Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, January 22, 2018
6:15 PM
Upper Town Hall

I. **Call to Order and Read the Vision Statement (6:15)**
II. **Public Commentary (6:16)**
III. **Grant Approval (6:20)**
IV. **Student Update (6:25)**
V. **Elementary ELA Presentation – Peggy Bragg (6:30)**
VI. **School Improvement Plan Updates – Josh Myler, Scott Hoffman (6:50)**
VII. **Pre-School Program Consideration (7:50)**
VIII. **Superintendent Update (8:00)**
IX. **Science Lab Update (8:15)**
X. **Policy Updates (8:20)**
XI. **Annual Town Report Approval (8:30)**
XII. **Agenda Items (8:40)**
XIII. **Approval of Meeting Minutes (8:45)**
XIV. **Liaison/Sub-Committee Reports (8:50)**
XV. **Open to Interested Citizens' and School Committee Commentary (9:00)**
XVI. **Adjournment (9:05)**

Attachments: Superintendent Report, Pre-School Memo, Grant Information, Meeting Minutes, Policy Graphic, Science Lab Costs Memo, School Improvement Plan Documents

Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.

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

January 10, 2017

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
12/11/17	18-13	Challenge Day	Christine Reale	$2,975
12/14/17	18-15	Columbia Debate	Michael Poe	$600
12/18/17	18-16	History and Geography Team	Andrew Wright	$650
12/19/17	18-17	Save a Life Tour	Coleen Nigzus	$1,600

Very truly yours,

Terry Symula,
Harvard Schools Trust

Cc: Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

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

Harvard Public Schools
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Mary Zadroga <mzadroga@psharvard.org>

Fwd: Grant for Makerspace Supplies

1 message

Josh Myler <jmyler@psharvard.org> Thu, Jan 11, 2018 at 9:19 AM
To: Linda Dwight <ldwight@psharvard.org>, Mary Zadroga <mzadroga@psharvard.org>

Hi Linda,

Can we add this donation to the SC meeting agenda for Jan 22nd?

PTO Donation of $440 for Makedo cardboard creation tools. This is a tool kit that allows students to do some really interesting things with cardboard, far beyond what they could do with tape and scissors. The initial project will involve students creating carnival style games to test and better understand probability. The materials are also reusable and applicable to many other projects in the future.

Thanks
Josh

Josh Myler, Principal
Hildreth Elementary School, Harvard MA.
(978) 456-4145

---------- Forwarded message ----------
From: **Thomas** <thomasl01@hotmail.com>
Date: Thu, Jan 11, 2018 at 9:02 AM
Subject: Re: Grant for Makerspace Supplies
To: Josh Myler <jmyler@psharvard.org>
Cc: Laura Gushue Hunt <lgushue@verizon.net>, Jennifer Slavin <jenslavin@yahoo.com>, "lcrittendon@psharvard.org" <lcrittendon@psharvard.org>, "mgrogan@psharvard.org" <mgrogan@psharvard.org>

Good morning,

I am pleased to announce that the board has voted and would like to fund the full amount requested of $440 for the event pack. We are very pleased to fund such a worthwhile STEM/STEAM learning tool.

A check in that amount will be made out to and dropped off at the school office shortly.

Warm regards,

Laura Thomas
PTO President

Sent from my iPad

On Dec 8, 2017, at 1:04 PM, Josh Myler <jmyler@psharvard.org> wrote:

> Hello Laura,
>
> A teacher came to me with a request around a new integrated project using maker-space materials. Some of these materials we already have, and some I can find funding for, but there is one piece that would be really helpful if the PTO is able to support. It is a tool kit that allows students to do some really interesting things with cardboard, far beyond what they could do with tape and scissors. The materials are also reusable and applicable to many other projects in the future.

To: School Committee
From: Josh Myler, HES Principal
Re. Structure of HES PreK

For the past several years, HES has operated a half-day PreK, with an optional extended day. The PreK runs from 8:50-11:40 with extended day child care from 11:40-3:08. Prior to this arrangement, my understanding is that we offered a full-day PreK, but that it was shortened due to lack of special education need.

