# Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

**School Committee Meeting**
**Monday, November 27, 2017**
**6:15 PM**
**Upper Town Hall**

I. Call to Order and Read the Vision Statement (6:15)

II. Public Commentary (6:16)

III. Grant Approval (6:20)

IV. Curriculum Presentation (6:25)

V. Building Committee Update (7:00)

VI. Superintendent Update (7:20)

VII. Policy Update (7:30)

VIII. Brainstorm Questions for Student Advisory (7:45)

IX. Calendar Discussion (8:00)

- Should we consider switching ER PD days to delayed openings instead?
- Did anyone receive feedback about religious half days?

X. Agenda Items (8:10)

XI. Approval of Meeting Minutes (8:15)

XII. Liaison/Sub-Committee Reports (8:20)

XIII. Open to Interested Citizens' and School Committee Commentary (8:25)

XIV. Adjournment (8:30)

**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.**

**Harvard Schools Trust, Inc.**
PO Box 450 • Harvard, MA 01451-0450

November 16, 2017

Linda Dwight, Superintendent
Harvard Public Schools
39 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grant this month:

| | Number | Title | Requestor | Amount |
|---|---|---|---|---|
| *9/25/2017* | *18-04* | *Sensory Play Material* | *Melissa Niland* | *$1,200.00* |
| *10/11/2017* | *18-05* | *Advanced Nutrition Research Project* | *Katelyn Russell* | *$ 280.00* |
| *10/16/2017* | *18-06* | *Games for Foreign Language Proficiency* | *Lisa Terrio* | *$1,250.00* |
| *11/2/2017* | *18-07* | *The Rechargeables* | *Erin Sintros* | *$ 236.33* |
| *11/6/2017* | *18-08* | *Headphones for Daily 5* | *Dawn-Marie Ayles* | *$ 120.00* |
| *11/6/2017* | *18-09* | *Weaving Looms* | *Lauren Crittendon* | *$ 285.00* |

Very truly yours,

Terry Symula, President, Harvard Schools Trust

Cc: Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

**2013-2014 Directors**
Albert Barbieri • Didi Chadran • Tim Clark * Heidi Creighton • Molly Cutler • Mimi Dorward • Pamela Erdos • Stephen Finnegan
Pam Gordon• Bart Morrison • Susan Robbins •* Heidi Siegrist • Teresa Symula • Rolf vandeVaart

# 2017/18 School Calendar (approved 3/27)

## August 2017

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## December 2017

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## Days of Note 2017/18

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|---|---|---|---|---|---|
| **Aug 28, 29** | Prof. Dev. | **Nov 22 - 24** | Thanksgiving | **April 16 - 20** | April Vacation |
| **Aug 30** | First Student Day (1 – 12) | **Dec 25 – Jan 1** | Winter Vacation | **May 28** | Memorial Day |
| **Sep 4** | Labor Day | **Jan 15** | Martin Luther King Jr. | **June 20** | Last Day of School |
| **Oct 9, ½ 10** | Columbus Day/Prof. Dev. | **Jan 16** | Prof. Dev. | | (including 5 snow days) |
| **Nov 7, 10** | Election/Veterans' Day | **Feb 19 - 23** | February Vacation | | |

# 2016/17 School Calendar

approved 2/27/17

## August 2016

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## October 2016

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## January 2017

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## April 2017

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## May 2017

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## June 2017

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## July 2017

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## Days of Note 2016/17

| | | | | | |
|---|---|---|---|---|---|
| **Aug 29, 30** | Prof. Dev./Students off | **Nov 23 - 25** | Thanksgiving Break | **Feb 20 - 24** | Feb. Vacation |
| **Aug 31** | First Student Day | **Dec 26 – Jan 2** | Winter Break | **April 17 - 21** | April Vacation |
| **Sep 5, Oct 10** | Labor Day/Columbus | **Jan 16** | Martin L. King Day | **May 29** | Memorial Day |
| **Nov. 8, 11** | Election Day/ Veterans' Day/ Students off | **Jan 17** | Prof. Dev./Students off | **Jun19** | Last Day of Schoo |

| | 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 | | | |

**File: BBB**
**(Replaces File 2.3)**

## School Committee Elections

The Town of Harvard, at its Annual Town Election, shall elect by ballot a total of five members of the School Committee, with two elected annually and every third year one, for terms of three years. Such elected members before entering upon their official duties shall be sworn to the faithful performance thereof by the Town Clerk, shall enter upon their duties the day after their election, and shall hold office for the term of three years or until their successors are qualified.

