

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

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**School Committee Meeting**  
**Monday, April 9, 2018**  
**6:15 PM**  
**Upper Town Hall**  
**13 Ayer Road, Harvard, MA 01451**

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Budget Public Hearing (6:15)**
- III. Public Commentary (6:30)**
- IV. Student Update (6:35)**
- V. Trip Consideration (6:40)**
- VI. Grant Acceptance (7:00)**
- VII. Superintendent Update (7:05)**
- VIII. Policy Review (7:15)**
- IX. Voting on the Last Day of School (7:30)**
- X. Day of Low Attendance Consideration (7:35)**
- XI. Executive Summary Editing (7:50)**
- XII. Agenda Items (8:00)**
- XIII. Approval of Meeting Minutes (8:05)**
- XIV. Liaison/Sub-Committee Reports (8:10)**
- XV. Open to Interested Citizens' and School Committee Commentary (8:20)**
- XVI. Adjournment (8:25)**

**Attachments: Superintendent Report, Grant Information, Calendar, Policies, Day of Low Attendance Data, Executive Summary Draft, Trip Information**

**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):** Rob Cullinane

**Grade Level(s) of Students Attending Trip:** Grade 5 2018-2019

**Trip Destination:** Nature's Classroom, Ivoryton, CT

**Date of Departure:** October 1, 2018    **Time of Departure:** 8:00 am

**Date of Return:** October 5, 2018    **Time of Return:** 3:45 pm

**Travel Company (if applicable):**

**Name of Contact Person:** Rob Cullinane

**Address:** Hildreth Elementary School

**Phone:** 978-456-4145 Ext. 217    or    978-660-1637 (cell)

**Cost of Trip:** \$425.00

**Deposit Method and Due Dates:** Parents will make a non-refundable deposit of \$100.00 by April 26, 2018; Students will earn \$50.00 on own by September 6th; Parents will pay balance by September 21, 2018.

**Date of Parent Meeting(s):** April 5, 2018 (An additional Parent Chaperone Meeting will take place in September.)

**Purpose of Field Trip:**

Students at the Hildreth Elementary School have had the opportunity to attend an extended environmental education field trip to Nature's Classroom, or similar program, for the last 20 years. In 2010, the trip was moved from the spring to the fall, with successful results. The 2018 five-day trip is scheduled for October 1 - 5.

Community awareness, group cohesiveness and environmental stewardship are important goals of the Nature's Classroom program. As students live and learn together, they develop a stronger appreciation for others and gain more self-confidence.

**Trip Itinerary:**

A typical day begins with breakfast at 8 AM. Students spend the rest of the morning in field groups exploring the site and experiencing new challenges and discoveries. During the morning field group time, students gain a better understanding of the dynamic interactions in the natural world as well as interpersonal interactions among themselves.

After lunch, students have a little free time for rest and recreation and then get to choose two special interest classes, which are both academic and enjoyable.

Meals are served family style. Mealtimes provide a chance for students, staff and chaperones to interact and share experiences. The diversity within field groups, special interest classes, and other activities facilitates conversation among the students and adults. To be of service to the community, students take on the responsibility of helping as servers.

After dinner, students write in a journal provided by the HES teachers. This is followed by the evening activities, which include a Science Exposition, Night Hike, Multicultural Fair, and Thursday Night Live.

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

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# Field Trip Approval Form 201~~7~~<sup>8</sup>-201<sup>8</sup>

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

See attached

Date(s) of Trip: Wed Feb 13 - Sat Feb 23  
2019 Advisor(s): Ms. Patricia Nilan

Students/Class/Grade Level Attending the Field Trip: 10<sup>th</sup> - 12<sup>th</sup>

Destination: New Orleans, Louisiana - United Saints Recovery Project

Departure Time: TBD (Based on Flight) Return Time: TBD (Based on Flights)