The current arrangement has created several limitations. While one aide stays throughout the day, the lack of continuity with the teacher, especially for these very young students, makes it harder to establish classroom routines and expectations. It also creates greater difficulty for parents in communication. In addition, having the PreK teacher here only half time complicates her scheduling and participation in special education meetings, common planning time with Kindergarten teachers and related service providers such as speech, OT, and PT. Finally, having a half-day program puts us at greater financial risk. If a student were found to be eligible for a full day program, we would have to place the student at an outside program, which is costly and removes them from their peers. While this cannot be determined outside of the team meeting process, we have several students in the coming year whose profiles suggest that they may qualify for a full day program.

In considering a full-day program, we could cover or nearly cover the increased cost of having the teacher stay full day by increasing the tuition costs paid by the parents of the typical students who choose to attend. This proposed tuition increase brings us closer to the cost to families for similar private programs. We would maintain 8 full-day general education slots. Special education slots could be full-day or half day, with parents paying tuition for the afternoon if their child qualifies only for half-day special education.

	Half-day Model	Proposed Full-day Model
Teacher	$30,076	$60,151
Aide (full day)	$30,117	$30,117
After-care (half day)	$13,547	$0
Tuition collected Full Day	$7,000	$8,600
Net tuition collected	$49,600	$68,800
Net cost to district	**$21,643**	**$21,528**

cc.
Linda Dwight
Peter Rowe

Superintendent's Update
January 22, 2017

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:

- Josh and I started to write the required special education sections of the MSBA submission. We will have a draft for the School Committee completed for our February 12th meeting.
- A second tea and conversation is scheduled for January 26th. I am expecting between 9-12 women to attend. We are planning other small group meetings.
- The working group met on January 11th to consider material choices that impact the final estimates due next week.
- We continued to share the video with the public.

II. Guidance Department Request

Standard I: Instructional Leadership

The Guidance Department is hopeful that the School Committee will provide the money needed to cover the travel expenses of the Challenge Day presenters. The Harvard Schools Trust generously agreed to fund the cost of the program minus the travel costs. Christine asked the PTO, but they considered this request outside of their budget. The travel costs would be a maximum of $3500, although we will look to share the costs with another district if possible.

III. Youth Risk Survey Results Shared

Standard III: Family and Community Engagement

The Bromfield guidance counselors, wellness staff, teachers, and administrators met with parents on January 18th to share the data. They had planned to break into small groups to discuss sections in more detail, but instead the group stayed together as only 10 community members attended. Part of the discussion included how to improve student safety, reduce risky behaviors, and how to ensure that more parents participate in the data review.

IV. Science Lab Update

Standard II: Management and Operations

The furniture arrived on Monday, January 15th and installation began. The flooring had only been completed two days beforehand. The contractors will connect the pipes and complete the final tasks within the next two weeks.

V. New Van Usage Update

Standard II: Management and Operations

The employees have been using the van consistently. Listed below are the details of the 18 times the van has been used. Some of the uses would have incurred costs in the past and some of the uses included new opportunities taken because of our van ownership.

Description of the Use	Location	Total
Transitions (students and family members)	Devens	12
Sports Team Travel	Wrentham	1
Medical Issue	Nashoba Medical Center	1
Club (Debate) (Yearbook)	New York, NY Taunton, MA	2
School Visit for the Building Project	Natick	1
New Staff Tour of Harvard and Devens	Local	1

VI. Leadership Team Observations

Standard I: Instructional Leadership

The Leadership Team visited four elementary classrooms in teams of two or three. We focused on providing meaningful feedback to the teachers to improve instruction using the DESE rubric. Each observer took notes and afterwards we spent time discussing the lesson, student engagement, relevance, any formative assessments given and other aspects of the teaching and learning. We focused on how to best provide meaningful and useful feedback.

VII. Honoring a Bromfield Senior

Standard I: Instructional Leadership

Scott and I accompanied senior Rebecca Li to the Worcester County Superintendents' Scholars Luncheon. Rebecca was selected for the honor because of her academic achievements. Her accomplishments were shared and celebrated.

This year I was fortunate to be asked to help with the ceremony.

VIII. **Professional Development Day Success**
Standard I: Instructional Leadership

Teachers found Tuesday, January 16th very beneficial to their professional development. Offerings included a full day continuation of the technology coaching with Teachers21, CPR, restraint training, and others (see attached for some additional details).