Established by law

APPROVED: May 13, 1996
REVIEWED: December 12, 2011

LEGAL REFS: M.G.L. 71:35; 71:37
W.S. CH. 11, Sec 1
M.G.L. CH. 41, Sec A, 197, 109

CROSS REF: BB, School Committee Legal Status

Recommend for Elimination

**File: BBBA/BBBB**

## SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, individuals must be a registered voters in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee clerk official certification of having sworn the oath before an officer duly qualified to administer oaths prior to beginning official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.

APPROVED: February 9, 2004

AMENDED: November 26, 2017

LEGAL REFS.: M.G.L. 30A:20; 41:1; 41:107; 76:5; 268A:27-28;

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## SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the Town Clerk terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which the member holds office, that member shall be deemed to have vacated the office.

APPROVED: May 28, 1996

AMENDED: November 26, 2017

LEGAL REFS.: M.G.L. 41:2; 41:109

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## Unexpired Term Fulfillment

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

APPROVED: May 13, 1996
REVIEWED: November 26, 2017

LEGAL REF.: M.G.L. 41:11

**File: BCA**

## SCHOOL COMMITTEE MEMBER ETHICS

**(Massachusetts Association of School Committees Code of Ethics)**

**Preamble**

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee members in their relations with the community should:

1. Realize that their primary responsibility is to the students.
2. Recognize that their basic function is to be policy making and not administrative.
3. Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from Committee activities.

A School Committee members in their relations with school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.

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2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

3. Give the chief administrator full responsibility for discharging professional duties and hold the administrator responsible for acceptable results.

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4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee members in their relations with fellow Committee members should:

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1. Recognize that action at official meetings is binding and that one alone cannot bind the Committee outside of such meetings.

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2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.

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3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

4. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help or information on school problems

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5. Make decisions only after all facts on a question have been presented and discussed.

FIRST READ: November 26, 2017

**School Committee Organizational Meeting**

For the purpose of organizing, the School Committee, at its first regular meeting following the town's annual elections, will elect from its membership a Chairperson, a Vice-Chairperson, and a Clerk, who will hold their respective offices for a term of one year or until a successor is elected. The Superintendent will act as the committee's chair pro tem for the election of the new chairman.
A majority of the members of the school committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of Chairman will be made from the floor. The Chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

2. Upon election, the new chairperson will preside, calling for the election of a Vice Chair and Clerk. The procedure used for their election will be the same as that for electing the Chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

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AMENDED: November 26, 2017

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School Committee Officers

**Duties of the Chairperson**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. The Chair will perform those duties that are consistent with the office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee

2. Consult with the Superintendent in the planning of the Committee's agendas

3. Confer with the Superintendent on crucial matters that may occur between Committee meetings

4. Appoint subcommittees, subject to Committee approval

5. Call special meetings of the Committee as found necessary

6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others

7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chairperson will:

1. Call the meeting to order at the appointed time

2. Announce the business to come before the Committee in its proper order

3. Enforce the Committee's policies relating to the order of business and the conduct of meetings

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if this is not clear to members

6. Restrict discussion to the question when a motion is before the Committee

7. Answer all parliamentary inquiries

8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

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**Duties of the Vice-Chair**

The Vice-chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned.