Mode of Transportation: Bus, Plane, Van, Streetcar

(If travelling by private car, the 'Registration Form For Student Transportation In Private Vehicles' should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

  
\_\_\_\_\_  
Department Leader Signature/Approval

  
\_\_\_\_\_  
Principal Signature/Approval

  
\_\_\_\_\_  
Nurse Signature/Acknowledgment

## Field Trip Approval Form 2018 - 2019

### Purpose of Field Trip and Curricular Connection

The purpose of this field trip is to

1. Provide students with an opportunity for doing community service- including the senior community service project.
2. Expose students to other cultures.
3. Teach students about Hurricane Katrina and cultural issues of that time period.
4. Expose students to social justice issues such as homelessness, hunger, and poverty.
5. Provide opportunities for students to work together (Teamwork).
6. Learn new skills, such as building and construction.

Dates of Trip: Wednesday February 13, 2018 – Saturday February 23, 2018

Advisor: Patricia Nilan

Students/Grade Level Attending: 10<sup>th</sup>-12<sup>th</sup>

Destination: New Orleans, Louisiana- United Saints Recovery Project

Departure Time: TBD (based on flights) Return Time: TBD (based on flights)

Mode of Transportation: To/ from airport – Bus or cars, depending on number of students

Flight to and from New Orleans

Vans in New Orleans

Streetcar in New Orleans



## Out of State/Overnight Field Trip Request Form

Advisor(s): Patricia Nilan

Grade Level(s) of Students Attending Trip: 10<sup>th</sup>-12<sup>th</sup>

Trip Destination: United Saints Recovery Project  
New Orleans, Louisiana

Date of Departure: Feb 13, 2019

Time of Departure: TBD

Date of Return: Feb 23, 2019

Time of Return: TBD

Travel Company (if applicable): None

Name of Contact Person: Patricia Nilan

Address: 2 Suncook St, Pepperell

Phone: 978 852-9752

Cost of Trip: \$1800.00

Plan to address overnight stipend for professional staff:

Calculated into student's cost

Deposit Method and Due Dates:

See Below

Date of Parent Meeting(s): TBD

1-2 weeks before trip

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.

Deposit method - Checks made out to "Brunfield Cares-NOLA"

Due Dates:

May 1<sup>st</sup> 2018 - \$500.00

June 11<sup>th</sup> 2018 - \$250.00

Sept 3<sup>rd</sup> 2018 - \$250.00

Oct 1<sup>st</sup> 2018 - \$250.00

Nov 5<sup>th</sup> 2018 - \$250.00

Balance due Jan 7<sup>th</sup> 2019



## United Saints Recovery Project – New Orleans Service Trip Itinerary

**\*\*Subject to change**

Wednesday, February 13, 2019 – Depart Bromfield to fly to New Orleans (Time TBD)  
Arrive in New Orleans, check in, unpack, and bed.

Thursday, February 14, 2019 – Friday, February 15, 2019

- Breakfast 7:00- 8:00
- Morning meeting 8:00-8:30
- Community Service 9:00-4:00
- Dinner 4:30 – 5:00
- Night Activity / Free group time 5:00-7:00 (soccer, games, etc)
- Reflection 7:00-9:00
- Rooms and bed 10:00

Saturday, February 15, 2019

- Wake and Breakfast: 7:00am-8:00am
- Service Project: 8:30-11:30am
  - Possible Projects
    - Second Harvest
    - ARNO
    - ARC
    - Green Light New Orleans
- Lunch 11:30 – 12:00 - Supplied
- History Culture Tour 12:00 – 4:00
  - Lower 9<sup>th</sup> Ward
    - Abandoned House
    - Levy
    - Make it Right Houses
    - Mr. Green House
    - Living Museum
    - Katrina Memorial
    - Charity Hospital
- Dinner 5:00-6:00 Cici's
- Team-bonding 6:30- 7:00
- Reflection 7:00-8:00
- Free group time till 10:00 – in rooms and lights out

