

Harvard Public Schools
Upper Town Hall Meeting; 13 Ayer Road Harvard, MA 01451

School Committee Meeting
Monday, June 25, 2018
6:15 PM

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:16)**
- III. Student Update (6:20)**
- IV. Grant Approval (6:24)**
- V. School Improvement Plan End of Year Review; Bromfield (6:30)**
- VI. Turf Field Information (7:00)**
- VII. End of Year Goal Update (7:20)**
- VIII. Superintendent Report (7:40)**
- IX. Update on Custodial Plan (7:50)**
- X. Stipend Approval; Teacher Liaisons, Global Program Coordinator, Dean Position (8:05)**
- XI. Kindergarten Enrollment (8:20)**
- XII. Decide on Retreat Topics (8:25)**
- XIII. Review the Superintendent Evaluation Tool (8:40)**
- XIV. Approval of Meeting Minutes (8:50)**
- XV. Liaison/Sub-Committee Reports (8:55)**
- XVI. Open to Interested Citizens' and School Committee Commentary (9:05)**
- XVII. Adjournment (9:15)**

Attachments: Superintendent Report, Superintendent Evaluation Tool, Bromfield School Improvement Plan, Custodial Plan Information, Kindergarten Enrollment Data, Grant Information, End of Year Goal Update,

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.

June 15, 2018

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
05-11-18	18-26	Flexible Seating	Amy Bassage	\$461.00
05-14-18	18-27	Scholarship Fund for Fifth Grade Trip Nature's Classroom	Rob Cullinane	\$660.00
05-16-18	18-28	Flexispot Deskcise	Crickett Segaloff	\$999.98
05-29-18	18-30	Bromfield Robotics Club	Keith Lavigne	\$750.00
05-31-18	18-29	Drums Alive Drumastic Arts & Movement	Barbi Kelley David Gilfix	\$2100.00

Very truly yours,

Terry Symula
Harvard Schools Trust

Cc: Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

Harvard Schools Trust
Grant Application – Short Form

1. Applicant

- a. Name(s): Amy Bassage
- b. Relationship to Harvard public schools: Teacher third grade
- c. Email address: abassage@psharvard.org
- d. Phone: 978-456-4145 Date: May 11, 2018

2. Project title and description. If applicable, attach additional information.

Flexible Seating for Third Graders: In the past, I have allowed my students to sit on yoga balls at their desks rather than traditional chairs. Usually I get 100% participation. Students pay for their own yoga ball, as they are sized and inflated individually, and then they take them home in June. What I have found over the last six years of doing so, is that yoga balls, while very beneficial for some students' focus/sustained attention and core development, yoga balls can be overstimulating for others. I would like to pilot flexible seating in my classroom with your help. Flexible seating allows different groupings throughout the school day as well as different seating options. My hope is to have centers/tables with like seating in each area. I plan to have an organized/fair way for students to use the various seating options. Flexible seating allows students to make decisions which most benefit their personal learning styles and needs.

3. Which students, and how many, will benefit from this project?

My entire third grade class will benefit for years to come.

4. What is the amount of the request?

2 children's balance balls size 52 cm - \$18 each
2 children's balance balls size 45 cm - \$20 each
2 sets of plastic stack stools 17.75" height - \$51 each
4 active learning stools 18" height - \$61 each
1 pack of scoop rockers - \$39
approximately \$461

Harvard Schools Trust

Grant Application

Please address *each* point under the five sections, answering *all* questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.

1. Applicant information

- a. Name(s)
Cricket Segaloff
- b. Title, position, or relationship to the Harvard Public Schools
Librarian, The Bromfield School
- c. Email address
csegaloff@psharvard.org
- d. Phone (day and evening)
978-456-4152 x1590 (day) 978-456-8072 (evening)
- e. Application date
May 2018

2. Project information

- a. Project title
FlexiSpot Deskcise Pros (3)
- b. Brief description. If applicable, attach additional information.
I would like to purchase (3) exercise bikes with adjustable desks for the back area of the TBS library. My vision for the space is to provide a variety of seating options throughout the room, allowing for pods of activity and productivity and opportunities for individual and for collaborative work. The renewal process began last summer with the reorganization of the stacks and with the introduction of a casual seating area in the middle section of the library this Spring. Here is an image of the exercise bikes and a link to their website:



<https://flexispot.com/shop/desk-exercise-equipment/all-in-one-desk-bike/>

- c. What is the enrichment value of the project? Are there long-term benefits?
What the bikes will provide is the chance to incorporate light physical activity into the students and staffs' school day. The hope is that students and staff who need/desire to move about can accomplish that while simultaneously being able to do school work. Whether activity is needed to increase attention or simply to rejuvenate the mind and body, the exercise bikes will satisfy that need in a space that is also designed for productivity.
- d. How many students will benefit from the project?
The entire student body and faculty/staff will benefit from this project.
- e. Has this grant ever been requested before?
This grant has not been requested before.
- f. How does the project address the precepts of the Harvard Ed Plan?
Simply, I believe this project address the idea of encouraging and allowing balance in our students' lives.
- g. If the request is for "seed money," what measures will be put in place to ensure the project's continuity?
Not applicable
- h. If the request is for technology...
Not applicable
- i. What is the projected time frame? When will the project begin?
I would like to have the exercise area established as soon as I am able to purchase the equipment, with the goal that it is ready to go at the start of the 2018-2019 school year.

3. Financial information

- a. What is the total amount of the request?
\$1499.97
- b. What are the detailed costs involved? Please provide an itemized account.
The cost of each desk bike is \$499.99.
- c. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
No.
- d. If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?
The FlexiSpot Deskcise can be purchased directly through the company website and also through Amazon. I have not been able to locate another sales point other than the two and there is no price difference between the two avenues of purchasing, in fact the company site leads you to Amazon as an option.

- e. Have upkeep and maintenance costs been considered? Please explain.
The machine does not require electricity and is a simple setup.
- f. What is the time schedule for disbursement?
I will purchase the equipment as soon as possible if awarded the monies.
- g. The Trust's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office). Are there are specific circumstances that require other arrangements?
Not that I am aware of.

4. Evaluation

- a. How will you evaluate the success of this project? What criteria will you use?
I will be able to see how the bikes are used on a daily basis and will also be able to ask students for their opinions on the equipment. I will also be sure to include questions about the bikes in my yearly Staff and Student Feedback surveys, which will allow me to evaluate whether the students and faculty find the bikes satisfactory or whether I need to move their location, increase PR about them, etc.
- b. What input will students and teachers have in the evaluation?
See above.

5. Follow-up with parents

The Harvard Schools Trust is a 501(c)(3) nonprofit organization. In order to fulfill grant requests it relies on membership contributions from parents, school personnel, and community members. As a grant recipient, what will you do to make parents aware of the Trust's support and to encourage them to become Trust members?

I will post on the TBS library Facebook page, my personal Facebook page, and will also send a blurb to the Bromfield Bulletin (all will include pictures and information about the HST). I will also have a permanent sign by the equipment that mentions the HST and its grant program.

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

Harvard Schools Trust

Grant Application

Please address each point and answer all questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.