**Duties of the Clerk**

The Clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

APPROVED: October 23, 2006
AMENDED: November 26, 2017

LEGAL REFS.: M.G.L. 71:36

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**Deleted:** The Chairperson, Vice-chairperson and Secretary shall be elected by majority vote. In case the School Committee is unable to choose a Chairperson, the Chairperson of the previous year will continue in office if he/she is still a member of the Committee. In case the latter is not a member, the School Committee shall elect a Chairperson pro-tem at each meeting until a choice is made. Vacancies in Office The School Committee has discretion in this area and may provide that: 1. In the case of a vacated Chairpersonship, the Vice-chairperson will automatically succeed to that position, and 2. An election may be held for the purpose of filling any other offices which may become vacant between the annual meeting which is used to elect officers for the coming year.
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Appointed Committee Officials

The Superintendent shall be appointed by the School Committee as provided by law and shall perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the School Committee may direct.

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AMENDED: November 26, 2017

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**School Committee / Superintendent Relationship**

The School Committee will leave to the Superintendent all matters of decision and administration that come within the Superintendent's scope as executive officer of the school system.

While the School Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from the Superintendent. Further:

1. The Superintendent may seek guidance from the School Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, the Superintendent will submit the matter to the School Committee for advice and direction.

2. The Superintendent will assist the School Committee in reaching sound judgments and establishing policies, and will place before the School Committee all relevant facts, information, and reports necessary to keep the School Committee adequately informed of situations or business at hand.

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AMENDED: November 26, 2017

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# Subcommittees of the School Committee

The School Committee may authorize the establishment of special subcommittees for special assignments and to make recommendations for Committee action. For purposes of definition: a subcommittee is a small group (less than a quorum of the full Committee) made up of School Committee members only. An ad hoc committee/ advisory committee is a group of broader membership (parents, teachers, administrators) whose charge may be to bring a recommendation back to the full committee for review and adoption/rejection.

1. The subcommittee will be established through action of the School Committee.

2. The Committee Chair, subject to approval by the Committee will appoint the members.

3. The Superintendent or designee will be ex-officio members of all special subcommittees.

4. The subcommittee may be provided with a list of its functions and duties.

5. The subcommittee may make recommendations for School Committee action, but it may not act for the School Committee.

6. Subcommittees will decide if they wish to have input from students, staff and citizens.

7. A subcommittee will be dissolved by the School Committee upon completion of its assignment, or it may be dissolved by a vote of the School Committee at any time.

8. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

Ad hoc committees may be formed by the School Committee and shall be disbanded upon completion of their responsibilities. No reports purporting to be the regular actions of said committees shall be presented to the School Committee unless acted upon by a majority of those present at the subcommittee meetings at which such actions were taken.

All subcommittees of the School Committee, as well as Ad hoc committees or advisory committees established by the School Committee will conform to the requirements set forth in the Open Meeting Law (Massachusetts General Law Chapter 39, section 23A, 23B. and 23C).

APPROVED: October 23, 2006
AMENDED: November 26, 2017

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# ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.

2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.

3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.

4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.

5. Tenure of committee members will be one year only unless the member is reappointed.

6. Each committee will be clearly instructed as to:

   a. The length of time each member is being asked to serve.

   b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.

   c. The resources the School Committee will provide.

   d. The approximate dates on which the School Committee wishes to receive major reports.

   e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.

   f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

FIRST READ: November 26, 2017

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: JIB, Student Involvement in Decision-making

School Committee Meeting
Monday, October 23, 2017
6:15 p.m.
Upper Town Hall

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

Mary Traphagen called the meeting to order at 6:20 p.m.

Nancy Lancellotti read the Vision Statement.

**Public Commentary** – None

**Club Approval**
Aaryan Bhatt – a 9th grader from Bromfield presented for approval a request to start a Technology Club. The Club would give students the opportunity to learn and discuss Technology. Miss Cregan would serve as the faculty advisor and the Club would meet bi-weekly.
SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Technology Club as presented.
VOTE 5/0

Scott Hoffman presented a request for approval to start a Fishing Club. The Club is intended to bring out students' love for outdoor activities and create bonding relationships. Students will learn about fishing and will be given an opportunity to have clean fun with classmates. Drew Skrocki would serve as the advisor.
SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Fishing Club as presented.
VOTE 5/0

