

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, January 28, 2019
6:15 PM
Upper Town Meeting

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:17)**
- III. Student Report (6:20)**
- IV. Trip Approval (6:25)**
- V. Policy Review (6:30)**
- VI. Annual Report Submission; Vote (7:30)**
- VII. Superintendent's Report (7:40)**
- VIII. Mid-Year District Improvement Plan Update and Goal Update (7:45)**
- IX. DEAC Survey Results (8:05)**
- X. Grant Approval (8:20)**
- XI. Agenda Items (8:23)**
- XII. Approval of Meeting Minutes (8:28)**
- XIII. Liaison/Sub-Committee Reports (8:30)**
- XIV. Public and School Committee Commentary (8:40)**
- XV. Adjournment (8:45)**

Attachments: Superintendent Report, Grant Information, Meeting Minutes, District Improvement Plan, Goals, DEAC Survey, Policies, Annual Report

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.

Summary of Changes (Section E)

| Policy | Action | Summary |
|---|-----------|---|
| EA Operations Support Services Goals | Amend | Replace system with district |
| EB School Safety Policy | Amend | Adopt some MASC while keeping some of ours |
| EBAB Pest Management Policy | Amend | Include MASC details in numbered sections |
| EBB First Aid | Adopt | |
| EBC Emergency Plans | Amend | Taking MASC version |
| EBCD Emergency Closings | Amend | Taking MASC changes |
| EC Building and Grounds Management | Amend | Taking MASC version with minor modifications |
| ECA Buildings and Grounds Security | Amend | Minor wording changes |
| ECAF Security Camera System Policy | Amend | Minor wording changes and formatting |
| EDC Authorized Use of School-Owned Materials | Amend | Taking some MSAC changes, improving grammar |
| EEA Student Transportation Services | Amend | Taking MASC version |
| EEAE School Bus Safety Program | Reviewed | |
| EEAEC/JICC Student Conduct on School Buses | Amend | Minor changes, amend JICC as well |
| EFC Free and Reduced Price Food Services | Amend | Taking MASC version |
| EFCA School Meals Charge Policy | Eliminate | Replaced by EFD |
| EFD Meal Charge Policy | Adopt | Taking MASC version with minor changes |
| EFI Operation of Food Services | Eliminate | Redundant with other policies and superintendent responsibilities |
| EK Inventories | Eliminate | Redundant with fiscal policy objectives expressed in other policies |

Note that there will be discrepancies in capitalization in various instances. MASC reference policies themselves exhibit these problems. Our goal is to address them specifically as insubstantial amendments at a future session, time permitting.

School Committee Minutes
Upper Town Hall
Monday, January 14, 2019
6:15 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, Shannon Molloy, John Ruark, Aziz Aghavev and Linda Dwight. Absent: Jon Green, Maureen Babcock and Chloe Cushing.

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

Dr. Dwight read the vision statement.

Public Commentary: None

Student Report: None

Adventures in Digital Learning at HPS

Beth Graham introduced students and paired them up with School Committee members to share their work using their technology learning tools. Ms. Graham shared the SAMR model standards that are used at Harvard Public Schools. Teachers at the elementary level love the See Saw app. It is a great way for teachers to communicate with parents. Ms. Graham reviewed the results of the technology survey.

Budget Review and Vote; Athletics, School Lunch, and Community Ed./Bridges

School Business Manager, Aziz Aghavev reviewed with the Committee the School Lunch, Athletic and Community Education and Bridges budgets. A revised FY20 budget was distributed with new inclusions.

SusanMary Redinger made the motion and John Ruark seconded to move to approve the FY20 amended budget as presented in the budget book.

VOTE 4/0

Budget Q&A Review

The meeting to discuss the budget with the Finance Committee and Board of Selectmen is scheduled for January 26th. All members are encouraged to attend.

Superintendent's Report

*Dr. Dwight and Josh Myler joined the architect on December 19th as groups of teachers and staff cycled through the conference room. The teachers and staff viewed three dimensional renderings of the building space in the new building. The architects used the responsive technology to manipulate views to simulate lighting patterns throughout the day, identify storage spaces, and demonstrate travel distances between relative spaces. The activity was especially helpful for the Facilities Director and building custodian as they viewed the roof

space for the air handlers and discussed improved access. The day was full of meaningful feedback and explorations.