Sunday Feb 16 ,2019

- Wake and breakfast 7:00-8:00
- Cultural and Historical Tour / Activities 8:30 – 3:00
  - Jean Lafitte National Historical Park and Preserve
  - Garden District
  - Cemeteries
  - Plantation / Swamp tour
- Streetcar to French Quarter 3:00-6:00
  - Historical tour
  - Free Time
- Dinner at the French Quarter
- Reflection 7:00-8:00

Monday Feb 17<sup>th</sup> - Friday Feb 22<sup>nd</sup> 2019

Breakfast 7:00-8:00

Morning meeting 8:00-8:30

Community Service 9:00-4:00

Dinner 4:30

Night Activities / Free group time 5:00-7:00 (soccer, games, etc)

Reflection 7:00-9:00

Rooms and bed 10:00

Saturday Feb 23<sup>th</sup> Depart New Orleans and arrive home

# Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

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April 4, 2018

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants last month:

Submit Date	Title	Submitter	Amount
3/3/18	Sharing Spaces	Sharon Correnty and Beth Cregan,	\$1626.99
3/10/18	Speaker: Building Bridges	Kathleen Doherty and Bryce Mattie-Brown	\$500

Very truly yours,

Terry Symula,  
Harvard Schools Trust

Cc: Scott Hoffman  
Josh Myler  
Karen Shuttle  
Rolf VandeVaart

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## 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

# Policy K Review

Policy	Amended	Reviewed	Eliminated
KA – School/Community Relations Goals	X		
KBA – School/Parent Relations Goals	X		
KBBA – Rights of Non-Custodial Parents	X		
KBBA-E – Sample Notice to the Custodial Parent	X		
KBBA-R – Sample Affidavit for Non-Custodial Parent			X
KBE – Relations with Parent Organization		X	
KCB – Community Involvement in Decision Making	X		

File: KA

## School/Community Relations Goals

### File: KA - SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

APPROVED: December 11, 2006

AMENDED: April 9, 2018

**Deleted:** The School Committee believes that the public schools belong to the people who created them by consent and support them by taxation, and the support of the people must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the Committee declares its intent: ¶  
1. To keep local citizens informed through channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts, those of the Superintendent, and such Information Officers as may be appointed. ¶  
2. To solicit, as appropriate, the studied counsel of the people through advisory committees selected from the community and appointed to consider problems that vitally affect the future of our children. ¶

**Deleted:** REVIEWED: January 23, 2012

File: KBA

#### School/Parent Relations Goals

It is the general goal of the District to foster relationships with parents to encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents/guardians are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement and methods to enhance student development.

Deleted: for students during the time when they are within the supervision of school personnel.

Additionally, parental/guardian, involvement in the schools is encouraged through regular communication with the school Principal and staff, the school council, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

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APPROVED: December 11, 2006

AMENDED: April 9, 2018

Deleted: January 23, 2012

File: KBBA

## Rights of Non-Custodial Parents

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student



records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

APPROVED: December 11, 2006

AMENDED: April 9, 2018

LEGAL REF.: M.G.L. 71:34D; 71:34H603 CMR 23.07 (5)  
Access Procedures for Non-Custodial Parents20 U.S.C. §1232g  
Family Education Rights and Privacy Act (FERPA)

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**Deleted:** As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education by which public schools provide student records to non-custodial parents who do not have physical custody of their children. ¶

As required by M.G.L. c.71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions. ¶

A. A non-custodial parent is eligible to obtain access to the student record unless: ¶

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or ¶  
2. The parent has been denied visitation or has been ordered to supervised visitation, or ¶

3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record. ¶

B. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a). ¶

C. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal. ¶

D. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a). ¶

E. The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school. ¶

F. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. ¶

APPROVED: December 11, 2006 ¶

REVIEWED: January 23, 2012 ¶

LEGAL REF.: M.G.L. 71:34D, 71:34F, 71:34H 603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents ¶

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**Sample Notice to the Custodial Parent  
When Non-Custodial Parent Has Requested Student Records  
Per General Laws Chapter 71, Section 34H**

**NOTE:** The statute requires schools to send notice to the custodial parent by certified mail, in both the primary language of the custodial parent and in English.