Scott Hoffman presented a request for approval to start the Bromfield Geography and History Bowl. The Club would compete at competitions focused on geography and history, with an emphasis on the National History Bowl and Bee, the US Geography Olympiad, and the International Geography Bee held in DC annually.
SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Geograph and History Bowl Club as presented.
VOTE 5/0

Scott Hoffman presented a request for approval to start the Modern Music Club. The Club would create a community which people understand others by music. The Club would like to create and develop music. Mrs. Fontaine would serve as the faculty advisor.
SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Modern Music Club as presented.
VOTE 5/0

**Grant Approval**
Dr. Dwight presented a gift from the PTO for approval for the Alphabet Art project that is used to reinforce letter learning and provides visual and tactile reinforcement of letter learning. The total amount for the year for all four Kindergarten classrooms is $312.
John Ruark made the motion and Jon Green seconded to approve the PTO gift for $312 to purchase supplies for the Alphabet Art project in the amount of $312 as presented.
VOTE 5/0

**Funding Request for Band/Chorus Risers**
Band Director Craig Robbins attended the meeting to request partial funding for the purchase of a comprehensive riser system to accommodate all performing ensembles in the building, grade 6-12. The Harvard Schools Trust has agreed to fund $6,000, the Harvard PTO has offered $2,500 and the remaining funds being sought from the School Committee is $4,190. Dr. Dwight suggested using funds from the Shaw Trust to fund the risers.
SusanMary Redinger made the motion and John Ruark seconded to move that we approve the request for funding of up to $4,200 from Shaw Trust for the purchase of risers for the music department as presented.
VOTE 5/0

**Math Elementary Curriculum Presentation**
Principal Josh Myler and Math Vertical Team Leader Cynthia Ambrosino presented to the Committee the math curriculum being used at HES which included examples of math differentiated instruction, Professional Learning Communities (PLC), Math Workshop Model (Daily 3). Ms. Ambrosino also shared the Go Math/New Digital Resources which included the Personal Trainer (PMT) that helps struggling students breakdown math equations, and Prodigy, which is a web and app game that covers math skills. Mr. Myler shared with the Committee preliminary MCAS test scores and explained that the scores are being presented differently this year. The state reset the standard setting which makes it hard to compare scores from prior years.

**Superintendent's Report**
Hildreth Elementary building project update

- Josh, Scott and Dr. Dwight met with Arrowstreet to further discuss the interior layout of the building.
- The School Building Committee met on October 19th. The meeting has been advertised on Next Door Harvard and on the flyer distributed to parents. Several more audience members were in attendance.

- Teacher Leadership Team Meeting

All leaders in the district met for the first monthly meeting of the year. Discussions included the District Improvement Plan, the budget process, walk-through observations, and gathering feedback about professional development sessions. Developed a survey to help document the success and needs regarding our technology roll-out.

- ER Focused PD

Teachers at HES focused on differentiation strategies. The professional staff offered facilitated discussions around best practices to each other. Learning from colleagues has been an effective way to spread information and benefit from internal expertise. Teachers at Bromfield worked in collaborative groups to unpack the 21st Century Learning Skills. Previously developed rubrics were condensed to provide better feedback to students.

- Bus Driver Appreciation Breakfast

We hosted the 6th annual bus driver appreciation breakfast. This has become a yearly tradition that allows us to share time with the drivers and develop a relationship with them.

- Screenagers Movie Screening

We have scheduled the screening for Sunday, November 5th at 4:15. We have advertised this to families and community members.

- Science Lab Updates

A critical meeting of the contractors is set for Wednesday morning at 7 a.m. We will know more about the project timeline after that meeting.