*The Harvard Teachers' Association (HTA) held their annual holiday party. All teachers and staff were invited to participate. This year there was no fee collected to attend, and the planning committee collected raffle items from local vendors to give away.

*Dr. Dwight provided lunch for the custodians over the holiday break as a way to show them our appreciation for their continued hard work. During the break week they did an outstanding job of refreshing the schools by sanitizing the nurse rooms, cleaning up the roof leaking marks at HES, and deep cleaning the kitchens. The school building process required several meetings over the winter break. Issues with code compliance required meetings to discuss next steps. The budget questions were due after winter break, so during the week SusanMary and Dr. Dwight met to work on the responses.

*Dr. Dwight and Josh Myler collaborated with Chris Ryan, the new Director of Community and Economic Development, and Tim Kilhart, the Director of Public Works, to write a grant for sidewalks to extend in a radius out from the new elementary school. The sidewalks would provide a safe route to school from the General Store, Town Center, Town Beach, and nearby houses. SusanMary Redinger provided information from the Master Plan work completed in 2016 and helped with the responses. Shawmut and TEC provided estimated costs of approximately \$650,000. We will soon find out whether our project receives positive consideration.

*Kate Selig accompanied Mr. Hoffman and Dr. Dwight to the Worcester County Superintendent's Scholars Luncheon held at the Holy Cross campus.

*Craig Robbins hosted the Tri-M Honors Induction Ceremony on January 10th. The event was run by the student president and vice president. They explained the responsibilities expected by the honor society, their appreciation for the new inductees, and congratulations for the recognition. The music room was full of proud family members.

Discuss and Assign Writing Town Report

Mary Traphagen agreed to write the School Committee's contribution to the Town's Annual report.

Brainstorm Topics for Student Advisory Meeting

*Security

*Student perspective on how budget/funding should be allocated at TBS

*Student perspective of heating, lighting and maintenance of building

Policy Review

The Committee reviewed changes to Policy JICE – Student Publication. It was recommended by our school lawyer to use the MASC policy template.

SusanMary Redinger made the motion and John Ruark seconded to approve Policy JICE as amended.

VOTE 4/0

Grant Approval

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

Boston Tea Party – Michelle Keene- 4th grade team - \$1,200

Bromfield History & Geography Bee – Andy Wright - \$625

“Taylor’s Message” – Susan Chlapowski - \$837.50

Julia Cook – Courtney Cutler - \$1,500

Bromfield School Newspaper - \$1,000

SusanMary Redinger made the motion and Shannon Molloy seconded to approve the gifts from Harvard Schools Trust as presented.

VOTE 4/0

Dr. Dwight will bring for approval the PTO matching gift for the “Focus Your Locus” to the next meeting.

Agenda Items

School Improvement Plan Update

“Radar” presentation

Annual Report

Policy

DEAC report

Invite the legislatures to a meeting about the proposed bills

Approval of Minutes

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes for the December 10, 2018 meeting as presented.

VOTE 4/0

Liaison/Sub-Committee Reports

Shannon Molloy reported on HES School Council, which met on December 18th and will meet again tomorrow. The seals in the roof are doing well. The school improvement plan is being reviewed. The 3D printing and intervention lab have received positive feedback. Social Studies alignment to the new standards have begun. There is talk about using primary sources at the elementary level. Work is being done to update the student survey.

Mary Traphagen reported on TBS School Council – A lot of work is in progress regarding the continuation of AP courses and the homework policy. Nothing has been decided. Talk of offering an Earth Science course at Bromfield.

Student Advisory Council met with three members attending

- Therapy dog - Talk of obtaining a therapy dog at Bromfield is very positive. There are some concerns about how to accommodate people who fear dogs. Also, discussed if one dog is enough with so many kids.

- Mock Election - Students felt that the mock election was valuable. Some student did not know they had to pre-register in order to vote. Students feel there needs to be communication regarding the mock election process.
- Current Events - Students felt as though some teachers bring up current events in class but nothing is formalized. Woman and safety topics come up in the Health and Wellness course and sometimes in Social Studies classes. Students brought up questions regarding security drills when the K-9 units come in and search back packs and lockers - specifically, what happens if something is found in the search.

SusanMary Redinger

*CPIC met with BOS and reviewed all of the articles submitted. CPIC will meet one more time with ConCon to review the possibility of adding the purchase of a piece of land on Willard Lane. SusanMary Redinger will be writing the CPIC contribution to the annual report.

