional \$125,000 would be to take it from the level service non-salary requests (which did come in at 2.5%). Non salary items for FY19 increased a modest \$78,000, so cutting \$125,000 would require us to eliminate programs or services. See final page of tab 3.
5. You have proposed a very large school building project that will raise taxes significantly if passed. What significant decreases in your proposed operating budget and proposed capital budget could be made to offset some of this tax impact? In recognition of the upcoming project we have eliminated capital items

- and repairs beyond what is necessary for the Hildreth Elementary School. These changes resulted in a significant reduction in the Capital outer year projections.
6. There is a perception in town that the number of school administration employees has increased very significantly in the past 15 years, when you add up the number of people in the central office, principals, assistant principals and their staffs. Is this true? What would be the cost savings if we reverted to the prior number of administrators? *In the past 15 years, the School District has added an Associate Principal in the elementary school (95K) and a .5 Dean of Students (\$15K) at Bromfield. These positions are necessary to maintain the high level of quality learning that takes place in our district and to maintain level service.*
  7. How many NEW positions are you proposing in your budget, and what is the salary associated with them? *There are two new positions in the budget. One is the part time School Business Manager (required by the State and off-set by Devens' funds) and the full-time tech support person. The salaries for these positions are \$60K and \$45K respectively.*
  8. Given the known salary increases associated with the teachers' contract, what efforts were made to control other expenses? *We increased off-sets and reduced cost center budgets to level service at 2.5%.*
  9. There are no out-years' expense budgets, so it is difficult to ascertain if increased costs in certain areas will be offset by savings in future years. By the same token, are some dramatic decreases in expenses in FY19 over prior fiscal years due to contract cycles? For instance, FY17 legal actuals were nearly \$30,000 – probably due to teacher negotiations. Given FY20 will be the 3<sup>rd</sup> year under the current contract, should we expect legal fees to increase again in FY20?  
*We are asked to produce a yearly budget. Outer predictions are difficult. For instance, you mention the legal costs in FY20. We would not automatically bring a lawyer to the negotiations unless the negotiating team felt that doing so would be a cost benefit. Changes in health care necessitated more assistance this time.*
  10. Explain basis for decrease in SPED legal fees. *This is a projected number based on the number of special education issues under review and contention.*
  11. Explain the need for a SC Secretary. Could that need be filled by the Admin Assistant (as is the case with the BOS)? *The Superintendent's Admin. Assistant fills this role and is paid the extra money for the additional hours.*
  12. What is the term of the bus contract? Does the number of buses change every year? *We consistently have 6 town busses and 1 Devens bus (reimbursed fully by them). The bus contract is in the second year of a three year agreement. FY19 will be the third year.*
  13. Explain the mentor stipends and coordinator, as well as teacher tuition reimbursement. *New teachers are required to work under a mentor for their first year in the district. We pay the mentors and the mentor coordinator. The budget is developed by anticipating the number of new teacher in the upcoming year. One of our veteran teachers is the mentor coordinator. This leader plans the summer introduction and runs the monthly meetings.*

Tuition reimbursement is part of the teacher contract. The district pre-approves classes and workshops and then reimburses teachers for the expenses up to the yearly amount.