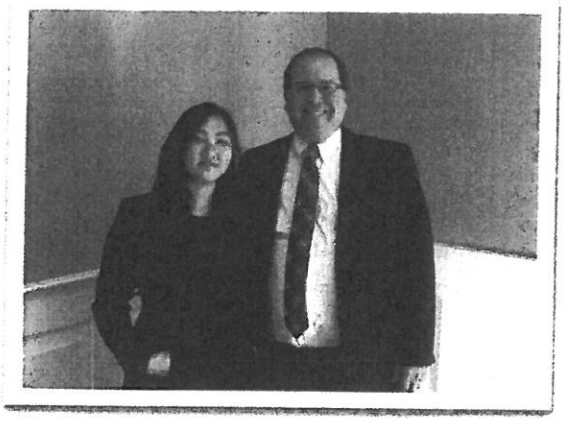

Figure 1: Rebecca Li and Mr. Hoffman

Figure 2: Teachers Participating in Tech Training

Get on your feet with google suite (for beginners)	Mindfulness and Distress Tolerance Skills	Speech and Language Standards and Strategies	Interest Based Problem Solving	Mindful Hand-building with Clay	Overview of students with Autism Spectrum Disorder, and Universal Design for Learning classroom strategies to support these students **(BOTH SESSIONS)**	Crisis Prevention Intervention **(BOTH SESSIONS)** - *By invitation / as needed for restraint certification*	Adult/ Child/Infant CPR and AED Certification **(BOTH SESSIONS) *THIS WORKSHOP WILL RUN THROUGH 3:30 PM***
In a One to World setting, google suite has much to offer. We can help you with google calendar, classroom, forms, sites, drive, and more! This workshop is designed for beginners to get started on what they need the most. The differentiated style will allow us to work directly with you to implement the google suite tool(s) that you would most like to use. In the second half of the workshop, you should leave with the ability to use the google suite tool of your choice.	This workshop will focus on mindfulness techniques that can be used in the classroom and the benefits of mindfulness. The workshop will also have an overview on distress tolerance skills and how teachers and students can use them in and outside of the classroom.	This workshop would provide teachers with criteria for speech and language milestones; provide a further explanation of what we as speech-language pathologists look for in determining presence of a speech/language disorder; inform teachers of the RTI process; and provide teachers with strategies to use to facilitate speech and language skills for all students. This workshop is qualifable for 15 SPED PDP's.	This workshop is for people to learn about a problem solving method that focuses on acceptable solutions rather than right or wrong answers, also known as collaborative problem solving. Interest based problem solving separates the people from the problem and encourages the full participation of all involved. Attendees will also experience mock situations after learning about the basics of interest based problem solving. We will discuss the application of this method with students, parents and colleagues.	In this workshop we will be working with hand-building techniques using clay. We will demonstrate these techniques and have participants choose one clay project to make. Using clay can be applicable to a variety of cross-curricular projects.	This workshop will provide an overview of Autism Spectrum Disorder and how some students with ASD may present in your classroom. We will discuss strategies that have shown to be effective when working with students with ASD, as well as how various behavior plans are managed. The second part of the workshop will be a hands-on activity where teachers will be critiquing and modifying exemplar lessons and/or their own lessons. Lessons will be adapted to include Universal Design for Learning (UDL) strategies, as well as IEP accommodations.	This training will cover to following restraint training units: Prevention and Deceleration, Decision Making (determining levels of risk), Disengagement and Holding Skills (restraints), and Postvention Approaches.	AHA Certification in CPR and AED Use. Please note, this workshop runs BOTH SESSION 1 and 2. Please do not sign up for a second workshop if you sign up for this one. This workshop will start promptly at noon and run through 3:30 PM.

HARVARD PUBLIC SCHOOLS
www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4140 • FAX (978) 456-8592

Peter C. Rowe
Finance Director

Memorandum

January 18, 2018

To: Dr. Linda Dwight, Superintendent

From: Peter C. Rowe, Finance Director

RE: Bromfield Science Room Renovation

As we move into the completion phase of the Bromfield School Science Room 285-287 renovation, a preliminary summary of final expected costs indicates that spending will come in at $391K, approximately $41K over the original budget. Original budget funding was set at $350K, with $175K from each of Capital and Devens Funds. The School Committee voted to pledge up to an additional $100k from Devens funds as detailed information from vendor bids came in over budget revealing the complexity of the proposed work.