SusanMary Redinger reported that the Harvard Devens Jurisdiction Committee is reaching out to all boards and committees seeking input as to what questions need to be answered to help move the to develop a plan to resume jurisdiction of Devens land. Committee members can submit their lists of questions to SusanMary and she will provide feedback to the Committee.

SusanMary Redinger submitted the following signed vendor warrants for review

| | | |
|---------------|--------------------|--------------|
| Warrant 18-28 | June 28, 2018 | \$270,656.74 |
| Warrant 19-03 | July 12, 2018 | \$251,890.46 |
| Warrant 19-04 | July 26, 2018 | \$782,625.97 |
| Warrant 19-05 | August 9, 2018 | \$227,764.17 |
| Warrant 19-06 | August 23, 2018 | \$121,651.00 |
| Warrant 19-07 | September 6, 2018 | \$295,821.69 |
| Warrant 19-08 | September 20, 2018 | \$102,586.51 |
| Warrant 19-10 | October 18, 2018 | \$208,596.89 |
| Warrant 19-12 | November 15, 2018 | \$415,210.63 |
| Warrant 19-13 | November 19, 2018 | \$142,236.81 |
| Warrant 19-14 | December 13, 2018 | \$362,921.57 |
| Warrant 19-15 | December 26, 2018 | \$109,583.01 |

The School Building Committee is working to resolve a code issue regarding the beams proposed for the project. The code does not allow for flammable products to be used as support structures. The laminate design withstands heat better but the code doesn't recognize the composite material. There is currently a request to the state for a variance. If the variance is not approved the solution will most likely be going with the steel beam options. The project is currently at the 60% design phase, next stage is 90%. Bids have gone out for the elevator work, with other work going out to bid in March. The School Building Committee will hold a groundbreaking ceremony in early April and hope to invite State Senator Jamie Elridge and

State Representative Jennifer Benson. There will be public sessions held in early March to let folks know what to expect once construction begins and to share rendering, landscape plans, etc.

Public and School Committee Commentary

Shannon Molloy – Thanked all of the students for coming and sharing with the Committee.

SusanMary Redinger - loved the student lead technology presentation – it brings the school experience to life.

Mary Traphagen– So impressed by the 8th grade students and their robot demonstration. They are so into it. Big shout out to everyone who came and shared with us tonight.

Adjournment

SusanMary Redinger made a motion and John Ruark seconded to adjourn the meeting at 8:26 p.m.

VOTE 4/0

Respectfully Submitted,

Mary Zadroga

Attachments:

Superintendent Report

Grant Information

Meeting Minutes

Budget documents

Adventures in Learning presentation

Technology Survey

Policy JICE

OPERATIONS SUPPORT SERVICES GOALS

The School Committee recognizes that the operations support services of the school system district are essential to the overall success of the school district system. While the primary purpose of the district system is to educate students, the Committee recognizes that a proper balance between operational and educational goals is essential to the overall success of the school district system. The balance must ensure that adequate resources are committed to infrastructure on a consistent basis. The proper balance must not allow a cycle of deferral, postponement, or inappropriate proportion of budgetary reductions, or necessary annual expenditures on operational areas, such as buildings, maintenance of facilities, transportation, technology, and support services staffing to undermine the operations of the school district system.

Operations support services include human resources, finance and business office functions, facilities management functions, food services, transportation, and technology. The School Committees' goals and expectations of operations support services area include:

1. proper operation and maintenance of school buildings, grounds, vehicles, and equipment
2. high safety standards
3. support of community aspirations for environmentally oriented practices
4. efficient and rigorous standards of business and operational practices
5. excellent food services programming
6. compliant management of buildings and grounds
7. safe and efficient operation of transportation and maintenance vehicles
8. utilization of strong technology and communication platforms

Operations support services is expected to support programs that foster excellent instructional practice, and to ensure that the human resources of the district can deliver outstanding educational services to students with appropriate buildings, administrative support systems, and a services oriented staff.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

AMENDED: TBD

LEGAL REFS.: M.G.L. 44:33; 71:37

Notes:

- Policy does not exist in MASC reference policies
- Replaced school system with school district.