1. Applicant Information

- a. *Name(s):*
 - 1. Keith Lavigne
 - 2. Kiara Munz
- b. *Title, position, or relationship to the Harvard public schools:*
 - 1. Teacher Adviser
 - 2. Student
- c. *Email address:*
 - 1. klavigne@psharvard.org
- d. *Phone (cell):*
 - 1. 617-875-1510
- e. *Application date:*
 - May 29, 2018

2. Project Information

- a. *Project title and brief description.*

The Bromfield Robotics Club was founded at the beginning of the 2016-2017 school year. The objective of this club is to give students an opportunity to realize engineering, and in general, STEM-based interests. In the team's second year, notable achievements being finalist alliance captains, twice, at competitions and receiving a grant from the Society of American Military engineers sponsored by Harvard resident Carl Sciple. The goal for the 2018-2019 school year is to build on the past years and to qualify for the state tournament; we will reflect on our first and second years and seek to make improvements in our engineering, programming, and competition performance. Like this year, our main objective for the next school year is to prepare for the First Tech Challenge (FTC), a robotics competition for students across the country. After the "kickoff" in September, we will be focusing on building and programming our robot for scrimmages and qualifiers in the winter months.
- b. *What is the enrichment value of the project? Are there long-term benefits?*

As mentioned before, this project will give students at Bromfield enrichment opportunities in STEM fields. It will also introduce them to competitive environments, teach them how to act in the face of failure, and hone the gracious professionalism that will benefit them for their entire careers. The FTC competition also involves elements of strategic and logical thinking that will be of use in many students' lives; students would gain and improve these skills from their participation in robotics.

- c. *How many students will benefit from the project?*

We have not finalized next year's team because we haven't had the meeting to invite new members. However, the current number is 7 students. Their names and grade levels (for 2017-2018 school year) are listed below.

Student Name	Grade
	12
	11
	11
	11
	9
	7
	8

- d. *Has this grant ever been requested before?*

This grant was requested in December of 2017 for the 2017-2018 school year. It was approved.

- e. *How does the project address the precepts of the Harvard Ed Plan?*

Students will learn creative problem solving, teamwork, communication, working on a project with deadlines, CAD, programming, and design. As mentioned before, this gives students the opportunity to experience competition in STEM fields as well as develop the character necessary to succeed.

- f. *If the request is for "seed money", what measures will be put in place to ensure the project's continuity?*

This request is not for seed money.

- g. *If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?*

Through buying parts and gaining experience previous school years (16-18), we know what components of the robot we need to obtain (see part 3b). Furthermore, most of the parts we are buying are from the same vendor, so these parts are

guaranteed to be compatible with each other and already owned parts (also from this vendor). These have been verified to work with our current robot model.

h. What is the projected time frame? When will the project begin?

This project will begin in September of 2018, when the 2018 FTC Competition starts. It will continue until at least February (further if we qualify for the State or National rounds of the competition).

3. Financial Information

a. What is the total amount of the grant request?

We would like to request \$750.

b. What are the detailed costs involved? Please provide an itemized account.

In order to achieve our goals we believe we require new materials such as a complete game field set to ensure best practice and building time, which is the basis of this request. As with previous materials purchased by the team, the materials will be reusable by team members from many years.

Item	Quantity	Price	Notes	Link
FTC Team registration fee	1	\$275	Assumes that we will have under 15 people.	
Tournament Registration Fees	1	\$250	Register for the first and second competitions	
Field Set	1	\$595	Field perimeter for practice for competitions	http://www.andymark.com/FTC-Perimeter-p/am-0481a.htm
Competition set	1	\$529	A set with many of the parts we need	
REV Robotics Hub	2	\$124.95	Need a second one to make the robot function properly	
<p>Total: \$1773.95</p> <p>We currently have \$469.80, the SAME grant covers \$700, and we are planning to fundraise another ~\$300. During the school year, each team member had to give around \$50, many contributed significantly more, to cover unexpected costs such as broken and unexpected costs. We would like \$750 to cover the rest of the budget and these unexpected costs.</p>				

- c. *Have you requested funds or gifts-in-kind from other sources? If so, please indicate.*

We have not requested funds from other sources.

- d. *If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?*

Because of FTC hardware restrictions, there were very few vendors that provided parts that could be used. After checking, we found that AndyMark had the lowest-priced and most extensive collection of robot parts. The other materials we needed, like tools, were found on Amazon and Newegg.

- e. *Have upkeep and maintenance costs been considered?*

The parts, from experience, are generally very durable. Very few parts had to be replaced, and those that were replaced were the motors/encoders. This fee has been accounted for (see above table). Any other costs that come up will be covered by fundraising.

- f. *What is the time schedule for disbursement?*

We would like to receive the grant funds before the start of the 2018-19 season (so preferably before September 2018).

4. Evaluation

- a. *How will you evaluate the success of this project? What criteria will you use?*

The success of this project will be evaluated by our performance in the qualifiers during the winter (placing and awards). We will also be recording our progress in an engineering notebook. Other important aspects of the team that will help us evaluate our project are the durability and functionality of our robot.

- b. *What input will students and teachers have in the evaluation?*

We will be having weekly discussions to evaluate our progress and plan out the next week's work. Students and teachers will have opportunities here to contribute and suggest improvements.

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

Harvard Schools Trust

Grant Application

Please address each point under the five sections, answering all questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.

1. Applicant information

- a. Names: Barbi Kelley and David Gilfix
 - b. Position: Physical Education Teacher and Music Teacher at Hildreth Elementary School
 - c. Email address: bkelley@psharvard.org
 - d. Phone (day and evening); 978-456-4145 ext. 2158 (work) 978-855-1988 (cell)
 - e. Date: May 31, 2018
- Contact person: Barbi Kelley

2. Project information

- a. Project title: Drums Alive Drumtastic Arts & Movement Residency
- b. Brief description. If applicable, attach additional information.

Drums Alive Drumtastic Arts & Movement Program connects the link between Arts & Education through physical and mental experiences that foster creativity and give the student a brain and body workout which integrates kinesthetic awareness, neuromuscular skills, cardiovascular conditioning, flexibility, strength and wellness activates. The program also accommodates individual physiological, emotional and cognitive needs that lend to endless possibilities of positive growth for the students.

This cross curriculum program will help teachers achieve benchmarks and address national standards by providing kinesthetic learning experiences, which enhance working memory and executive function, through linking educational content with movement, music, rhythm and drumming.

The HES students will have the opportunity to take classes during the school day with the creator of the Drums Alive Program. The 3 day residency will also include a parent/child evening event and a drum circle event for all staff members.

More information can be found at drums-alive.com

- c. What is the enrichment value of the project? Are there long-term benefits?

The goal for this program is to spark the interest of students, teachers, and parents to use movement and music as a way to get fit while enjoy the benefits of drumming with a heart

healthy activity. We plan to continue this program in our PE and Music curriculums moving forward to foster a new way of learning that will encourage physical and mental exercise to foster creativity and give the students' brains and bodies a workout.

d. How many students will benefit from the project?

Every student at HES

e. Has this grant ever been requested before?

No

f. How does the project address the precepts of the Harvard Ed Plan?

Linda Dwight says, "Our Vision focuses us on the students' balancing academic achievement with personal well-being. This encourages us to maintain the traditional rigor while including new health and wellness options and infusing technology throughout the curriculum."