The attached spreadsheet provides detail on all costs to date and projected for completion. As a result, we should expect to expend $41K of the additional Devens funding to complete the project.

The furniture installer, Longo Associates, is on site this week performing installation of Lab tables and furniture. With the completion of the Lab tables and other casework the plumbing and electrical contractors will be able to return to connect fixtures to supply service to the furnishings. We should expect this to happen during the week of January 22nd, allowing the Science Rooms to become active teaching spaces for the week of January 29th.

Please do not hesitate to contact me for further clarification in this regard.

The Bromfield School

Science Lab Renovation Rooms 285-287 - FY18

1/16/2018

Job Description	Vendor	Estimated Cost Per Bids	Actual with Change Orders	Variance
Demo. Rooms	Cole Contracting	$ 9,995.00	$ 9,995.00	$ -
Demo. Plumbing	ATCO	$ 8,640.00	$ 8,640.00	$ -
Demo. Electric	RUEL	$ 2,500.00	$ 2,500.00	$ -
Asbestos Removal	Haz. Abatement Serv.	$ 17,600.00	$ 17,600.00	$ -
Concrete Work	Wells Restoration	$ 27,500.00	$ 27,500.00	$ -
New Electric	Brown Electric	$ 19,300.00	$ 19,300.00	$ -
New Plumbing	Boston Mechanical	$ 73,485.00	$ 84,259.90	$ (10,774.90)
Flooring	Capital Carpet	$ 6,799.00	$ 7,724.00	$ (925.00)
Furniture with install	Longo	$ 195,137.92	$ 195,137.92	$ -
Stamped Drawing	B. Thomas Heiner	$ 3,685.00	$ 3,685.00	$ -
Dumpster	Metrano	$ 486.72	$ 486.72	$ -
Survey Slab	Simpson Gumpert	$ 2,500.00	$ 2,500.00	$ -
Univent Demo	Cole Contracting	$ 4,500.00	$ 4,500.00	$ -
Concrete Block Infill	Cole Contracting	$ 1,955.00	$ 1,955.00	$ -
Paint/Repair	One Call	$ 4,900.00	$ 4,900.00	$ -
	Total	$ 378,983.64	$ 390,683.54	$ (11,699.90)
Original Budget -				
Capital	39197-53027	$ 175,000.00	$ 175,000.00	
Devens	21630058-58300	$ 175,000.00	$ 175,000.00	
Overage to be funded from Devens up to $100,000		$ (28,983.64)	$ (40,683.54)	

V3

HPS Harassment by Students Action Flow Chart

PRE-INVESTIGATION

School receives notice of allegations of harassment.

→ Superintendent is informed.

→ School administrators contact parent(s)/guardian(s) of all students involved.

School considers needs for immediate protection of the alleged targeted student(s) from further possible harassment.

School considers informing local police, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel.

INVESTIGATION

Complainant or investigator to draft and sign a written statement of complaint.

→ Designated investigator(s) to conduct interviews of alleged perpetrator and/or possible witnesses. Collect written statements if appropriate.

→ Investigator(s) to remind all involved about confidentiality and the possible consequences of retaliation.

DETERMINATION

School personnel to weigh facts and determine if the alleged event did occur and was it harassment.

If harassment move to corrective action.

If not harassment jump to closing the complaint.

CORRECTIVE ACTION

The school takes steps to prevent recurrence.

→

Possible suggested actions:

- Separate the harasser and target
- Administration to notify appropriate staff to monitor student safety
- Provide educational activities/trainings for students involved or school-wide
- Arrange guided communication between parties to help resolve the issues
- Provide counseling
- Impose disciplinary action
- Ensure knowledge of procedures for subsequent problems
- Conduct follow-up inquiries

CLOSING THE COMPLAINT

Investigator will give complainant an update.

→ Investigator to retain notes/documents in a confidential file.

→ Investigator to file a report with Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

File: ACABA

Harassment by Students

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment includes communications such as jokes, hate speech, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon actual or perceived: race, religion, color, national origin, age, gender, sexual orientation, socio-economic status, or disability.