**Policy Review: LBC, DA, DAA, DID, BAA, BB, BBA**

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

| | REVIEWED | AMENDED | ELIMINATE |
|---|---|---|---|
| BAA- Evaluation of School Committee Operational Procedures | | X | |
| BB – School Committee Legal Status | | X | |
| BBA – School Committee Powers and Duties | | X | |
| BBAA – School Committee Member Authority | | X | |
| DA – Fiscal Management Goals | | X | |
| DAA – Fiscal Management Priority Objectives | | | X |
| DID – Inventories | | | X |
| LBC – Relations With Non-Public Schools | | X | |

SusanMary Redinger made the motion and Jon Green seconded to approved policy BAA as amended.
VOTE 5/0

SusanMary Redinger made the motion and Jon Green seconded to approve policy BB as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve policy BBA as amended.

SusanMary Redinger made the motion and John Ruark seconded to approve policy BBAA as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded approve policy DA as amended.
VOTE 5/0

The Policy Subcommittee will review Policy DAA to be sure the language that reads "the Superintendent is charged by the School Committee to develop an annual operating budget ..." is in another policy prior to elimination of Policy DAA.

SusanMary Redinger made the motion and John Ruark seconded to approve the elimination of Policy DID.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve Policy LBC as amended.
VOTE 5/0

**Meeting Minutes Approval**
SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the October 10th meeting as amended.
VOTE 4/0 Jon Green abstained due to absence

SusanMary Redinger presented three warrants for School Committee review.

SusanMary Redinger made the motion and John Ruark seconded to appoint Nancy Lancellotti as the official delegate to the MASC conference.

**Agenda Items**
Anti-Bias update
Budget presentations
Bromfield Parent Survey

**John Rurak** - reported that the Athletic Advisory Committee met and discussed some accomplishments the Committee wanted to recognize such as "Night Under the Lights", where fall sports teams played night games under the lights, 4 rowing teams competed at the Head of the Charles race in Boston, and a successful HAA golf tournament was held. The Advisory

Committee started establishing goals for the year including the discussion of adding 6th graders to the athletic program.
HEAC – no specific update – progress being made on all fronts.
**Nancy Lancellotti** reported that the Student Achievement Subcommittee met and started talking about how the school is currently looking at student achievement. The Subcommittee will bring back information and data collected to the Committee at a later date.
School Council met and the group is looking to form 4 subcommittees this year. In prior years there have been 2 subcommittees, climate and handbook, and this year 2 additional subcommittees are being proposed. The Career Inspirations Subcommittee which will provide resources to help students know about various careers and invite folks from different career paths to come into the school and talk to the students and give them information. The Balance Subcommittee relates back to the vision statement and also relates to current news regarding student stress and anxiety. The subcommittee would look at what is causing the stress and trying to make changes to alleviate some stress.
**Jon Green** – nothing to report from SEPAC.
**Maureen Babcock** reported that the Mass Development Board of Directors met on October 12th, and Maureen updated the Board on education including contract/continuity, the 1:1 to world technology initiative, the MSBA partnership to build a new school, partnership with Harvard, and the survey. Maureen Babcock shared the Devens Educational Advisory Committee newsletter.
**SusanMary Redinger** reported that CPIC met last Monday and withdrew the conservation project request. They approved the DPW lift and voted to approve the old library access as a debt funded project. Both will be put in front of the voters on November 6th. All capital request submitted by the School Committee went through as well as other department projects, but not all requests will be approved. Capital projects will be reviewed with School Committee and CPIC in early December. Finance Committee will meet next week.
**Mary Traphagen** reported that the Student Advisory met with School Committee and discussed dress code, the technology roll, the new cell phone policy and the start of school. Students are fine with the dress code changes and were only concerned that dress code violations should be kept private. Students main concern with the technology roll out was that in the spring they were told they could choose to use their home or school device, but that changed and they are required to use a school device only. Students said there is a wide variety in the amount of technology teachers are using. Books and binders have not been decreased yet. Students are not familiar with the SAMR model. Students feel that they should be able to use their phones for texting during the day. Students feel like that right should not be taken away. They are not able to text out schedule changes to their parents. Students felt that the start of school went smoothly. The technology roll-out could have gone smoother. HES School Council and Josh went over the budget process. There was a lot of discussion about how the MCAS results were affected by the state resetting the standards.