14. Is the custodian position a FTE? Who is eligible for overtime? [The custodian position is full time. He is eligible for overtime.](#)
15. Why are benefits carried in the school lunch budget? Shouldn't they be included in the benefits section of the Omnibus Budget? [The entire school lunch budget including salaries and benefits are self funded through lunch, breakfast, and soup sales.](#)
16. Are all of the listed services in Appendix D annual services? What is included in the HVAC contract? What HVAC repairs would fall outside of a contract? [The services are yearly. The HVAC contract covers annual maintenance and minor repairs. Replacement parts and larger repairs are outside of the contract.](#)
17. Do the schools and administrative offices qualify for amazon prime shipping? There are a lot of shipping expenses listed. [We use Amazon Prime accounts established with the Town Finance Director. The shipping costs cover mailings and other shipping needs.](#)
18. What is the balance in the Shaw Trust (designated primarily for playgrounds, secondarily for general education) and is there an intent to apply Shaw Trust monies to offset the HES (new) playground? [The Fund Balance in the Shaw Trust at the end of FY17 was \\$131K. There has been no discussion about using the Shaw Trust to offset the new playground as the project hasn't even been approved yet and the demand on this fund to increasingly offset more and more capital expenses has increased.](#)
19. What is the balance in the Devens Fund, and are some of those monies being held in reserve to offset unexpected expenses? This year's budget is offset by \$1.7M of Devens funding for ~96 kids (~18k/pupil). [The Devens Fund Balance at the end of FY17 was \\$705K. In 2018/19 900k from the Devens funds will be used towards faculty salaries. An additional \\$351k will be spent on technology leases/equipment. \\$40k has been allocated to cover athletic expenses. \\$60k is covering the school business manager's salary. Between \\$200K and \\$275K will be spent on the remaining Science Lab upgrades, depending on final project costs. The balance after all these expenses is anticipated to be approximately \\$700k which will be held in reserve to cover unforeseen expenses.](#)
20. Does Devens fully reimburse the \$312k pupil services amount from Devens pupils? (Is this captured elsewhere?) [They do. These revenues and expenditures have historically been reported in the Devens Fund as a Net wash.](#)
21. How many staff are on individual contracts versus the HTA salary scale and/or the hourly wage grid? [There are 13 employees on contracts; Superintendent, Director of Pupil Services, 2 Principals, 2 Associate Principals, School Business Manager, Registrar, Admin. Asst. to the Superintendent, Technology Director, Facilities Director, Chef Paul, and one tech support person](#)
22. For each salary appendix, please clarify the increase FY17 to FY18 for clerical staff. (Example below – is it 6.8% or 8.6?) [Salary lines for clerical staff for FY19 were](#)

increased by 2.75% above FY18 actual projections. Adjustments above 2.75% in certain accounts are for step eligible employees.

	BudgetFY17	ProposedFY18 From FY17book	Budget FY18 Coversheet FY18	FY18 Projected From FY18 book	FY19 Proposed Budget
	\$ 66,619	\$ 70,720	\$ 71,181	\$ 72,330	\$ 73,755
Chg		6.2%	0.7%	1.6%	2.0%
Chg FY17 to FY18			6.8%	8.6%	

23. Is the business manager ineligible to work greater than 960 hours/year? (i.e., should be .46FTE versus .5 FTE, \$130k annualized). **Yes, the Business Manager is ineligible to work more than 960 hours in the current Fiscal/School year. This was not true in FY17 as the DESE issued a "Critical Shortage" waiver to the Harvard Public Schools and the Business Manager.**

### School Facilities

- Contracted Services increased 13% in the FY18 budget and 21% in this year's. What is driving this cost increase? **Cost increases are driven by a mix of additional preventative maintenance needs and market conditions for facility services.**
- Why the huge increase in the cost of snow removal? (+\$45,000) **We have a contract per inch with a firm that bid the project. Last year we spent over \$70K so we recognized that this line is under budgeted. The amount of snow is, of course, an unknown.**
- What has caused the decreases in the energy accounts? (-\$10,000 for electricity and -\$3000 for gas) **We analyzed the bills from recent years and readjusted the budget as appropriate.**
- Section 6 - Appendix D: The service for the hydraulic lifts (+\$2500 each x2) - one of these is completely inoperable currently - was it serviced last year at this cost? **We will get the answer to this question and get back to you.**
- Section 6 - Appendix E: Bad HVAC control boards? +\$14,000 x2 - Which boards are these? **These controls regulate the air-flow from the air handlers as well as temperature controls.**
- Is the Director of Maintenance a non-exempt (i.e., hourly) position, eligible for overtime? (FY17 budget was \$84,071, FY17 actual was \$86,189) If so, how was there no OT used in FY17 Actual? **The Director is not eligible for OT, the difference between the budgeted amount and the actual comes from the fact that the entire salary budget lines for FY17 were projected without the 1.5% raises paid for that year after negotiations ended.**
- Is the \$439k for contracting out snow removal and custodial working well for the school? **The main goal was to ensure a cleaner school and we have achieved this with the change. The snow removal is more expensive than we would like. We are working with the DPW on a different solution for snow removal for FY20 that should result in a reduced budget for snow removal.**