(Date)

**BY CERTIFIED MAIL**

(Name and address of custodial parent/guardian)

Dear (Name of custodial parent):

Pursuant to Massachusetts General Laws Chapter 71, Section 34H, a law regarding student records access for non-custodial parents, (insert name of non-custodial parent) has requested the student records of (insert name of child). This request was made on (insert date of non-custodial parent's request).

In compliance with Section 34H (c) and (d), I am providing you with written notice of this request.

The law requires the school to provide the non-custodial parent with the student record information after 21 days, unless before that date you provide me with a copy of any of the following documents.

Deleted: either

1. A court order that prohibits the non-custodial parent from having contact with your child; or

Deleted: -

2. A court order that prohibits the non-custodial parent from getting access to the student records; or

3. A temporary or permanent order issued to provide protection to you or to any child in your custody from abuse by the requesting parent, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to your child's student records.

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Please contact my office if you have any questions. Thank you very much.

Sincerely,

(School Principal or Designee)

APPROVED: December 11, 2006

AMENDED: April 9, 2018

Deleted: JANUARY 23, 1012

**Sample Affidavit for Non-Custodial Parent  
Requesting Student Records  
Per General Laws Chapter 71, Section 34H I**

(Name of non-custodial parent), on oath depose and state as follows:

1. I am the parent of \_\_\_\_\_  
(Name of student)
2. Attached is a certified copy of the court judgment or order relative to the custody of my child, which meets the standards of General Laws Chapter 71; Section 34H. OR
3. Attached is a certified copy of an order by a probate and family court judge specifically ordering that my child's student records be made available to me, according to the standards of General Laws Chapter 71; Section 34H.
4. I certify that the judgment or order remains in effect and that there is currently no temporary or permanent protective order restricting my access to (Name of student), the custodial parent or to any child in the custodial parent's custody.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ (Month, Year)

\_\_\_\_\_  
Parent's Signature

APPROVED: December 11, 2006  
REVIEWED: January 23, 2012

### **Relations with Parent Organizations**

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

APPROVED: December 11, 2006

REVIEWED: April 9, 2018

### **Community Involvement in Decision Making**

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, School Council, any appointed advisory boards and the School Committee.

Deleted: staff.

On occasion, residents who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to become involved in specific school district projects. From time to time, these people may be invited by the School Committee to act as advisors, either individually or in groups.

The School Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

APPROVED: December 11, 2006

AMENDED: April 9, 2018

Deleted: January 23, 1012

CROSS REF.: BDF, Advisory Committees to the School Committee



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

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1 <sub>ER</sub>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 <sub>ER</sub>	22	23
24	25	26	27	28	29	30

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10 <sub>HD</sub>	11	12	13	14
15	16	17	18	19 <sub>ER</sub>	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <sub>HD</sub>	21 <sub>HD</sub>	22	23	24	25
26	27	28	29 <sub>HD</sub>	30		

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13 <sub>ER</sub>	14	15	16
17	18	19	20	21	22 <sub>ER</sub>	23
24	25	26	27	28	29	30
31						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 <sub>ER</sub>	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7 <sub>HD</sub>	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 <sub>ER</sub>	22	23	24
25	26	27	28	29	30 <sub>ER</sub>	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3 <sub>ER</sub>	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <sub>ER</sub>	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 <sub>ER</sub>	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 <sub>ER</sub>	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SNOW DAYS 1/4, 1/5, 1/17, 3/8, 3/13**

## Days of Note 2017/18

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, 1/2 10	Columbus Day/Prof. Dev.	Jan 16	Prof. Dev.		(including 5 snow days)
Nov 7, 10	Election/Veterans' Day	Feb 19 - 23	February Vacation		

## **EXECUTIVE SUMMARY**

The School Committee and the Harvard Public School Administration present this summary booklet containing details of their proposed Fiscal Year 2019 budget. In the pages that follow you will find expenses broken down by our six core cost centers; Central Office, Facilities, Hildreth Elementary School, The Bromfield School, Special Education and Technology. Itemized detail is available on request at the Superintendent's Office.