SCHOOL SAFETY POLICY

Accidents are undesirable, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking ~~reasonable and appropriate~~ precautions to protect the safety of all students, employees, visitors and others present on school property ~~and/or~~ at school-sponsored events.

The School Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school ~~plant~~facilities, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school ~~system-district~~. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. The ~~District Superintendent~~ shall oversee the development of a comprehensive framework to provide Principals with guidelines in developing emergency procedures, ~~and~~ which will be shared annually with staff. District officials and Principals will work with town safety officers in developing school safety plans.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

AMENDED: TBD

LEGAL REF.:

~~M.G.L. 71:55C and Acts of 1985c-614 Sec 1~~
~~Board of Education 603 CMR 36:00~~

CROSS REFS.:

EEAE, School Bus Safety Program
GBGB, Staff Personal Security and Safety
IHAM, Health Education
JLI, Student Safety

Notes:

- Adopting MASC changes except:
 - Keeping our policy name
 - Keeping sentence on emergency framework development
 - Change plant to facilities
 - Authorized superintendent to develop framework

Pest Management Policy

The Harvard Public Schools are committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education, and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location, and whether and at what population level its presence poses a threat to people, property, or the environment. The full range of action alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

- A. The _____ School District shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental, and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 - 1. Reduce any potential human health hazard.
 - 2. Reduce loss or damage to school structures or property.
 - 3. Minimize the risk of pests from spreading in the community.
 - 4. Enhance the quality of facility use for school and community.
 - 5. Minimize health, environmental, and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.

- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff, and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time, and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time, and method), will be sent home electronically or in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts, and locations of treatments and will keep any Material Safety Data Sheets, product labels, and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles, and keeping vegetation properly cut.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

AMENDED: TBD

LEGAL REF.: M.G.L. 71:68: 132B

Notes:

- Adding MASC details in numbered sections
 - Already following these protocols
 - Allow for electronic notice to families in III.C.

First Aid

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician, or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Notes:

- Adopt MASC, policy is already SOP

Emergency Preparedness Policy Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

~~Principals will work with central administration, public safety officers, and staff in developing school emergency.~~ The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire, and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. ~~In the event the school possesses Automated External Defibrillators (AEDs).~~ The location of all available Automated External Defibrillators (AEDs), whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting emergency fire drills (i.e., fire, lock down, etc.) and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

The ~~Director of Maintenance~~Facilities Director shall arrange for periodic tests of fire warning systems ~~and fire drills~~ in coordination with the Harvard Fire Chief and shall keep the Superintendent informed as to the adequacy of such systems in each school. A report of such tests and any recommendations resulting from such tests will be made to the Superintendent.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

AMENDED: TBD

LEGAL REF: M.G.L. 69:8A

Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings

Harvard Public Schools Emergency Response Manual

JL Student Welfare

JLC Student Health Services and Requirements

Notes:

- Adopting MASC version

Emergency Closings

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as ~~may be~~ may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following ~~principle ones relating to the fundamental concern for the safety and health of the children:~~

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians, and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with ~~School Committee policy~~ the directions of the Superintendent in reporting for work.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

AMENDED: TBD

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF.: ~~EBC, Emergency Plans~~

Notes:

- Adopting MASC changes (grammar, and inclusion of guardians)
 - Removing explanation of list of items as fundamental concerns
- Change School Committee policy to direction of the Superintendent for reporting to work

Buildings and Grounds Management

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the ~~school department~~ School District will be the general responsibility of the Superintendent. ~~He/she~~ They will work with other ~~town/municipal~~ departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the ~~school department~~ School District; to safeguard the property against loss, damage, or undue ~~wear and tear~~ depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the Facilities Director and Principal ~~Principal building administrator~~ will be responsible for proper care, maintenance, and cleanliness of buildings, equipment, and grounds. ~~The Principal will coordinate these efforts with the Facilities and Public Works Departments.~~

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

AMENDED: TBD

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 71:68

NOTE: State law (M.G.L. 71:16) gives regional school districts the power to acquire property and construct buildings. Therefore, the content of this policy might be slightly different for such a district.