The ~~school~~ administration will designate an investigator(s) fore all complaints of harassment at school or at school related events. The investigator(s) will determine if complaints are substantiated, -and, if ~~substantiated~~so, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complainant or targeted student/s informs the school that he/she wishes the school not to address the matter. Every allegation of harassment will be investigated.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective depends on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

I.Pre-Investigation

When the school has notice of allegations of harassment, the Superintendent should be informed as soon as possible. Consideration should also be given to the need to contact the local police, the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance in responding to a complaint even before fully investigating allegations of harassment. School personnel should consider whether there is a need to take immediate steps to protect the alleged targeted student/s from further possible harassment. The administrators will contact the parent(s) or guardian(s) of all students involved. In taking any such action, however, the rights of both the alleged targeted student/s and alleged harasser/s must be considered.

II. Investigation

Timeliness. The investigation should be started as soon as possible following notice or knowledge of alleged harassment.

Written statement of the complaint. It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

What specifically happened, Who committed the alleged act, Who was present or may have information about the event, When the event occurred (date, time of day),

Where the event occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator should record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator should sign and date the document her/himself.

Interviews. Once the allegations of the complainant are established, ~~an~~ interviews of the alleged perpetrator and/or possible witnesses may be the next step. The investigator will keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

Confidentiality. The confidentiality of the complainant, other witnesses, and the accused must be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it is not necessary, nor is it advisable, to state the name of the complainant (or target). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.

Retaliation. If appropriate, the investigator will remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident is strictly prohibited and could result in its own disciplinary action.

III. Determination

School personnel must weigh all of the facts objectively to determine whether the alleged event occurred and, if it did, whether it constituted harassment. The determination must be based upon all of the facts and circumstances, and the perspective of a reasonable person with the characteristics upon which the harassment was based. [See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)] The "reasonable person" standard as applied to children is "that of a reasonable person of like age, intelligence, and experience under like circumstances."

IV. Corrective Action

If harassment is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the targeted student/s is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the harassment and the age of the students. The following are suggestions for steps that may be taken:

- Separate the harasser/s and the target/s;
- Administrators will notify the staff as needed to monitor and ensure student safety.
- Provide relevant educational activities for individual students or groups of students

(guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs);

- Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them;

- Provide counseling;

- Impose disciplinary action, including but not limited to, a written warning and/or suspension from one to ten days, subject to applicable procedural requirements. Discipline may also include loss of or curtailment of extra-curricular privileges.

- Ensure that the harassed student/s and their family know how to report any subsequent problems;

- Conduct follow-up inquiries to see if there have been any new incidents;

- School-wide action – consider further trainings for students and staff, send out the policy and contact information;

V. Closing the Complaint.
The investigator will give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence of harassment. It is not appropriate to inform the complainant of specific disciplinary action taken against a student.

The investigator will retain notes and other documents relating to the investigation in a confidential file. The investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the actions taken.

~~The investigator will contact the complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.~~

ADOPTED: June 11, 2007
AMENDED: May 20, 2013
AMENDED: January 23, 2017
AMENDED: May 8, 2017

CROSS REF: JCIFB Anti- Bullying Policy

LEGAL REF: M.G.L. 151B:3A Title VII, Section 703, Civil Rights Act of 1964 as amended by the Board of Education 603 CMR 26:00

School Committee

The Harvard School Committee is pleased to provide this report for the town. We would first like to take the opportunity to thank and appreciate the countless individuals and organizations that support the schools. It truly does "take a village" to make a school district successful. Whether you are a member of one of the School's Councils, coach a sports team, contribute to the Harvard Schools Trust, Fanfare or the PTO, volunteer for Celebration, the Science Fair, Senior Projects or chaperone a field trip, attend a drama production, music concert or watch a sports event, you are a vital part of the schools community. Thank you for the gift of your time and resources and your passion for empowering the students.