This program allows students to experience movement and music as it relates to physical activity/music appreciation to help our students find ways to be "balanced".

Please see below for examples of how this program align with the harvard education plan

DRUMTASTIC CURRICULUM PROGRAM:

Physical and Health Education in Motion

Provides students a fun and effective way to exercise, release stress, build self-confidence and social competence. Helps students develop attitudes that can benefit them throughout their life .

ED PLAN:

DEMONSTRATE SKILLS FOR A HEALTHY, FISCALLY PRUDENT LIFE

All students will demonstrate skills for a healthy, prudent and responsible living based on sound, accurate information emphasizing – physical exercise.

BE SOCIALLY RESPONSIBLE

All students will demonstrate self respect and tolerance of others, acquire knowledge and skills to become an involved, responsible citizen of the community and world

DRUMTASTIC CURRICULUM PROGRAM:

Mathematics in Motion

Connects the link between number relationships in kinesthetic, mental math, reverse thinking, and auditory experiences.

Science in Motion

Utilizes movement to gain a curiosity and understanding about the natural world.

ED PLAN:

DEMONSTRATE KNOWLEDGE: CONTENT AND PROCESS

All students will demonstrate knowledge in the following areas – literacy and numeracy – scientific methods of inquiry

DRUMTASTIC CURRICULUM PROGRAM:

Music in Motion: A symposium of the body and mind because it utilizes the body and rhythmical instruments to provide a fun exploratory environment for learning, movement, and self-expression!

ED PLAN:**DEMONSTRATE KNOWLEDGE: CONTENT AND PROCESS**

All students will demonstrate knowledge in the fine arts.

DRUMTASTIC CURRICULUM PROGRAM:**Language Arts in Motion**

Skills necessary to communicate through listening, speaking, viewing, and presenting will come alive through movement and rhythm activities.

Social Studies in Motion

Creates excitement, wonder, inquiry, delight, and puzzlement to make social studies more meaningful through cultural drumming representative of cultures from around the globe.

ED PLAN:**DEMONSTRATE KNOWLEDGE: CONTENT AND PROCESS**

All students will demonstrate knowledge in the following areas social sciences such as economics, history and geography — literature

DRUMTASTIC CURRICULUM PROGRAM:**Character Education in Motion**

Team building activities inspires a spirit of compassion and philanthropy in children by providing them with meaningful opportunities to help students become contributing members of the human community.

ED PLAN:**BE SOCIALLY RESPONSIBLE**

All students will demonstrate self respect and tolerance of others, acquire knowledge and skills to become an involved, responsible citizen of the community and world

ACQUIRE INTERPERSONAL SKILLS

All students will acquire the interpersonal skills that will enable them to be effective team members

DRUMTASTIC CURRICULUM PROGRAM:**ALL INCLUSIVE – NO PARTICIPANT IS LEFT BEHIND**

Program that provides a comprehensive approach for everyone. Accommodating individual physiological, emotional and cognitive needs supports individuals "ABILITIES" that lend to endless possibilities. Unlock limitations and empower

participants with the "ability" to achieve healthy and happy lives through a "No Limitations" fitness/wellness approach towards a healthy and happy lifestyle.

ED PLAN:

ACQUIRE INTERPERSONAL SKILLS

All students will acquire the interpersonal skills that will enable them to be effective team members, understand and respect others whose ideas or culture are different.

DEMONSTRATE GOOD CHARACTER AND A SENSE OF VALUES

All students will be honest, treat others with respect and sensitivity, accept responsibility for their own behavior

- g. If the request is for "seed money," what measures will be put in place to ensure the project's continuity?
NA
- h. If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?
NA
- i. What is the projected time frame? When will the project begin?
The residency will be from November 7-November 9th.

3. Financial information

- a. What is the total amount of the request?
\$2,850
- b. What are the detailed costs involved? Please provide an itemized account.
\$700.00 per day for residency for 3 days = \$2,100
\$100.00 rental car fee for 3 days = \$300
\$150.00 each night for hotel (3 nights) = \$450
- c. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
NO
- d. If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?
N/A
- e. Have upkeep and maintenance costs been considered? Please explain.
N/A
- f. What is the time schedule for disbursement?
Payment made on Nov. 9th (Last day of residency) Unless a deposit is required.
- g. The Trust's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office). Are there are specific circumstances that require other arrangements.
Not that we are aware of.

4. Evaluation

- a. How will you evaluate the success of this project? What criteria will you use?

The success of this project will be measured by a follow up survey/evaluation to be completed by the students, teachers, and parents who participated in the program. We will also conduct a teacher check in to see if there was any different in behavior after class. (Did students more focused, etc.)

- b. What input will students and teachers have in the evaluation?

Students and teachers will be the key to the programs evaluation.

5. Follow-up with parents

The Harvard Schools Trust is a 501(c)(3) nonprofit organization. In order to fulfill grant requests it relies on membership contributions from parents, school personnel, and community members.

As a grant recipient, what will you do to make parents aware of the Trust's support and to encourage them to become Trust members?

We will announce/publicize that the residency program is sponsored by the Harvard Schools trust by sending home flyers with students stating the Harvard Schools Trust sponsorship. Personally thanking the Harvard School's trust for sponsoring the event during the family night. We would also love to have schools trust membership information on hand to be able to give out to any family who is interested. We also plan to contact the local newspaper to do an article regarding the residency and state that the Harvard Schools trust is sponsoring the event.

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

We have the unique opportunity in having the creator of Drums Alive be the resident of this event. Carrie Ekins is the founder and creator of Drums Alive and is from Germany. I am the President of MAHPERD (Massachusetts Association of Health, Physical education and Dance) for 2018-2019. One of my responsibilities is to organizing the MAHPERD Annual State Convention on November 5th and 6th. at the DCU Center in Worcester, Massachusetts. The convention has about 1,400 participants. I'm in charge of getting presenters and two key-note speakers. One of the key -note speakers I have presenting is Carrie Ekins. MAHPERD is paying her airfare and expenses while she's at the convention. She will be bringing drums and other equipment to the state convention. Because she will already be in Massachusetts she's able to do a residency program for us. Carrie is scheduled to be in New Hampshire on November 10th. This works out great for us because we wouldn't need to pay for her flight and equipment being sent for us to use. There are other trainers who could do the residency, but I have seen Carrie present at the National PE conventions and she's phenomenal. She has created many programs using music, movement and drumming. She has created "Ability Beats", which is for children with disabilities as well as a curriculum using math. She will be doing some of these

**Superintendent Goals
School Year 2017 - 18**

Goal 1

Title	Goal	Measure	Conditions	Interfaces	% Complete
Leadership Team	To provide leadership support and guidance to the new leaders at both schools.	By June 2018 leaders at both schools will have participated in mentoring sessions, regular team meetings, and case study analysis.	Time and finances exist to support the mentoring and team meetings.	Leadership Team Teacher Leadership Team Faculty, parents, and students	

Goal 2

Title	Goal	Measurement	Conditions	Interfaces	% Complete
Innovation	To evaluate our advances in innovative teaching and learning for Harvard teachers and students.	By June 2018 we will develop a program analysis tool and use it to evaluate the success and needs of the Global Competency program, technology integration, Mindfulness Education, and Engineering program.	Program analysis tool Feedback collected	Leadership Team Teacher Leadership Team Students	