8. The Actuals for FY16 as shown in this year's book differ from the Actuals for FY16 shown in last year's book by about 100k (showing higher actuals for FY16 in this year's book). Please explain. *The actuals for FY16 listed in the FY18 Budget were carried at net, after offsets. For the FY19 Budget they are listed at gross, with corresponding offsets listed separately, as are FY17-FY19.*
9. Are fewer air quality checks being planned for FY19 @ HES (vs. prior years) due to the proposed building project, or due to earlier results? *We are doing 3 this year as well, so the FY18 detail is incorrect.*

### **Hildreth Elementary**

1. Reading tutors have increased from \$24K in FY16 to \$84K this year, with only a flat \$16.5K Title 1 offset each year. Please discuss driving factors. *The 24K for reading tutors is inaccurate and may have been factored after a Title I off-set. If you look at the budget approved for that year FY16 was \$54K and FY17 was \$56K. The needs of the students are considered when budgeting these positions of additional support.*
2. Math tutors have increased from \$33K in FY16 to \$91K this year, with only a \$28K offset. Please discuss driving factors. *The 33K is inaccurate and may have been factored after the off-set was applied. The budget approval for FY16 was \$60K.*
3. Could recess aides be incorporated into the senior tax work-off program? *We encourage seniors to volunteer at the schools. They usually prefer to help out in the library.*
4. How many team leaders receive stipends? *There are 3 Vertical Team Curriculum Leaders.* Would the requested 4<sup>th</sup> copier be added to the lease with Axion for 3 copiers or purchased? *We would lease the additional copier.*
5. HES-Small Capital: Could any of these items be purchased using Shaw Trust funds? *We are off-setting capital purchases at Bromfield with the Shaw Trust Funds. The fund has a total of \$131K as much of it was used in recent years to off-set large capital projects such as one of the science labs . What is the need for 2-way radios? Radios are necessary to coordinate communication throughout the day, especially in the event of emergencies and during pick-up. Cell service throughout the building is unreliable and inefficient.*
6. Are the reading tutors benefit-eligible at .75FTE? ( $8 \times .75 \times 188 = 1128$ ) *No, Reading Tutors do not work sufficient hours on a quarterly or annual basis to qualify for benefits.*
7. How much do fees (e.g., yearbook, Nature's Classroom, etc.) offset the cost of stipends? *The fees do not offset the stipends. The fees go directly towards the event cost of the material costs.*

### **The Bromfield School**

1. The new Dean of Students position was created as a pilot during a previous "level service" budget. It was described as not incurring additional costs, but costs for three extra teaching sections and an MSSAA membership are now required to cover this position. What are the metrics for the pilot position success and have they been met? *The cost of the Dean of Students position has remained at a \$6,500 stipend. The 2-3 extra math sections were requested prior to her taking this position. She has focused on the attendance issues identified as a problem at Bromfield. She also helps with*

- discipline issues as the Principals focus on teaching and learning. All three have increased parent communication and time in classrooms providing feedback to teachers. We also have an improvement in student attendance since the pilot began.
2. Why was a guidance position filled during FY18 at \$30K over budget? This increase is a corresponding offset to the decrease of the Guidance staff account at Hildreth due to the transfer of a more senior staff member from Hildreth to Bromfield and a new hire at Hildreth.
  3. The total salary shown on page one of the TBS budget summary does not include the stipends paid to teachers for overseeing various student activities and serving as department leaders (\$66,508 and \$48,925 respectively). The stipends are reflected in both the Bromfield Summary and Appendix A as part of total salary.
  4. Why the increase in Guidance Salary? (+\$45,000) The Guidance Counselor from the elementary school transferred to the Bromfield School. There is a significant saving to the guidance counselor salary line in the elementary school budget. (See question 2. above)
  5. All of the teachers shown are on the salary scale for FY19 except the Music teacher – why? One of the teachers is paid hourly.
  6. What is the role of the Auditorium Manager? The role of the position is to run the sound and lights for events held in the Cronin Auditorium.
  7. Is anyone designated as the webmaster (i.e., webmaster stipend)? yes this position is filled.
  8. How much do fees (Yearbook, etc.) offset the budget? see answer to #7 in the previous section.