The success of our schools also relies upon the quality and dedication of our administration and faculty. In January the School Committee renewed Dr. Linda Dwight's contract as Superintendent for five more years. Dr. Dwight has consistently received proficient to exemplary performance ratings and her leadership and communication skills are outstanding. Under her direction, Scott Hoffman successfully completed his first year as a new principal and Josh Myler was promoted to succeed Sue Frederick as principal at HES. With a strong and dedicated administrative team in place the district is moving forward in realizing its vision:

> 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.

The School Committee is comprised of six members: five elected residents from Harvard and one representative from Devens. The Committee typically meets on the second and fourth Monday evenings of each month with other meetings scheduled as needed. Agendas and materials are available on the town website at least 48 hours in advance, and meetings are usually televised on the local cable access channel. The public is encouraged to attend and participate. Time for public commentary is provided at regularly scheduled meetings for input, questions, and statements.

The School Committee took on the following goals for the 2017/18 school year:

1. Student Achievement: To provide the School Committee with data that will allow them to measure, assess and address student achievement in the district.
2. HES: To design and implement a new building that is educationally exciting, safe, attractive, and environmentally efficient that is consistent with the district Vision and within the financial capacity of the town.
3. Communications: To have a communication plan in place for the Harvard Public Schools district.

Undoubtedly the most prominent of these goals is the HES building project. In keeping with the structure set up by the Massachusetts School Building Authority, the School Committee authorized the School Building Committee to carry out the work on this project on behalf of the town and appointed two of its members to sit on the Building Committee (Mary Traphagen and SusanMary Redinger). The School Committee receives regular updates on the status and progress of the building project and is hopeful for the town's support in approving the project at ATM.

Measuring and ensuring student achievement remains a top priority for the School Committee. Although the Harvard School District is consistently recognized as one of the best in the state, we understand that performing well on standardized tests is only one way in which students can excel. While still focusing on maintaining academic achievement, this year the committee is also spending time learning about the curriculum at both schools, reviewing the wellness surveys and programs, ensuring that our policies are up to date and consistent with our commitment to creating a safe and inclusive environment in our schools and approving a school budget that supports the athletic, arts and extra-curricular programs as well as academics. By the end of the 17/18 school year the district will have in place an assessment tool to look at multiple areas of student achievement as we continue to ask "what skills and qualities do we want for our students?" and "what does success look like in our schools?".

Each year, the School Committee oversees the creation and implementation of the schools' budget. The proposed budget for the 2018/19 school year was impacted by a larger than usual increase in teachers' salaries negotiated in conjunction with a decrease in the town's responsibility for their health care premiums. The Board of Selectman made cuts to the initial budget and approved an omnibus budget of $12,905,805. This figure represents an increase of $389,724 (3%) over FY17/18. Since salaries comprise 80% of the schools' budget, this amount actually represents a decrease in funding for non-salaried expenses. Supplementing the omnibus budget is an additional $3.4M from grants and fees, school choice and Devens. The average per pupil cost rose from $15,799 in FY15/16 to $16,216 in FY16/17 which is again slightly above the state average of $15,544. The schools continue to rely on the revenues from the contract with Mass Development to pay for salaries, technology and capital expenses. Looking ahead, the school committee will have to grapple with how to mitigate the rising costs of salaries without compromising the quality of curriculum programs and materials or neglecting the maintenance of the buildings.

Capital improvements to the Bromfield School remain a priority for the district. The original building is now 54 years old and the newer sections were built in 1990 and 2003. Last year's ATM approved $175k for renovating one of the science labs and funds from the Devens account were used to renovate another. Those rooms will be finished in January of 2018 bringing the total number of rooms updated to four, with three left to go. The School Committee has committed $240k from the Devens account to renovate the remaining rooms in FY18/19, bringing the project to completion and leaving Bromfield with significantly safer, more efficient, high quality labs. Future capital projects include upgrading the lighting, carpet and seating in the 30 year old Cronin auditorium,

renovating bathrooms, and replacing a hot water tank at HES. A study to repair or replace the ramp outside the middle school at Bromfield is underway. The committee is ever mindful of the need to maintain the town's largest capital asset and will continue to recommend the funding of necessary repairs and upgrades.