Notes:

- Taking MASC changes, except
 - Change department to district
 - Last paragraph: Facilities Director + Principal have responsibility
 -

Buildings and Grounds Security

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the ~~school department~~ School District and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The School Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings ~~and grounds~~ outside of regular school hours will be limited to authorized ~~personnel~~ individuals and activities ~~whose work requires it~~. An adequate ~~security~~ key control system will be established, which will limit access to buildings to authorized ~~personnel~~ individuals and will safeguard against the chance of entrance to buildings by unauthorized ~~persons~~ individuals.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

AMENDED: TBD

SOURCE: MASC August 2016

Notes:

- Changing personnel to individual to not imply "employee"
- Adopting MASC change security to key control system

Security Camera System Policy

I. PURPOSE

The Harvard School Committee supports the use of video cameras throughout the Harvard Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewed if necessary by designated school officials and/or designated law enforcement personnel.

II. GENERAL STATEMENT OF POLICY

A. Signage and Notification:

1. Appropriate signage will be posted at major entrances to school buildings that notify students, staff, and the general public of the District's use of security cameras. Students, parents, and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

Signs will be posted in public entryways to the buildings and other conspicuous locations ~~information~~ informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: Security Cameras in Use.

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries. If cameras are added to ~~the cafeteria, and town voting occurs in the cafeteria~~ an area of the school in which town voting occurs, those cameras will be turned off during voting hours.
2. Restrooms, changing rooms, private offices, classrooms, nurse's offices, and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation of privacy.
4. If cameras are added to buses the guidelines defined in this policy will apply.

C. Use of Video Recordings

1. The Superintendent, designated school officials, and/or designated law enforcement personnel shall oversee video surveillance.
2. The Harvard Public School Security Camera System will be in operation 24 hours a day, 365 days a year.
3. A log book shall be in use that includes the following details: the persons viewing the data, the reason for the viewing, and the date/time viewed.
4. Any law enforcement agency may be provided with a duplicate of the recorded material in conjunction with an ongoing investigation by that agency. Notification to the Superintendent's office shall take place for each duplication of data.
5. Students or staff identified on security cameras in violation of district policies may be subject to disciplinary action with due process.
6. Surveillance system misuse shall be addressed on a case-by-case basis by the District.

D. Data Storage

1. Video recordings (with the exception of those segments that evidence a crime being committed) will be maintained for a maximum of 30 consecutive days and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District, other than designated law enforcement, except through subpoena or other court order requiring such release.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security, or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.
3. Any video recordings used for security purposes in school buildings or grounds are the sole property of the Harvard Public Schools.

LEGAL REFS:

US Department of Justice, Office of Justice Programs Published
Research Report.
Family Educational Rights and Privacy Act

ADOPTED: January 25, 2016

AMENDED: May 9, 2016

AMENDED: TBD

Notes:

- Fixing grammatical error, commas
- Allow for voting in places other than cafeteria
- Remove top-level headings for consistency
- _____

Authorized Use of School-Owned Materials

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations. ~~However, no seats, chairs, audio-visual aids equipment, or other furniture and equipment shall be removed from any building for other than school purposes, except by permission of the Superintendent of Schools or his/her designee.~~

~~Staff members may use school~~ School equipment may be utilized by staff when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment. If school equipment is not returned will be returned as borrowed, and if not, any damages the cost of replacement or repair will be the responsibility of the borrower.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

AMENDED: TBD

SOURCE: MASC August 2016

Notes:

- Adopting MASC changes in first and second paragraph
- Fixing grammar in third to be more clear about replacement/repair responsibilities

Student Transportation Services

The safety and welfare major purpose of student riders will be the first consideration in all matters pertaining to school district's transportation. Safety precautions will include the following

1. ~~To furnish transportation to those pupils whose health or distance~~ services is to aid students in getting to and from school ~~make this service essential.~~
2. ~~To provide~~ in an efficient, safe school bus transportation.

~~To operate our school transportation system as efficiently, and economically as possible~~ economical manner.

3. ~~To adopt and maintain a system flexible enough to meet the requirements of and to partake in the full educational program.~~
4. ~~To maintain conditions on the buses which are to the best interests of the pupils from a mental, moral, and physical consideration.~~
5. ~~To promote a sympathetic understanding by the public of the entire transportation program including safety, efficiency, and high standards in service.~~

The School Committee's first concern is with providing the safest mode of transportation for the district's students. Next in importance to the safety of the pupils is efficiency in service and punctuality during operation. Therefore, in order to properly carry out the policies of the School Committee, cooperation must be had on the part of the bus contractor, the school administrators, the drivers, the pupils, and their parents/guardians.