### **Pupil Services**

1. What is the basis for the increase in CASE transportation? The CASE transportation is determined by the transportation needs from the prior year as calculated by the CASE collaborative and based on student numbers.
2. Appendix C: What is the item being leased – a copier? Yes.
3. Appendix H: Is student 10 currently at Clinton Public School but will be moving to a private school in FY19? We cannot share information about students who may be identifiable. That said, the generic answer is that it is not uncommon to have students in out of district placements move between schools during the school year.
4. Is the OOD Coordinator an on-staff role as it was in the past? Why has the amount increased from 30-36k? This is a part time, contracted role now being filled by a different person with different background credentials.

### **Technology**

1. A comment on the salary of the educational technology coordinator at \$96K. Payscale shows an average salary of \$51K for this position in school districts and \$53K in colleges. Glassdoor shows up to \$80K for college positions. The average for a corporate position is \$78K. We appear to be well above market for this position in a school system. The person filling this position in the school district is a teacher on the teacher pay scale. The salary is determined by years of experience, degree level, and number of credits as it is for every teacher in the system.

2. Is the new technology support position benefit eligible? Does this replace the \$28K position for 185 days in the FY18 budget? [Yes, this is a full-time position with benefit eligibility. This does replace the \\$28K position that was in the original budget submitted for FY18. This position was funded this year through unexpected personnel savings.](#)
3. What is the support for an increase from \$1,400 to \$5,000 for tech coordinator, given a new expanded tech support position? [The \\$5,000 is the stipend paid to the teacher who is in the position of Educational Technology Coordinator. This stipend pays for extra summer days and beyond school hour professional development offerings.](#)
4. What is the replacement cycle on the hardware leases? [3 years for iPads and 4 years for MacBooks](#)
5. The technology leasing budget has grown from \$94k in 2016 to \$294k in FY18 and is now proposed to grow to \$347k. Most of it appears to be spent on iPads and iMacs. Apple products are significantly more expensive than alternative technologies that many school systems are now adopting, like Chromebooks. Why are you proposing to pay the significant premium for Apple? [We chose to lease Apple products after reviewing the pros and cons of other devices. Our technology team felt that the Apple products best fit the direction of our educational goals. For instance, the World Language department uses a language software that is not compatible with Chromebooks. The Apple products also better meet the needs of our students with special education plans.](#)
6. What would be the ramifications of not adding the proposed new \$45k technology support position? [We have added 400 more MacBooks for students this year. We keep track of help desk requests and the current number is 467 for this year. The same time frame last year we had 306. We manage a total of over 700 computers and another 400 iPads. Without a 4 person tech team \(2 - FTE, 2 - Part-Time\), we would be experiencing technology issues that would impact learning and teaching.](#)
7. Why does the school provide cell phones for IT staff? [The staff is available at any time to troubleshoot technology issues.](#)
8. What does the \$15k of 'management' cover for the leases? Is this a stipend/how did it double from FY18? [This is the price for a mobile device management software. This software protects the students and allows the remote installation and removal of software. We can remotely find iPads and the software helps with inventory. This software reduces the need for additional tech support personnel.](#)

### **Bridges/Community Education**

1. Explain the \$40,000 subsidy being paid to the Town and yet the program is projected to run with a deficit. Should the subsidy be reduced? [This program is self-funded but has reserve to cover the subsidy.](#)
2. Appendix C: Why is there a separate charge shown for cell phones? [Parents are in contact with the employees before and after school hours. They are sometimes outside or on field trips.](#) Why do 5 new cafeteria tables appear in this budget, as opposed to the general HES equipment budget? [The cafeteria tables were targeted as an offset to the Omnibus Budget.](#)
3. Appendix D: Why aren't field trips, etc, self-funded through Bridges fees (as is the case for COA trips)? [They are self funded.](#)