During the process, the budget is further refined and often pared down to ensure it is a level-service budget, and that any new/additional expenses are indeed necessary to maintain the level of service consistent with Harvard's commitment to academic excellence. The School Committee also considers the use of outside funding sources (Devens tuitions, School Choice tuitions and various grants) to cover both salaries and program needs as well as capital items critical to the curriculum or facility maintenance and upgrades. Throughout the process the district's following core value is used to assess the validity of expenses: *"We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those resources."*

For FY19 the School Committee's final budget was presented to the Selectmen/Finance Committee for their review and approval, consistent with the Charter Commission's recommendations for budget review. The Selectmen/Finance Committee asked detailed questions and recommended final reductions in funding of \$85,000. After making final changes to the budget, the School Committee and Superintendent held a public hearing on April 9, 2018, which is their annual practice, during which questions and input regarding the budget were welcomed. The final presentation is done at ATM where the budget approval requires a majority vote.

## **FY19 SCHOOL OMNIBUS BUDGET REQUEST**

This budget recommends a percentage increase of 3.77% between the FY18 and FY19 Budgets, growth of \$404,724, primarily attributable to the cost of the second year of a new collective bargaining agreement with a 2.75% COLA (Cost-of-Living Adjustment). This Final budget also includes anticipated step moves for all staff eligible, as well as column moves for all teachers who have notified us of their intention to move horizontally on the salary scale. The total of all salary increases from the Omnibus Budget is \$326,022 or 3.3%. Nearly \$10.2 million of the total budget is for salaries.

With most salary costs driven by contracts, the leadership team works hard to manage the remaining expenses totaling \$3.2 million which include costs for technology, curriculum, capital equipment, building maintenance, supplies, professional development and pupil services.



The major factors affecting the non-salary budget for FY19 are: 1) \$45k for the increase to snow removal and 2) \$27k for the increased cost of regular student transportation. Taken together these two accounts essentially represent the net increase to non-salary growth. Other non-salary account growth is effectively offset by reductions to small capital and curriculum materials (at Hildreth), by the utilization of Grant funds for Professional development (Central Budget) or by utilizing Devens funds to offset growth to equipment leases (Technology). The total of all non-salary increases is \$78,702 or 2.5%.

Off-sets to the budget total \$3.1 million bringing total school expenditures to \$16,521,973. The bulk of the offsets (\$1.4 million) comes from fees paid by Mass Development for the education of students from Devens and goes primarily towards salaries (\$900k) and technology (\$400k). An additional \$240k is proposed as part of the FY18 Capital Budget for the final phase of upgrades to Bromfield Science classrooms and support spaces.

One major commitment of the School Committee, to reduce user fees, continues to go unfunded at this time. While the Committee recognizes the need to look to families to bear the cost of some of the schools services (busing, athletics, Kindergarten), they are keenly aware of the financial strain this causes for some. As part of the FY19 Budget the School Committee has pledged up to \$40k of Devens funds to support the Athletic Revolving fund. No obvious solution for reducing this strain while maintaining our academic strengths has yet been found, but it remains an intention of the Committee to continue to look for options in the future.

### **FY18 SCHOOL CAPITAL BUDGET REQUEST**

Outside of the Omnibus Budget the schools are seeking approval from the town for four (4) Capital Budget items:

The first is the replacement/removal of indirect fired hot water storage tank and boiler at the Bromfield School funded at \$28k.