**Superintendent Goals
School Year 2017 - 18**

Goal 3

Title	Goal	Measurement	Conditions	Interfaces	% Complete
Networking	To learn from educators in different districts in order to expand our knowledge and expertise.	By June 2018 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.	Time and finances exist to visit other districts and plan collaboration meetings.	Leadership Team Teacher Leadership Team Other district leaders and teachers	

Superintendent's Update
June 25, 2018

I. Hildreth Elementary Building Project Update

Standard II: Management and Operations

Standard IV: Professional Culture, Communications

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

- Met with members of the Historical Commission to plan how to work together.
 - Met the Historical Commission on 6/20 to begin the collaboration process.
 - Submitted paperwork to MSBA regarding the funding agreement.
 - Welcomed two new members to the SBC; Carl Sciple and Nick Browse
 - Met with the SBC on 6/21 to discuss the site plan, landscaping, and exterior building elements.
 - There is a need to vote to authorize the Chair to sign the funding agreement prepared by MSBA.
- A copy of this document will be sent to you ahead of the meeting.

II. End of Year Events

The end of year events included ceremonies for grade 5 and grade 8 students, an awards ceremony for students in grades 9 – 11, retirement parties, a PTO event, and classroom celebrations. Teachers and families helped students celebrate their accomplishments and prepare for their transition to the next grade level.

III. Custodial Transition

Standard II: Management and Operations

After careful consideration and discussions with the leadership team, we ended the contract with the cleaning company. We are planning for this transition to hire our own custodians on July 1st. Jon is interviewing potential candidates, working with his mentor in Chelmsford, and conducting inventories of our equipment. I met with Marie and Tim to discuss the financial implications prepared by Peter and to discuss the collaboration between DPW and our custodians on snow removal and other projects. A copy of Peter's analysis is included in the packet for discussion as an agenda item.

IV. Special Education Report

Standard IV: Professional Culture; Family Engagement

Our special Education Coordinators, Heather Montalto and Catherine Polis, and Director, Dr. Marie Harrington, presented the yearly special education information to parents in the evening on June 13th. While the meeting was only attended by 3 parents, they asked quite a few questions and discussed starting a SEPAC in Harvard.

Superintendent's Update
June 25, 2018

V. **Request for Floated Funding**
Standard II: Management and Operations

There is a request to float funding from the Devens account to help pay the architect invoices until the town secures the BANN in August. They are waiting for official MSBA paperwork before being able to complete the process. They are requesting up to \$1,000,000 to be made available and returned to the account in August. This approval by the School Committee would ensure no delays in the work being done in the design phase.

VI. **In the News**

Our students and the wellness initiative of SWAT were featured on TV. Also, the girls' lacrosse team won the semi-final state game and progressed on to the state game.

Custodial Cost Analysis

	Regular Salary	O.T. Salary	Contract Cost	Snow Cost	Pre-Benefit Total	Benefits	Total
FY16 Actual	\$ 379,052	\$ 10,916	\$ -	\$ -	\$ 389,968	\$ 137,163	\$ 527,131
FY17 Actual	\$ 68,929	\$ -	\$ 360,000	\$ 65,000	\$ 493,929	\$ 98,540	\$ 592,469
FY18 Budget/Actual	\$ 55,778	\$ 5,000	\$ 367,200	\$ 56,516	\$ 484,494	\$ 16,000	\$ 500,494
FY19 Budget	\$ 60,944	\$ 5,000	\$ 374,544	\$ 65,000	\$ 505,488	\$ 18,000	\$ 523,488
FY19 Scenario with staff:							
	Additional staff: 7						
	Average hourly: 20.29 Grade 6 Step 4						
	Average Bi-Weekly: \$ 1,623						
	Average Annual: \$ 42,203						
D.W.	\$ 60,944						
New Hires	\$ 295,422						
	\$ 356,366	\$ 13,000	\$ 0	\$ 0	\$ 369,366	\$ 152,647	\$ 522,013

FY19 Benefits Cost:

Pension @ 7% of salary	\$ 24,946		
Health Ins. @ 5 Family	\$ 86,580	=	\$ 17,316
Health Ins. @ 3 Individual	\$ 18,954	=	\$ 6,318
Medicare @ 1.45% of salary	\$ 5,167		
Workers Comp.	\$ 17,000		
	\$ 152,647		

Town pays 78% of \$1850 monthly
Town pays 78% of \$675 monthly

School Committee Minutes
Upper Town Hall
Monday, June 11, 2018
6:15 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, John Ruark, Shannon Molloy, Jon Green, Maureen Babcock (left at 7:30 pm.), Peter Rowe, and Linda Dwight

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

SusanMary Redinger read the Vision Statement

Public Commentary – None

Eagle Boy Scout Project

Rahul Yohhan Kumarasinghen attended the meeting to seek approval and funding to make improvements to the Nature Trail behind Hildreth Elementary. The project would include replacing the existing sign at the entrance to the Nature Trail that would include a map. The cost of the project is estimated to be \$200. The Committee asked Yohhan to seek funding from either the PTO or the Harvard School Trust and report back on his success.

SusanMary Redinger made the motion and John Ruark seconded to approve the Eagle Scout project as presented contingent upon approval from the Conservation Committee and verification of the land ownership and for Yohhan Kumarasinghen to seek approval for funding from another source and report back.

VOTE 5/0

Student Report

None

Review the Inclusion Survey Results

Dr. Dwight presented the results of the Inclusion Survey.

Review of the District Improvement Plan

Dr. Dwight reviewed the progress made on the District Improvement Plan for the 2017/2018 school year for each of the following Core Values goals:

Student Achievement

Technology Integration – 30% completion,

Differentiated Instruction – 100% completion

Personal Growth

Health & Wellness Focus – 100% completion

Leadership and Service Opportunities – 80% completion

Attendance – 100% completion

Resources

Elementary Building Project – 100% completion

Bromfield Renovations – 80% completion

School Climate

Inclusion – 75% completion

Digital Citizenship – 100% completion

Superintendent Update

Hildreth Elementary Building Project Update

*Met with School Building Committee on 6/7 to discuss the building design, provide further feedback, and discuss and approve contracts.

*Communicated with the Historic Commission about collaboration on the project.

Ramp Project Meeting Update

*A group of teachers, school leaders, John Ruark and Dr. Dwight met with architects from Abacus Architects to consider several options of what the best solution for the middle school ramp renovation might be. They had a range of options to consider. Afterwards we walked through the spaces and discussed further development of the ideas. We will meet again in June or July to continue to discussions. The plan is to recommend one or more ideas to the School Committee for submission to CPIC in the fall.

*The architects rendered new drawings of the furniture plans for the remaining lab and the prep rooms. These are under final review before placing the order. The write up for demolition and site work are in process.

*Teachers and school leaders gathered at Red Tail Golf Course Retreat on May 31st to honor Susan Downing for her retirement. She appreciated this special event. She has agreed to meet with me next week for an exit interview.