Providing Harvard students with technology has been another financial commitment endorsed by the School Committee. In the fall of 2017, all students in grades 9-12 were provided with laptops resulting in all students at Bromfield having their own device (iPads in 6th and 7th, laptops in 8th – 12th). The faculty at both schools have done extensive work in learning how to use the technology to support teaching and learning in their classrooms and shifting the focus to the skills needed for success in today's fast moving world: collaboration, presentation, creative problem solving and critical thinking. Evaluating the district's use of technology is part of the Committee's annual budget process, and again this year, funds from the Devens account were used to cover the costs of leasing the devices.

The School Committee would be remiss if we did not also acknowledge the faculty and staff throughout the district for their dedication to providing the highest level of education and service possible for our students. From our newest additions to our valued veterans we have witnessed countless examples of passion and dedication that are so essential the success of our schools. We will bid farewell to Susan Downing at the end of June and remember fondly the late Cindy Prescott who worked in the Bromfield cafeteria for 17 years.

Again, we thank the citizens of Harvard for their generosity and support and look forward to our continued partnership in fulfilling the vision of the Harvard Public Schools.

Respectfully submitted,
Mary Traphagen, Chair
Nancy Lancellotti, Vice Chair
SusanMary Redinger
Jon Green
John Ruark
Maureen Babcock, Devens Representative

School Committee Meeting
Monday, January 8, 2018
6:15 p.m.
The Bromfield School Library

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

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

Read the Vision Statement – Nancy Lancellotti

Public Commentary – None

Grant Approval
The Harvard Schools Trust submitted the following grants for approval:
New Club Supplies, materials and startup for rocket project – Christine Zacharer and Julie Burton - $650.76
State Leadership Conference – Kristin McManus and Josh Thurston - $3,185
The Bromfield Quiz Team – Kathleen Doherty - $740

Nancy Lancellotti made the motion and SusanMary Redinger seconded to move that we accept the grants of the Harvard Schools Trust for a total of $4,575.76.
VOTE 5/0

Fanfare submitted a donation of $846 to the Tri-M Music Honor Society from their earnings at the last two years' holiday plant sale fundraisers. These funds will be used for the Tri-M Music Honor Society under the direction of Craig Robbins.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move to approve the gift from Fanfare in the amount of $846 as presented.
VOTE 5/0

Student Update
Chloe Cushing – reported the snow days were helpful for students to complete projects. A lot of people are getting their license so the parking lot is full. The parking lot is not completely cleared out so cars are getting stuck. Second quarter is coming to a close. Student will be switching classes. The boys' basketball team is doing well.

Student Achievement: Data Dashboard Overview
Chris Boyle presented an overview of the Unified Insights software that the district will be using to collect and store student assessment data. He explained how the software will be used to filter information for teachers and administrators to use to compare and assess data. Once the

dashboard is up and running the School Committee would be able to query information that they would find important. Staff will be trained to use the software over the summer.

Building Project Video and Discussion

Dr. Dwight shared a video produced by Robert Curran that promoted the Hildreth Building Project. Robert attended the meeting to get feedback from the Committee on additional information that may be useful to add.

Superintendent Report

Building project update

*Held a School Building Committee meeting on December 14th. The committee members approved the design being sent to the estimators for pricing.

*On December 19th teacher liaisons, school leaders and tech department members visited Natick to see their model classrooms for the future. General take-aways from the visit confirmed our focus on flexibility, technology as a tool, and providing coaching help for teachers to incorporate the tools.

*Josh and I consulted with Arrowstreet on the administration area of the building design by conference call held December 20th.

*I invited nine women from the community to a tea and conversation regarding the school project on December 21st.

*Met with some members of the working group on December 22nd to further discuss the design elements and to plan for an additional working group meeting in January.

*Several of us consulted on a video that Robert Curran produced. We posted it to the website, TVs in the school, Facebook, and e-mail.

Guidance Department Update

Christine Reale and Dr. Dwight met with Terry Symula regarding the grant written to hold the Challenge Day for our students. Terry asked questions regarding the link to other district initiatives, and we provided the connections and further information.

Winter Concerts

Our music department leaders, Becky and Craig, planned two evenings of winter concerts. The first, held on December 7th, included middle school chorus and band students. The second, held on December 14th, included high school chorus and band students. This was a new way of organizing the programs, and most audience members responded positively. For the final song, *Hallelujia,* Becky and Craig combined the high school choir and bank and welcomed the audience to stand and join them. It was a memorable ending to a quality program.