The second is the upgrade to two (2) bathrooms at the Bromfield School, in the Science wing and ramp area. This is the third year of a multi-year project of bathroom upgrades at Bromfield. The capital budget has committed \$25k and the School department has committed \$25k from the Devens account.

The third Capital expense is for upgrades to the Cronin Auditorium at \$100k – the facility is in need of upgrades to major systems: the curtain, the stage, lighting, seating and acoustics. This will be an initial appropriation for a multi-year plan for upgrades.

An additional Capital expense is a commitment of \$240k for upgrade of one (1) Science Lab and support/storage spaces at The Bromfield School. The School Committee has committed Devens funds for this project, so it will not require a vote of Town Meeting. This upgrade will complete the multi-year improvements to all of the high school science labs.

The major decision facing the Town this spring is a decision on the recommendation to build a new Hildreth Elementary School. The Feasibility Study conducted over the past year concluded in a recommendation to build a new building at a cost of \$53.6M, with \$18.76M funded by a grant from the Massachusetts School Building authority (MSBA) and \$34.83M to be funded by Harvard tax payers. The school building committee, working with an Owner's Project Management firm (NV5) and an Architectural firm (Arrowstreet) studied existing conditions at the Hildreth facility and considered plans to renovate or build new. Once a vote was taken in June of 2017 to build a new school, they worked with Harvard constituents to develop the plans and specifications that have led to a new school design.

The Superintendent and the School Committee understand the importance of this decision to all Harvard citizens and have worked to keep the community updated on all aspects of the proposed new school project. The many Committees in town have studied the proposed costs and presented the best financial plan possible for the project. This includes seeking the best interest rate by monitoring the cash flow timeline, and accepting commitments from the Capital Investment Committee and the School Committee of \$1,000,000 each towards the debt payments. The combined efforts have taken the initial projection of 16% tax increase to an 11% tax increase. The town residents will be asked to vote on the proposed new elementary school project at Town Meeting on May 5<sup>th</sup> and again at the ballot on May 8<sup>th</sup>. After the will of the community is heard, the School Committee and school leaders will forge ahead on next planning steps that focus on providing the best educational experience for our students.

In closing, the School Committee and the administration wish to express their sincere appreciation to an exceptionally talented and dedicated staff. We are grateful to and recognize all of our parents for their engagement and passionate support of their children's education. We are indebted to the entire community of Harvard for the continued commitment to public education. We celebrate our students' successes and aim to provide them with the means and learning to lead fulfilling lives that make a difference.

Respectfully submitted,

Linda Dwight (Superintendent), Peter Rowe (School Business Manager) and Mary Traphagen (School Committee, Chair)

School Committee Meeting  
Monday, March 26, 2018  
6:15 p.m.  
Upper Town Hall

Attendance: Mary Traphagen, Jon Green, John Ruark, SusanMary Redinger, Peter Rowe and Linda Dwight. Absent: Nancy Lancellotti (arrived at 8:36 p.m.), Maureen Babcock.

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

John Ruark read the Vision Statement.

**Public Commentary – None**

**Student Update**

Chloe Cushing – Reported that Spring Sports have started. Things are going well, students are adjusting to juggling academics with sports. Students took SATs on Saturday. The Staff/Senior Basketball game was held last Friday. The staff won both games. The Sophomore Class is preparing to take MCAS soon and teachers are being very flexible with assignments.

A request to change the order of the agenda - SusanMary Redinger made a motion and Jon Green seconded to move Agenda Item VII to Agenda Item IV.  
VOTE 4/0

**Trip Consideration**

Kristin McManus, Business Professionals of America Advisor, attended the meeting seeking approval to attend the National Leadership Conference in Texas, May 9<sup>th</sup> through the 13<sup>th</sup>, with 4 students who qualified at the State Conference March 3-5. The cost of the trip is between \$800 and \$1,000, and fundraising will begin soon. Students will compete nationally against students from across the country. In addition, students have the opportunity to participate in a nationally recognized Leadership Academy which offers intensive leadership training and also requires students to intern for at least 4 hours during the conference.