*Students in 10th grade enjoyed the learning experiences that mirrored real life as they participated in the first annual Reality Fair. Organizers Ben Myers and Karen Strickland from the Bromfield School Council borrowed the idea from Nashoba Valley High School's partnership with Rotary. Students selected a career through Naviance, earned a salary experience withdraws for taxes, loans, and health care. They then made decisions about other aspects of life such as transportation, entertainment, and housing using the remainder of the money for budgeting. Students were engaged and reflective about the process.

*Stipend Committee Meeting

The committee held its second meeting. On the agenda was a review of the data collected from a survey about existing clubs and their responsibilities and a review of the stipends to be advertised for the 2018-19 school year.

*Senior students were honored in the evening at an athletic awards event on June 5th and an academic awards event on June 6th. We are excited to celebrate all of their accomplishments at the graduation on June 8th.

Student Achievement Report – Tabled

Review the Summer Professional Development

Dr. Dwight reviewed the summer curriculum work that teachers will be taking part in during the upcoming summer months.

Liaison and Subcommittee Assignments

Liaison Assignments	
Board of Selectman	Mary Traphagen
FinCom	SusanMary Redinger
DEAC	John Ruark
SEPAC	Jon Green
TBS School Council	Mary Traphagen
HES School Council	Shannon Molloy
CPIC	SusanMary Redinger
HEAC	John Ruark
Park and Recreation Representative	Jon Green
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
Vendor Warrant Signing	SusanMary Redinger/Shannon Molloy
Subcommittee Assignments	
Budget	Mary Traphagen/SusanMary Redinger
Policy	John Ruark/Shannon Molloy
Superintendent Review	Mary Traphagen/SusanMary Redinger
School Committee Advisor	
Athletic Advisor	John Ruark
Wellness Committee	Shannon Molloy
Building Committee	Mary Traphagen and SusanMary Redinger
Science Labs	SusanMary Redinger/Shannon Molloy
Middle School Ramp	Mary Traphagne and SusanMary Redinger
Website Review	Jon Green

SusanMary Redinger made the motion and John Ruark seconded to appoint Shannon Molloy as the second signer for the vendor warrants.

VOTE 5/0

SusanMary Redinger made the motion and Jon Green seconded to authorize Linda Dwight as our representative to the CASE Board.

VOTE 5/0

Moving forward the School Committee will be responsible for the updating the School Committee pages on the website and the Website Coordinator for the District will be responsible to update all other pages.

The Committee will review Liaison and Subcommittee assignments during the retreat to see if there are any missing holes based on goals that will be developed at the retreat.

Liaison and Subcommittee Reports

Mary Traphagen met with the Student Advisory and they talked about the word cloud and how students feel there is underlying bullying going on at Bromfield that administration may not be detecting and students are not comfortable speaking out. Students loved Prom and Celebration and are very appreciative of the Celebration volunteers that work so hard to create a safe after prom experience.

SusanMary Redinger reported that CPIC met and agreed on the end of year letters that will be sent to department to identify their approved projects. At the beginning of September, CPIC will be sending out documents to departments asking for them to identify capital request for FY20. The Annual Town meeting for 2019 is scheduled for either May 4th or May 5th. For next year, the Board of Selectman will be using the same budget process they used this year but are giving themselves a little more time.

SusanMary Redinger submitted a signed vendor warrant for review:

Warrant 18-25 – Date: 5/22/2108 – Amount: \$228,58.06

Decide on Summer Schedule and Retreat Topic

The Committee will hold their summer meetings on June 25th, July 23rd, and August 27th. A School Committee retreat will be scheduled for July 9th from 4 p.m. to 8 p.m. Retreat topics and venue will be determined later.

Review the Superintendent Evaluation Tool

The Committee reviewed the Superintendent Evaluation Report. SusanMary Redinger will update the google doc of the Superintendent Evaluation used last year and provide

members access. The online Superintendent Evaluation document is easier to follow and compiles results. Dr. Dwight provided the Committee with the evaluation rubric.

Agenda Items

Bromfield School Improvement Plan

Retreat Topics

Turf Field

Handbook Review

Policy

Kindergarten Enrollment

Superintendent Evaluation

Approval of Minutes

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the May 29th as amended.

VOTE 5/0

Open to Interested Citizens' Commentary - None

School Committee Commentary

SusanMary Redinger – thanked Ben Myers and Karen Strickland for organizing the Reality Fair. They put in a lot of work and it was a great event. Hope it continues each year.

John Ruark spoke about the level of energy and excitement around the new facilities manager, Jon Snyder. Good things are going on.

Mary Traphagen – Congratulations to the class of 2018 and for all who worked behind the scenes to make it a beautiful evening. There was a nice air of excitement.

Adjournment

SusanMary Redinger made a motion and Jon Green seconded to adjourn the meeting at 8:55 p.m.

Respectfully submitted:

Mary Zadroga

The Bromfield School Improvement Plan

2017-2018

Update of Progress June 2018

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.

Core Value: Student Achievement

We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp. Jan. / June
School Goal #1 Ensure that each course offered at Bromfield has a written curriculum aligned with state or other appropriate frameworks, formatted in the Bromfield template, and recorded in Atlas Rubicon.						
Teachers will use summer curriculum time, school year professional development time, and other available time to review, align, rewrite, and record curriculum	Teachers, Department Leaders, Building Administrators	(2017-18)	All of the course curriculum are aligned and written in the Bromfield Template. 100% of our curriculum documents are housed in Atlas Rubicon by September 2018.	Funds for Summer Curriculum Work	Teachers used Summer 2017 PD time to continue this work in the following disciplines: Science Social Studies Health World Languages Art Drama Jan. 16 PD Day: World Language Health English Drama Math Teachers also continue to work on their own time Math English June 2018: Teachers continue to work on updating curriculum and will continue this Summer. This goal will never truly be complete.	75% / 85%

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan. / June
School Goal #2 Where appropriate, teachers will use standardized test data (MCAS, SAT, AP, ACT etc.) and the most recently released exams to enhance instruction and student performance.						
Teachers and administrators will use student performance data to inform instruction	Bromfield Faculty	<p>January 1, 2018</p> <p>Actually June 1, 2018</p> <p>Departments need additional time.</p>	<p>Student performance data will be reviewed for SATs, ACT's APs, MCAS.</p> <p>Results will be shared and analyzed with involved classroom teachers.</p> <p>Strategies will be developed to address areas identified for improvement.</p>	None	<p>Department time during ER and individual work by teachers.</p> <p>Vertical teaming in Math.</p> <p>Examine MCAS, SAT, PSAT data.</p> <p>Examination of MCAS results in other disciplines.</p> <p>June Update:</p> <p>Department Leaders continue to lead this discussion...Some departments would like to schedule more collaboration time during PD time next year.</p>	75% / 95%

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan./June
School Goal #3 Re-examine The Bromfield School's Critical Thinking Skills and revise them to best suit our school.						
The Bromfield faculty will revise the Critical Thinking Skills	Department Leaders, Faculty and administration	Completed by August 2018	Newly adapted set of Critical Thinking Skills	Professional Development Time during 2017-18 School Year. Professional Development time during Summer of 2018.	Faculty Time, Early Release Time, and Department Time dedicated to studying the issue. Agreement that 11 Skills need to be condensed into 4-6 skills. Question is how to do so. June Update: We have identified 7 goals to pilot based on Vision Statement. <u>21st Century Skills</u>	50%/80%