4. Appendix E: Why are benefits included in this budget and not in the benefits section of the Omnibus Budget? [All of the self funded budgets include the benefits as well as the salaries. These budgets are not supported by the omnibus budget, but are included as they are under the School Committee oversight.](#)
5. Appendix F: Explain the doubling of expenses over FY18. [The Director is planning more trips and special events for the students who stay after school.](#)
6. Appendix H: Why is water treatment services for Bromfield House included in this budget? [The water is a contribution to the office space located in the Central Office area.](#)
7. Appendix A: Explain the salaries shown for positions, but not specific individuals (summer adventure, spectrum & crosslinks) [The staff is changeable and not determined until closer to the dates.](#)
8. Using \$20/student as a surcharge, with a revenue of \$194k is it correct to infer that Community Ed serves 9700 patrons/year? [Please explain this question further.](#)

## Miscellaneous

### Section 7

Appendix D - page 13.: Grade 5, bottom line, it says "Devens offset" - is this still an expense? [It is an anticipated cost with a full off-set for students who may or may not need scholarship help to attend Nature's Classroom.](#)

Appendix G page 24: Destiny Library Software - is this the POS type software the library uses? [yes](#)

Appendix H page 25: What are the "Sample classroom" desks and chairs? [Instead of purchasing new desks and chairs, we are planning to purchase furniture to try out and bring to the new school, rather than purchase furniture for a new school without knowing if it will fit our needs.](#)

### Section 8

Appendix C: Guidance has a line item of \$16,800 - but no description. What is this for? [This is labeled incorrectly. The \\$16,800 is for copiers in the faculty workroom, front office, and library.](#)

Appendix D : Nurse's budget of \$4,000 is one line - not itemized. Are there more specifics that can be provided similar to all of the other departments? [Due to uncertainty of supply depletion, she has submitted this as a total in past years similarly to this year. If more detail is needed, it can be provided.](#)

Appendix E: School/Prim SS - \$5,000 dues. I'm not sure what this is. [This is a professional development resource that is used to enhance curriculum.](#)

Appendix G: Follett Destiny Software – Is this different than the license for HES? [Both school require this software subscription.](#)

What is the ProQuest Database Subscription? [nonfiction resources for students and teachers](#)

Appendix I: Everase Board Refinishing - Which product is this for? I don't see items that are \$500 on their website. [This is when a whiteboard or SmartBoard is refinished with a white layer of writable material.](#)

## Section 9

Appendix C: What is this for? It's not listed anywhere. [They have their own copier on lease.](#)

Appendix E: CASE Transportation - why is this number so high? \$240,000 [See Pupil Services #1](#)

Appendix K: What are Redcats? \$1,200 each. [These are sound systems for classrooms that amplify the teachers' voices. They are recommended for all classrooms especially to benefit students with hearing impairments or focusing issues.](#)

## Section 12

Appendix G: Product cost for soups - \$10,350 - should there be a corresponding revenue for this? [The revenue is listed as functions.](#)

## Section 13

Bridges pays for snacks? \$11,400 [Parents pay for snacks through their tuition to the program.](#)

Appendix F: FY18 \$4,050 - FY19 \$10,275? Why the huge jump? [Again, this is a self-funded budget and the program directors put the tuition money back into the program. They have more students attending and therefore need additional supplies.](#)

School Committee Meeting  
Monday, November 27, 2017  
6:15 p.m.  
Upper Town Hall

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

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

**Read the Vision Statement** – Mary Traphagen

**Public Commentary** – None

**Grant Approval**

The following gifts were presented for approval from the Harvard Schools Trust:

Sensory Play Material – Melissa Niland - \$1,200  
Advanced Nutrition Research Project – Katelyn Russell - \$280  
Games for Foreign Language Proficiency – Lisa Terrio - \$1,250  
The Rechargeables – Erin Sintros - \$236.33  
Headphones for Daily 5 – Dawn-Marie Ayles - \$120  
Weaving Looms – Lauren Crittendon - \$285

SusanMary Redinger made the motion and John Ruark seconded to accept the gifts from the Harvard Schools Trust as presented in the School Committee packet.

VOTE 5/0

**Student Report**

Chloe Cushing reported that the PSAT test was administered and the testing went really well. Students are in favor of having the test administered on a school day versus a Saturday. Sports teams did very well this fall, especially the boy's soccer team, which won the state championship and was very happy with the support from the Harvard community. The new football coop established this year went really well. Everyone enjoyed the Thanksgiving break and is getting back into it.