SusanMary Redinger made the motion and Jon Green seconded to approve the trip for the Business Professionals of America as presented.  
VOTE 4/0

**Social Studies Curriculum Presentation (elementary)**

Sangita Marya, the Social Studies Vertical Team Leader at Hildreth Elementary School presented the Grade K-5 Social Studies curriculum. Her presentation showed how Social Studies curriculum is presented and integrated at each grade level throughout Hildreth Elementary School. Ms. Marya explained how revisions to the Massachusetts History and Social Science Curriculum Frameworks will change some content in Grades 3 through 5.

### **Guidance Department Presentation**

Bromfield Guidance Department members Drew Skrocki, Sara Lamere, Christine Reale and Susan Chlapowski presented an overview of the new Guidance Department model and how services are offered to students in Grades 6 through 12. Students in Grades 6-8 were introduced to FLEX which is 4 Units of Study covering topics of school success, building a community, achieving balance and planning for the future. Student in the 8<sup>th</sup> Grade visited Monty Tech and students in the 9<sup>th</sup> Grade participated in a "Welcome to High School" class. At the 9-12 grade level students attended seminars that focus on guiding students through the post-secondary planning process and provide structured time to work on setting goals, college applications, and planning for life post-Bromfield. In addition, the Guidance Department offers signs of Suicide: Second Act, the Youth Risk Behavior Survey and a Parent Presentation, Refresh/Wellness Day and an introduction to Naviance as a parent workshop.

### **Grant Acceptance - Tabled**

### **Superintendent Update**

#### *Building Project Update*

- \*MSBA project scope and budget meeting will be held tomorrow.
- \*Tour of HES on March 20<sup>th</sup> and a Public Forum at Devens on March 22<sup>nd</sup>.
- \*SBC meeting on March 14<sup>th</sup> and another planned in two weeks.
- \*Met with Preservation Commission and discussed parts of their projects that might intersect with the school project. Arrowstreet will separate out the cost of the fields to bring back to the Preservation Commission. Discussed moving the playground equipment to another area of town and whether they would fund the move.
- \*Met with 5 Senior Citizens that initiated starting a Mentoring program at our schools. The State Department has a mentoring resource person who also attended the meeting. Great resources were shared and ideas of ways to build relationships of significance for students and seniors. Will keep you updated.
- \*Women's Leadership conference – seven women from Harvard were able to attend the conference and have expressed how inspiring the conference is.
- \*CASE will meet on Friday – CASE is looking to reduce their budget. Enrollment is down due to district running their own programs.
- \*Building Committee OML – working on records request – meeting agendas and minutes. Will submit that information to the town clerk, and will have it on the website as well.
- \* The science labs are waiting on final inspection of the building inspector. Longo Company has already started to discuss the project for next year.

### **Walkout Support Letter**

The Committee reviewed a letter crafted by John Ruark. The letter will be sent to the Harvard parents and families from The Harvard School Committee to express its support of those students who participated in the National School Walkout for 17 minutes on March 14, 2018. The mission statement will be added as part of the letter "to provide an outstanding education experience for all students and to help them develop curiosity, perseverance, and social responsibility.

SusanMary Redinger made the motion and Jon Green seconded to move that we authorize the chair to sign the letter and pass it on to the administration for distribution.

VOTE 4/0

#### **Discussion and Vote the Capital Off-Set to HES Building Project**

The Committee discussed the possibility of off-setting the HES building project by encumbering a portion of the Devens fund to off-set the project cost. CPIC has agreed to contribute \$1,000,000 and the School Committee \$1,000,000 over a 6-year period. With these two funds available there will be a decreased impact of the building project for Harvard tax payers.

SusanMary Redinger made the motion and John Ruark seconded to move that the School Committee commit to using up to \$1,000,000 from the Devens fund to pay off the debt of the new building if approved by town voters.