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan/June
School Goal #4 Provide professional development and support for ongoing integration of technology and develop digital citizenship curriculum.						
Offer professional development to support teachers' integration of technology	District and Building Administration	On-going	Attendance at Offerings Participant Reflective Surveys	Cost of course instruction	Teachers 21 Course Use of Educational Technology Coordinator June: We will offer Teachers 21 and continue to use the Educational Technology Director to offer more PD.	60%/95%
Integrate technology related professional development into our monthly faculty meeting, our early release time, and our professional day offerings	Building Administration, District Administration, and PD Committee	On-going	List of offerings Examples of Meeting Agendas where technology is utilized	None	Offer time for staff to demonstrate. Use of Educational Technology Coordinator (ETC) Faculty Meetings January 16 PD June: ETC is great resource and has presented. Would like to incorporate more staff successes.	50%/80%

Expand on our digital citizenship instruction for students and provide staff and parents more resources regarding digital citizenship	Administration, Educational Technology Coordinator, Teachers	On-going	<p>Common language for digital citizenship is published and available for students, staff, and parents</p> <p>Track incidents of digital citizenship violations</p> <p>Proactively checking School Network to insure proper usage</p> <p>More consistent checks of The Bromfield School Network.</p> <p>Creating materials to teach and assess digital citizenship</p> <p>Surveys of stakeholders</p> <p>List of presentations and presenters</p>	<p>Professional Development Time on first two days of school</p> <p>Cost of presentations to students, staff, and parents</p> <p>Time to check School Network</p>	<p>ETC forming committee.</p> <p>DyKnow Software and Increased Administrative Attention</p> <p>Showing of Screenagers</p> <p>June: Common language is still a work in progress. We are tracking digital citizenship violations (5 this year that required a consequence). Work with students on appropriate use of group gmail.</p>	40%/70%
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Core Value: Personal Growth

We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident and caring citizens.

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan/June
School Goal #5 Review the use and purpose of student advisory (roundtable) in middle and high school						
Analyze the results of Spring 2017 Faculty Survey	Advisory Committee	Summer 2017-June 2018	Trusted Adults Surveys are conducted		Trusted Adult Surveys Conducted	50%/70%
Survey the students in September of 2017.			Adults who are trusted adults are contacted		Using Trusted Adult Information when students are in crisis.	
Continuing the trusted adult program. Ask students to identify their trusted adult	Advisory Committee and Administration		Surveys from 2016-17 and Fall of 2017 are reviewed and decisions are made for 2018-19		Grade 6, 7, and 8 Course is now called Flex - Middle School Counselors and PE Teacher leading curriculum.	
Make adjustments to the program for 2018-19 as needed						
Decide the future of the student advisory program						
Rename Middle School Advisory to Flex	Administration		Course renamed in student schedules		June: Flex will continue; Use Trusted Adult information, need to examine best way to use Roundtable if at all.	
Incorporate advisory lessons led by middle school guidance counselors and middle school PE teacher into Flex Period	Middle School Guidance and PE		Examine lessons and survey parents and students.		Refresh Day Reality Fair	

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan/June
School Goal #6 Seek to implement a program (PACE) to support students who miss considerable time at school due to concussion, illness, or hospitalization.						
Identify staff to run program	Committee of Faculty (Transition Committee) and administration	2017-2018 School Year.	Examine current use of staff. See if we can adjust roles.	Adjustment Counselor?	Examining possible reorganization of personnel to support this program. June Update: Use newly hired school psychologist (put in job description) and a learning assistant to partially pilot in 2018-19	40%/75%
Identify space to house program	Transition Committee Members and administration	2017-2018 School Year	Examine current use of spaces. Identify possible PACE location	Furniture	This is part of an ongoing space discussion occurring at Bromfield. June Update: Have ideas...can we get them ready for September?	50%/60%
Seek to implement program on partial basis	Transition Committee Members and administration	2017-2018 School Year	Formal Written Proposal from Transition Committee for '018 budget.	See Above.	Trying to be creative within budget constraints. June Update: We do not project to increase budget for next year, will continue to investigate models next year.	35%/85%

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan/June
School Goal #7 Ensure that every middle school student receives a comprehensive, cohesive middle school health curriculum.						
Implement any state and national health standards that are not currently met into the middle school health program based on the 2016-17 committee work.	Administration, Health/Wellness Department Leader, Health/Wellness Department, Guidance Middle School Faculty	2017-2018	Identify places where we implement any missing standards. (middle school advisory and PE classes)	Professional development	Continue to examine health standards and where they are happening. Meetings between HS Health Teacher and MS PE Teacher. K-12 Health and Wellness Coordinator meeting with entire department to examine this issue	40%/85%
Explore Middle School Health Curricula to see if there is one that fits needs of Bromfield		2017-2018	List of curricula examined, recommendation for adoption	Cost of Kit Cost of Textbooks Cost of Training	Planning lessons for the Spring from Get Real Program for grades 6, 7, and 8. Lessons will be incorporated into Physical Education classes.	
Examine impact of lessons done during Flex Period		2017-2018	Student and parent surveys		Professional Development for Skills Based Health Curriculum Refresh/Wellness Day - February 7th.	
Look at Wellness Day materials to see if those materials can be incorporated into the Flex lessons.					June Update: We are purchasing established curriculums for Health Teachers...MS and HS Michigan Models. Adding more health lessons into Middle School PE and Middle School Flex for next year. We did have health lessons in Middle School this year. Summer Work scheduled for Flex with Guidance and Middle School PE teacher.	

Core Value: School Climate

We believe that the Harvard Public Schools strive to create a safe and inclusive environment that values diversity and fosters respect for learning, self, and others.

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp Jan/June
School Goal #8 Improve student attendance and tardy rates over the 2014-15 2015-16, 2016-17 attendance and tardy rates						
Continue to Identify strategies that will improve student attendance and accountability	Administration (Dean of Students)	2017-18 School Year	Proposed plan (including positive incentives) is in place and shared with the superintendent	Dean of Students Position	Codes have been changed. Examining attendance policies from area districts-especially Nashoba (also use PowerSchool) June Update: Need to further examine Attendance Policies - have asked other schools for their policies. Plan will be developed and presented later this Summer.	65%/75%
Analyze attendance patterns by day, class, and period using data generated by PowerSchool	Administration and Teachers	2017-18 School Year	Attendance is being taken daily and each period and recorded in PowerSchool. Administration is following up with communication and consequences and incentives based upon this attendance	Dean of Students Position	Attendance is being taken each period. Parents are notified when students reach certain absentee levels. June Update: Attendance and tardy rates down slightly. Still need to make sure that all classrooms take attendance.	70%/85%