Science Lab Update

Construction in the rooms has steadily continued. The concrete, plumbing and electrical contractors have finished most of their work. The flooring, finishers, and furniture contractors are scheduled to complete the project by the end of January.

Board of Selectmen Meeting

The Board of Selectmen met on December 19th to discuss the town budget. Several of School Committee members and Dr. Dwight attended the meeting. They approved a $100,000 decrease to the school district's budget. We will discuss potential changes to our proposed budget to include this reduction.

Policy Updates

The Committee reviewed Policy ACABA – Harassment by Students along with the action flow chart. The flow chart shows the processes followed after a report of harassment has been filed. The flow chart would accompany the policy to allow easier access to the steps involved in the investigation. After discussion, the Committee decided to take Policy ACABA and the flow chart back to the Policy Subcommittee for changes.

Budget Discussion

Peter Rowe reported for consideration to the Committee a list of potential reductions to the FY19 budget that would equal the $100K that the Board of Selectmen recommended. In order to implement this reduction, the recommendations for reduction are:

1. Reduce the Professional Development Stipend account by $15K.
2. Reduce the Athletic account by $12,500. The restructuring will not negatively affect Athletic service deliver in FY18 due to saving by restructuring the Athletic Director position.
3. Reduce the proposed .5 FTE increase of a half-time Hildreth School Pupil Services position which would have taken the position from half-time to full-time.
4. Reduce the remaining $35K impact on the Town of Harvard Omnibus Budget by increasing the Devens Offset by $35K.

After discussion,

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we reduce our FY19 budget by $100K as outlined in the memo dated January 8, 2018.
VOTE 5/0

Develop Student Advisory Questions

Topics to bring to the Student Advisory meeting:

1. Student Achievement feedback.
2. How do the student advisory members collect responses to respond back to School Committee questions?
3. Clubs – how is word getting out so students are able to take advantage of clubs?
4. How to equitably solve the student parking problems?
5. How to get building project information out to the parent community?

Annual Town Report Assignment

SusanMary Redinger agreed to write the Annual Town report and will submit a draft for Committee approval at the next meeting in January.

Agenda Items

Policy
HES Curriculum - ELA
School Improvement Plan Update
School Building Committee Update

Annual Town Report
Calendar
District Improvement Plan Update
School Committee Goal Update

Approval of Meeting Minutes
SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the minutes of the December 11th meeting as presented.
VOTE 5/0

Liaisons
John Ruark – reported that HEAC has decided to abandon the grant money for one of the lighting projects due to receiving no responses to the RFP. HEAC will be continue to work on the full lighting project. HEAC meets again on January 10th.
Nancy Lancellotti – Bromfield School Council meets tomorrow. A Youth Risk Survey Parent Night is scheduled for Wednesday, January 17th at 6:30 p.m. in the Bromfield School library. There will be a broad overview of the survey data followed by a small group breakout to discuss topics, and then the small group will be returning back to the larger group to finish.
SusanMary Redinger – CPIC meets again on January 22nd. The website review is ongoing.
Mary Traphagen reported that HES School Council met. The School Nurses attended the meeting due to parent concerns regarding allergies. Josh will meet with them separately. The Council is working on dress code language. Josh will come back with a final draft. The Council still needs to decide which survey will be distributed this year.

Commentary
Nancy Lancellotti shared that she had heard from a few parents that favored early release days be held on the same day of the week throughout the year, and preferred not using early release days to accommodate the religious holiday schedule. Nancy offered to start up the Communication letter again to get news out to the parents.

Linda Dwight reported that Mr. Arboleda, a diversity expert who addresses issues of race, culture and identity through live seriocomic presentations, workshops and film, visited the Bromfield School for a full school assembly on January 8th. The assembly was very well received. Mr. Arboleda will use stories he collected from students to create a film to present to Bromfield students at a later date.

Mary Traphagen acknowledged that it can't be fun for Dr. Dwight to make the snow calls but appreciates the early calls. It was a great decision and a hard call, and it is appreciated.

Adjournment
SusanMary Redinger made the motion and Nancy Lancellotti seconded, to move to adjourn the meeting at 8:39 p.m.
VOTE 5/0