VOTE 4/0

#### **Calendar Change for Election Date**

The calendar approved for 2017/2018 has April 3<sup>rd</sup> as an early release date to accommodate the town elections. The election date was moved to May 8<sup>th</sup>. Dr. Dwight is suggesting that we add May 8<sup>th</sup> as an early release date so that the community entering Bromfield has less contact and disruption to the student population.

SusanMary Redinger made the motion and Jon Green seconded to move that we make May 8<sup>th</sup> an early release day.

VOTE 4/0

#### **Policy Review**

Policy BEDH-E – Guidelines for Public Comment

SusanMary Redinger made the motion and Jon Green seconded to adopt Policy BEDH-E as presented.

VOTE 4/0

Policy BGD – School Committee Review of Procedures

SusanMary Redinger made the motion and Jon Green seconded to adopt policy BGD as presented.

VOTE 4/0

### **School Choice Consideration**

The Committee discussed the enrollment numbers and the location of 7 school choice slots for the 2018/2019 school year. Dr. Dwight in consultation with the principals recommended taking choice students in Grade 2 (2 students,) Grade 7 (3 students) and Grade 9 (2 students).

SusanMary Redinger made the motion and John Ruark seconded to open up 2 slots in Grade 2, 3 slots in Grade 7 and 2 slots in Grade 9 as recommended.

VOTE 4/0

### **Town Article Assignment**

The Committee reviewed the school related warrant articles. Mary Traphagen will speak at Town Meeting to the following Warrant Articles:

Bromfield Hot Water tank replacement

Upgrade Bromfield School bathroom

Upgrade Cronin Stage and Lights

Dr. Dwight with help from SusanMary Redinger and Mary Traphagen will speak to the Hildreth Elementary School building project.

### **Agenda Items**

SAC – April 13<sup>th</sup> 7 a.m.

Budget presentation

HEAC

Good Friday – low attendance

Substitute assignment system

Policy

Vote last day of school

### **Approval of Meeting Minutes**

SusanMary Redinger made the motion and Jon Green seconded to approve the minutes of the March 12th meeting as presented.

VOTE 4/0

### **Liaison/Sub-Committee Reports**

**Mary Traphagen** reported that School Council is working on the staff survey. Working to have the survey guide a school improvement plan. The idea would be to not take things off the school improvement plan but have initiatives that can cross reference two planes. Josh made apple butter bread for the meeting which was delicious.

**SusanMary Redinger**– Presented the School Committee warrants for Warrant 18-15. The Quad Board meeting is scheduled for tomorrow night. SusanMary Redinger has most of the website review completed and will review with the Committee after town meeting.

**John Ruark** reported that HEAC is preparing an RFP for the lighting project, which should be going out in the next public registry.

John Ruark reported that DEAC met after public the School Building Forum and worked on survey questions. The survey should be going out after April break.

John Ruark reported that the Athletic Advisory and Student Achievement are meeting Thursday. School Committee is invited to a multi-board meeting to discuss the idea of having a turf field in Harvard.

**Nancy Lancellotti** – reported that the Balance Subcommittee made 5 recommendations to the School Council last week. 1. Develop a Middle School Wellness and Balance curriculum to be taught through MS health classes. 2. Add balance reading and other educational materials to the high school wellness curriculum. 3. Develop parameters, such as a maximum number of AP courses per year and grade-level eligibility for the AP program.

4. Collect homework policies from other districts to inform a potential homework policy decision. 5. Evaluate compatibility of Valedictorian and Solitarian with Harvard's Vision Statement and class ranking practices.

#### **School Committee Commentary**

SusanMary Redinger thanked and acknowledged the hard work and commitment Dr. Dwight is making with regard to the building project.

#### **Adjournment**

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 8:46 p.m.

VOTE 5/0

Respectfully submitted:

Mary Zadroga