**Curriculum Presentation**

Ms. Jennifer Fraser, World Language Department Leader presented the following information relative to the World Language Department at The Bromfield School:

- World Language Department Members
- Recent and up-coming professional development
- AP and National Exam scores
- Course Offerings

- Examples of reading, writing, listening and speaking materials
- Spain and France International trip in Spring 2018

Ms. Fraser presented a proposal to pilot the Seal of Biliteracy award here in Harvard, as many other towns in the state have already done. The seal is part of the larger LOOK Bill (Language Opportunity for Our Kids) that was just recently passed by MA Legislature and is awaiting the governor's signature. Ms. Fraser explained that the Seal of Biliteracy is a nationally recognized award valued by both universities and potential employees that is granted to students who demonstrate proficiency in English and one or more additional language by high school graduation. In the spirit of the HPS vision statement, the Seal of Bileteracy acknowledges "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. Ms. Fraser explained that Juniors and Seniors are eligible to apply during the 2017-2018 academic year. Students must submit a completed application to Ms. Fraser in room 291 by January 17, 2018 No late applications will be accepted. All students will receive the results of their assessments. Students who meet the criteria for the Seal of Biliteracy will be awarded a certificate in the spring of 2018 during the Academic Awards Ceremony and will be publicly recognized for their achievement in the press and in the graduation program. The Seal is awarded at three levels of proficiency: Intermediate Mid (Silver Seal), Intermediate High (Gold Seal) and Advanced Low (Platinum Seal). Students must demonstrate the minimum proficiency level in all areas of communication assessed to be awarded a certain level of the Seal (e.g. students must attain Intermediate High in all communication areas in order to be awarded a Gold Seal). Students are encouraged to familiarize themselves with these descriptors before applying.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Seal of Biliteracy pilot program as presented.

VOTE 5/0

The Committee looks forward to hearing an update on the roll-out of the program in the future.

### **Building Committee Update**

Dr. Dwight presented to the Committee the MSBA Facilities Assessment presentation. Subcommittees are working on building orientation, longevity and technical performance. The presentation shows the schematic design of the exterior and interior of the building. The deadline to submit the design is December 15<sup>th</sup>. At that point, it will go to the estimators.

### **Superintendent Update**

#### **Hildreth Elementary Building Project Update**

\*Scott Mulcahy and Linda Dwight attended the EdSpaces Conference

\*CM at Risk candidates (4 companies) did a walk-through of the site and submitted questions, interviews tomorrow

- \*SusanMary and Linda shared a short presentation at the Special Town Meeting
- \*School Building Committee meeting on November 9<sup>th</sup>
- \*Josh held a public meeting update during conferences on November 13<sup>th</sup>
- \*Working group met on November 14<sup>th</sup>
- \*Held a conference call with architects on November 22<sup>nd</sup>
- \*MSBA update meeting on Wednesday this week

### **Teacher Leadership Team Meeting**

\*The leadership team met on November 16<sup>th</sup> to discuss the budget and shifts in the MAS focus. We discussed reactions in the public and in education to the changes in the standardized testing, and discussed portfolio type options for the future.

### **Arm in Arm Survey and Recent Meetings**

\*Arm in Arm hosted the movie, Not in our Town and asked Linda to share some of the ways we have focused on improvements since the “Rock Incident”. Some actions included professional development for teachers and staff, written changes to the District Improvement Plan and School Improvement Plans, programs for students, Global Competency program, Gender Revolution and actions to protect transgender and gender fluid students and staff, policy review and updates, expanded authors and topic in the English Department, and new books purchased in the HES library to represent all families.

### **Science Lab Updates**

\*Concrete removal was performed; electrical installation is scheduled for December 11<sup>th</sup>. If the work from Brown Electrical and Boston Mechanical are completed by the week of December 18<sup>th</sup>, Wells Restoration can return to back-fill and pour concrete. Peter Rowe will follow up with Capital Carpet to discuss a scheduling window. In addition, John Vincent, the on-site installation Manager from Longo expects 5 days for installation. Once Longo completes their work, plumbing and electric needs to return to perform final connections. The project completion date is set for January.