Establish clear consequences for excessive absences and tardies.	Administration and Teachers	2017-18 School Year	Administration consistently enforces handbook policies. Administration communicates with parents and staff about follow upon actions. Attendance and Tardy rates improve.	Administration	Continue to use detention, parent meetings, and such that are listed in school handbook. Attendance was improved over the first three months of school. June Update: See above about rates.	70%/85%
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Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
School Goal #9 Establish clear behavior expectations that are consistently applied to all students.						
Finish revision of School Handbook	School Council, Administration, Faculty	Summer of 2017-Complete by July 30, 2017.	New handbook is created with clear expectations in a format that is easy to use.. Handbook is vetted by School Council and Faculty by September of 2017. Handbook is presented to School Committee in September of 2017.	None	Handbook is created. Includes more specific language and policies around cell phones, dress code, and behavior (chart) June Update: School Handbook Sub-Committee of School Council will work on more specific language. Administration will use data from surveys and will also meet with students, faculty, and parents.	95%/95%

Administration and staff clearly communicate existing policies and changes to students and parents	Administration and Staff	2017-18 (as needed)	<p>Send changes to parents and students using email.</p> <p>Student assemblies where behavior expectations are clearly outlined at the beginning of the year.</p> <p>Focused Principal Meetings</p>	None	<p>Changes were emailed to parents</p> <p>Grade level assemblies were held.</p> <p>June Update:</p> <p>Faculty meeting and individual meetings were held. Need to schedule principal meetings in future. Plan is to start this summer.</p>	75%/85%
<p>Standards are consistently adhered to by students and upheld by staff and administration</p> <p>Examine 2016 and 2017 Survey Results to see specific areas of concern and make recommendations for 2018-19</p>	Administration and School Council	2017-18 School Year	Student, Staff, and Parent Survey	None	<p>2017 surveys are being analyzed by Climate Sub-Committee of School Council.</p> <p>New Survey will be created.</p> <p>June Update:</p> <p>New Surveys created, virtually every student took the survey and over 200 parents took the survey. Results are being analyzed.</p>	50%/90%

Bromfield School Goal

Activity	Responsibility	Timeline	Measurement	Impact on Budget	Progress	%Comp
School Goal #10: Continue to focus on Diversity and Inclusion to assist in the work of achieving our District School Climate Core Value.						
Build upon work done in 2016-17 with Diane Moore, Arm n Arm, and District Inclusion Committee	Administration, School Council, Faculty, District Inclusion Committee	2017-2018 School Year	Professional Development Offerings. Connect staff with experts Consistent definition of diversity to include religion, culture, socioeconomic status, and learning differences	Professional Development	Priest, Rabbi, and Iman Walk into... Town Meeting Came to School Teja Arboleda Assembly & Filming of Students June Update: Refresh Day LGBTQ Presentation by DESE Safe Schools to our staff. Great reaction. Global Competency Certificate - over 60 students now in program. Seal of Biliteracy Addition of American Sign Language Photo Exhibit Late in Year at HES, TBS, HPL - Building Bridges, Portraits of Immigrants and Refugees.	65%/90%

Investigate and implement inclusion pieces into curriculum (books, outside resources)	Administration, School Council, Faculty, District Inclusion Committee	2017-2018 School Year	Professional Development Offerings. Connect staff with experts. Visit other schools	Professional Development Monies Substitute Costs Curriculum Costs	Summer Work with US History Course June Update: Summer work from 2017 was incorporated into US History Course. We continue to offer the ability for teachers to take classes.	65%/100%
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Bromfield School Turf Project (BSTP)

School Committee Presentation
Monday, June 25, 2018

Bromfield School Turf Project - Champions (BSTP Committee)

- ▶ Karen Strickland - Chairperson
- ▶ Linda Dwight - Superintendent
- ▶ David Boisvert - Bromfield School Athletic Director
- ▶ David Planchet - Bromfield LAX Coach
- ▶ Stu Sklar - Selectman
- ▶ Ed Frackiewicz - HAA President
- ▶ Andrew Thomas - HAA Soccer
- ▶ Paul Cohen - HAA Baseball & Softball
- ▶ Donnie Phillips - Ultimate Club -
- ▶ Doug Thornton - Harvard Parks & Rec
- ▶ Ben Myers - Harvard Soccer Club
- ▶ Dan Daly - Community Member
- ▶ Tom Hill - Bromfield School

BSTP

What we will
cover

Time Line

Why Turf?

Why Pond?

Product Information

Next Steps

BSTP

Timeline

Nov-Dec 2017 Idea & Concept addressed at Athletic Advisory Group, contacted Gale Associates (civil engineers) and turf product education started.

Initial PFTP Committee meeting held on February 14, 2018 - John Perry, Guest presenter. Gale Associates initial total cost estimate for project \$3,716,071

Feb 2018 received Groundwater Protection Overlay District information from Planning Board. Invited Whitman & Bingham to price services. Proposal received for feasibility study including site work and drawings.

Committee supports funding the Feb 15th Whitman & Bingham Concept Master Plan (CMP) for \$3,600.00 over the Gale Associates proposal of \$8,385.00 HAA provides initial funding for CMP. Karen communicates with Tim at DPW for support to conduct test hole digging for expense control of CMP process

March 2018 Karen conducted her vendor due diligence efforts by contacting various product vendors. Stephen Torbeck, US Greentech, Envirofill (sustainable Infill technology leader), Powerbase by Brock, (shock padding)

April - May 2018 Weather delays delayed soil testing samplings till May. Whitman & Bingham completes field layout and project proposal. W&B PROJECT PROPOSAL Estimate of \$3,274,050.

June 2018 Committee Meeting 6/13, Harvard Press Article 6/22, School Committee 6/25, Water Commission 6/25, Board of Selectman 7/10 and Pond Committee 7/23

August 1, 2018 Project Feedback & Assessment. Go or No go determination appreciated

BSTP

Why Turf?

Provide Bromfield Athletes with competitive field equality. Turf fields exist at Littleton, Tahanto, Bolton, Lunenburg, and Oakmont high schools. Fields at Ayer, North Middlesex (proposed) and Groton fields are in the works

Improved Competitiveness & practice consistency. Enhanced College Athletic opportunities.

Synthetic turf provides ability to play and practice addressing early season weather delays.

Reduced maintenance expenses and the potential for increased rental revenue

Reduction of current field rental expenses from budget

Environmental Benefits including reduced carbons and grass clippings

BSTP

Why Pond?

Campus setting

No travel

Community and school spirit enhancements

Solution & replacement for softball field loss with new HES building construction