**Open to Citizens Commentary – School Committee Commentary**
SusanMary Redinger wanted to acknowledge and say the field trip to Monty Tech is a great thing to do – it is positive for Harvard students to hear that technical school is a valued resource in education.

Jon Green – tomorrow at 7 pm. Volunteers Hall - Arm and Arm will sponsor an opportunity for discussion on diversity.

Mary Traphagen – Screenager – November 6th.

Linda Dwight will be attending the Edspaces Conference in Kansas City with Scott Mulcahey from October 24th to October 28th.

**Adjourn**
SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 8:30 p.m.
VOTE 5/0

Respectfully submitted:

Mary Zadroga

School Committee Meeting
Monday, November 13, 2017
5:30 p.m.
Upper Town Hall

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

Mary Traphagen called the meeting to order at 5:30 p.m.

**Read the Vision Statement** – Mary Traphagen

**Public Commentary Forum about the Elementary Building Project**

**Public Commentary –** None

**Grant Approval** – None

**Budget Presentations by Cost Centers**
Cost Center Managers presented their FY19 budgets to the School Committee.
The FY19 budget increase to the Omnibus Budget is $504,723 which is a 3.88% increase from the FY18 budget. The new collective bargaining agreement with a 2.75% Cost of Living Adjustment increases the Omnibus budget salary lines by $411,022 (4.2%) and the total non-salary increases is $93,702 or 2.99% increase. Separate from salary increases, the major factors affecting the non-salary budget for FY19 are snow removal $45K and student transportation $25K.

The Committee asked that the non-salary budget be cut or an offset increased to bring it to a 2.5% increase. It was decided that the Shaw offset to Bromfield Library furniture be increased by $15,000.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we increase the Shaw offset to the omnibus budget by $15,000 and with that amendment, approve the budget as presented.
VOTE 5/0

**Agenda Items**
Policy
Curriculum Update
Communication Plan
Website Review
District Wellness presentation
Student Advisory questions

**Liaison/Subcommittee Reports**

**Nancy Lancellotti** reported that the Bromfield School Council will meet on Wednesday this week and the Student Achievement Committee will meet on Thursday.

**John Ruark** – reported that the Athletic Advisory will be meeting the week after next. HEAC is working on the draft RFP for the classroom lighting at Bromfield. David Fay met with the Green Team to go over the energy audit project with them. The HES book fair is under way and a great way to support the PTO. The MASS/MASC conference was great and glad to be able to attend.

**Maureen Babcock** – DEAC held a very productive meeting. They went through their current survey and made a first attempt at stream lining it. DEAC has 2 empty seats which they anticipate to fill soon.

**Linda Dwight** reported that the HES play is being held this weekend. Kudos to the Bromfield Boy's soccer team for winning the district championship and moving onto the state championship. Sad for our previous PTO president Lisa Rosin, her daughter Sophie and their family for their loss.

**Jon Green** – no update

**SusanMary Redinger** – thanks to the teachers that showed up for the services for Mark Thompsen funeral. There was a great presence and support from Harvard Public Schools for the family. Capital met this morning and they will be rating the project between now and November 27th. There are more projects than money available. The out years will be tough to get through. Will know more after the November 27th meeting

**Mary Traphagen** – HES School Council meets after Thanksgiving. Thank administrators for coming up with their budgets the way they did. Attended Screenagers with my daughter. Very good turn-out and great information. Enjoyed the MASC conference. Had a cooperate feel to it. Great conversation and definitely learned a lot.

SusanMary Redinger presented payables warrant that she signed.

John Ruark made the motion and SusanMary Redinger seconded to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Zadroga

**Open to Citizens Commentary – School Committee Commentary**

SusanMary Redinger wanted to acknowledge and say the field trip to Monty Tech is a great thing to do – it is positive for Harvard students to hear that technical school is a valued – resource in education.

Mary Traphagen – Screenager – November 6th.

Linda Dwight will be attending the Edspaces Conference in Kansas City with Scott Mulcahey from October 24th to October 28th.

**Adjourn**
SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 8:30 p.m.
VOTE 5/0

Respectfully submitted:

Mary Zadroga