### **Successful Partnership with Other Districts**

\*Teachers spent November 7<sup>th</sup> either at Ayer-Shirley High School focused on technology or with other teachers in the state at curriculum specific professional development. The day was successful by furthering our teaching strategies and knowledge, but also because of the collaboration opportunities as we shared the day with educators from Ayer-Shirley and Littleton. Plans are already underway to continue this type of collaboration again next year.

**Policy Update**

The Policy Subcommittee proposed the following changes to policies as follows:

	ADOPT/FIRST READ	REVIEWED	AMENDED	ELIMINATE
BBB- School Committee Elections				X
BBBA/BBBB – School Committee Member Qualifications/Oath of Office			X	
BBBC – School Committee Member Resignation			X	
BBBE – Unexpired Term Fulfillment		X		
BCA – School Committee Member Ethics	X			
BDA – School Committee Organizational Meeting			X	
BDB – School Committee Officers			X	
BDC – Appointed Committee Officials			X	
BDD – School Committee/Superintendent Relationship			X	
BDE – Subcommittee of the School Committee			X	
BDF – Advisory Committees to the School Committee	X			

SusanMary Redinger made the motion and Jon Green seconded to approve the elimination of policy BBB as presented.

VOTE 5/0

Policy BBBA/BBB was tabled.

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

VOTE 5/0

Policy BBBE – Reviewed

Policy BCA – First Read

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

VOTE 5/0

SusanMary Redinger made the motion and Jon Green seconded to approve policy BDB as amended.

VOTE 5/0

Policy BDC Tabled

SusanMary Redinger made the motion and Jon Green seconded to approve Policy BDD as amended.

VOTE 5/0

### **Brainstorm Questions for Student Advisory Meeting**

The Committee developed the following topics for discussion for the next Student Advisory meeting:

- \*Delayed Opening versus Early Release PD days
- \*Discuss climate for transgender/gender fluid students -how are they supported and how the climate can be more accepting
- \*Recommended questions for an inclusion survey
- \*How do student feel about the changes in how the Language Lab works

### **Calendar Discussion -**

The Committee discussed the pros and cons of switching professional development days from early release to delayed opening days. The preliminary discussion would generate feedback to bring back to the Calendar Committee. Maureen Babcock shared her thoughts via email to Mary Traphagen and said that she would be in favor of exploring the delayed opening prospect; in the morning students are most likely at home, where with the early dismissal students are likely unsupervised for part of the afternoon. It was recommended to send out a survey to get feedback from parents. The gesture for religious holidays to be made early release days is good. It could be a benefit for a lot of students.

### **Agenda Items**

Policy

Building Committee Update

Budget Update

Communication Plan

Website Review

District Wellness presentation

Student Achievement

### **Liaison/Subcommittee Reports**

Mary Traphagen reported that the HES School Council meets tomorrow. The Communications Subcommittee is scheduled to meet next week.

Nancy Lancellotti reported that TBS School Council is concerned that the Youth Risk Survey has not been sent out to families. School Council Subcommittees have not met this year. It is important to get the subcommittee work started. School Council is meeting once per month this year.

Nancy Lancellotti distributed a draft report of the Student Achievement Subcommittee indicating their goals for the year, how they will be evaluated, references/materials and next steps. The Subcommittee looks forward to a formal presentation to the School Committee at a later date.

Jon Green – No updates.

SusanMary Redinger reported that the Capital Planning and Investment Committee met and rated the projects. Of the 16 projects submitted, the committee voted to recommend 11. Three school projects were approved: science labs, replace water tank and renovate Bromfield bathrooms. The Committee would like the Cronin auditorium project broken down and funding phased in over several years rather than as one complete project. Funding for the Bromfield science lab project is the Devens fund. CIPIC meets again next Monday to finalize and vote on the 2019 Capital projects recommended for funding.

John Ruark – No updates.

### **Open to Citizen Commentary**

Jennifer Finch, 165 Codman Hill Road, Harvard – Questions regarding the HES building project and policy.

### **Adjournment**

John Ruark made the motion, and SusanMary Redinger seconded, to move to adjourn the meeting at 9:05.

VOTE 5/0