Coordinated with dirt move for front field hockey field improvement

No land acquisition expense

BSTP

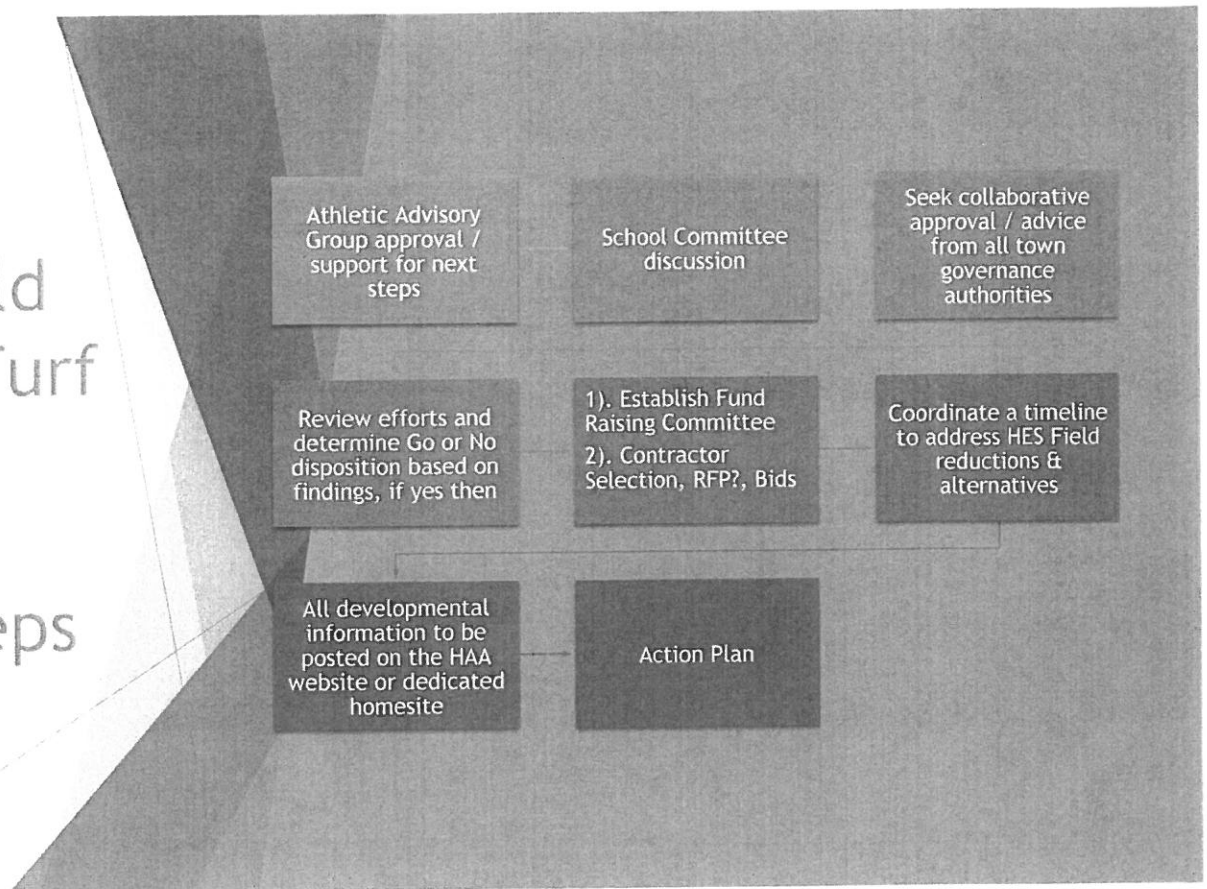
Product Data

Envirofill / Geofill

Brock

Grass

Bromfield School Turf Project (BSTP) Next Steps



Bromfield School Turf Project (BSTP)

Field Quality Improvements

Technology has improved and the Committee believes the Pond Field Project can be converted to turf from grass while addressing all environmental issues and participant safety concerns.

The Pond Field site is the most appropriate location for long term Bromfield & town benefit.

Funding requiring that NO TAX DOLLARS will be used and can be accomplished

Create a long term vision to improve our currently under performing athletic fields

Develop a sustainable field maintenance financial plan

Elementary School Design Facilitator

We are looking for up to five teachers/staff members who will help us with the design process for the new Elementary School building by carrying and sharing the vision, expanding interest, seeking input, and participating as a design consultant. You will be asked to participate in the following ways:

- Attend school visits (2-3 days) Aug. 1st and others TBD;
- Participate in brainstorming sessions with School Building Committee, Architects, and Teachers as needed;
- Review designs and provide feedback to the Architects and School Building Committee;
- Attend School Building Committee meetings (usually held 3:30 - 5:00) at least 1X per month;
- Attend and present information at community outreach meetings (TBD - 4 evenings);
- Facilitate teacher meetings/outreach (during faculty meetings, ER days TBD, and grade level meetings TBD).

This stipended position will be for the 2017-18 school year for an amount of \$1,000 each for up to 5 teachers/staff members. Please send an e-mail of interest to Linda Dwight by July 21st if you would like to be considered.

TITLE: Global Program Coordinator

QUALIFICATIONS:

1. MA licensed Teacher
2. Travel experience preferred. Demonstrated commitment to global education preferred. Experience chairing a committee and/or advising preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

The Bromfield School Principal

SUPERVISES:

1. Chairs the International Committee
2. Advises (and acts as) Global Competency Certificate advisors

JOB GOAL:

1. Leads and maintains the Global Competency Certificate Program
 - a. Maintain and revise, with help of the International Committee, the guiding documents of the Global Competency Certificate
 - b. Publicize program and application process to both students and parents
 - c. Oversee application process
 - d. Review program applications and track student progress, including course selections and GPA per semester
 - e. Review and approve student travel applications
 - f. Work in conjunction with the Senior Project advisor to track progress of student projects in the program
 - g. Keep a running list of multi-cultural events students could attend, with the option of running possible field trips to attend multi-cultural events
 - h. Act as a Global Competency Certificate advisor
 - i. May be the only advisor during times of low enrollment
 - ii. Advisor will meet with students 2-3 times a year individually and or in a group setting for roughly 30 minutes to discuss student progress
2. Acts as an advisor to administration and faculty for international travel
 - a. Maintain Global Competency Certificate and in-house travel website
 - b. Reviews and maintains International travel forms and documents
 - c. Informally mentors faculty/staff who lead international travel experiences

TERMS OF EMPLOYMENT:

Twelve-month year. During the summer months advisor must be responsible for email and support for ongoing international trips. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

HARVARD SCHOOL DISTRICT
Job Description

Job Title: **Dean of Students . 6 FTE** (Middle & High School)

Reports To: High School Principal

Evaluated By: High School Principal

JOB GOAL: To serve as an educational leader and, as such, to be responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, participation in staff and student activities and establishment of effective community relations.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree
2. Appropriate Administrative License (principal certificate preferred)
3. Ability to establish and maintain an effective learning climate in the school
4. Ability to interpret and implement all School Committee policies, administrative regulations and negotiated agreements
5. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
6. Ability to provide direction to others and to make independent judgements
7. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
8. Ability to maintain confidentiality
9. Ability to communicate with individuals of varied cultural and educational backgrounds
10. Ability to keep and maintain accurate records and to meet deadlines
11. Such alternative to the above requirements as the Principals may deem appropriate and acceptable
12. Ability to inspire and be a role model to staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Support initiatives to move the district towards our Vision Statement.
2. Use positive and productive techniques for improving student behavior.
3. Provide consistent follow through regarding attendance issues, and work toward improvements.
4. Understand and apply due process in a considerate and dignified manner.
5. Collaborate with other district leaders and teachers to plan professional development, manage reflections and PDP certificates tracking.
6. Participate in the educator evaluation process as an evaluator to the extent determined by the Principal and outlined in the Educator Evaluation document.
7. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information.
8. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the

- purpose of providing written support and/or conveying information.
9. Represent the school within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
 10. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
 11. Participate in leadership meetings, negotiation meetings and other such meetings as required or appropriate.
 12. Provide leadership by collaborating with leaders and teachers on the round table/advisory program.
 13. Perform such other tasks (which may require knowledge of other job descriptions) as deemed to be appropriate by the Principal.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License issued from the Massachusetts Department of Elementary and Secondary Education