The School Committee, in addition to state statutes governing school bus operation, those of the Department of Public Utilities, and the Massachusetts Department of Motor Vehicles, has set up operational rules and regulations. All parties concerned should be familiar with these rules and regulations.

Transportation of pupils will not be authorized until approval has been obtained from the Superintendent of schools.

~~The~~ School Committee may make exceptions to the above policy when it deems this action in the best interest of the students and the town.

APPROVED: February 11, 2008
REVIEWED: June 17, 2013

CROSS REF.: The school district will contract for transportation services. ~~The School Committee will award contracts on a competitive bid basis.~~ Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The ADDA-CORI Requirements

Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

SOURCE: MASC

LEGAL REFS.: M.G.L. 4:4; 40:5; 71:7A, B, and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12B; 76:14

Notes:

- Adopting MASC version: Conciseness, clarity, less subjective; plenty of existing laws/regs

School Bus Safety Program

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Instruction on school bus safety will be provided.
5. Parents will be apprised of bus procedures and code of conduct thereon and asked to reinforce the schools' procedures and instruction.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

REVIEWED: TBD

LEGAL REFS.:

M.G.L. 90:7b as amended by Ch. 246 Acts of 1986

M.G.L. 90:1 et seq.; 713:2; 713:7L

Highway Safety Program Standard No. 17

CROSS REF.: Student Handbooks

~~Transportation~~Student Conduct and Disciplineon School Buses

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee and located in the student handbooks.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

AMENDED: TBD

~~CROSS REF.: Student Handbooks~~

~~Policy-JCC~~

SOURCE: MASC

NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.

Notes:

- Take MASC title change, add guardian
- Add reference to handbook
- Also make JICC match this (amendment)
-

Free and Reduced Price Food Services

The school ~~system~~district will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the School Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from ~~their~~ parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

SOURCE: MASC August 2016

LEGAL REFS.:

National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966:

P.L. 89-642, 80 Stat. 885, as amended

M.G.L. 15:1G; ~~15:1L~~; 69:1C; 71:72

- Adopt MASC version
- Add "School" to Committee in 2nd paragraph

School Meals Charge Policy

It is the goal of the Harvard School Lunch Program to provide complete, nutritious lunches to all of our students every day. In return students are expected to pay for their meals either by pre purchased lunch ticket, swipe card, personal check or cash. In the event that a student is unable to pay for his/her lunch on a given day this student will be allowed to charge the cost of their meal. The cashier will record the students name, grade, amount owed and the date. At the end of the week this list will be given to the office of the school principal so that they may contact the parents/guardians to arrange repayment for charged lunches.

ADOPTED: April 9, 2012

Meal Charge Policy

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. ~~The p~~Parents/guardians is-are responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent

direct identification of a student's meal status. -Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians ~~will~~may receive a phone call from food services. If the phone call does not result in payment the food service manager ~~shall~~may turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC July 2018

- Adopt MASC version with minor changes applicable to Harvard
-

Operation of Food Services

The School Committee's goal is to provide healthy, nutritious meals to the students who avail themselves of these meals, with the belief that this will support student learning. The Manager of Food Services is responsible for developing a program ~~in~~-consistent with standards including food quality and sanitation. Meals shall be delivered in a courteous and respectful manner. Cost of school lunches shall be consistent with state laws and regulations and with the desire of the School Committee to make the school lunch program as self-supportive as possible.

The Superintendent shall assign personnel and other resources as required to provide cafeterias at each school which will serve lunches to students as required by state laws and regulations and shall develop procedures and accounting practices which will enable the food services program to receive the maximum possible financial assistance from state and federal sources so that costs to students can be kept at a minimum.

The cost of school lunches to students and staff shall be set by the Manager of Food Services and submitted to the School Committees for approval.

APPROVED: February 11, 2008

AMENDED: June 17, 2013

CROSS REF.: Policy ADFA - Life Threatening Allergy Policy

- Recommend eliminating –
 - Redundant with other policies
 - Redundant with existing superintendent responsibilities

Inventories

Inventories shall be made and maintained whenever and wherever necessary to ensure control of supplies, materials and equipment, to provide loss data for insurance claims and to assist in determining requirements.

The District will follow appropriate procedures required to provide adequate and timely inventories to implement this policy.

APPROVED: February 11, 2008

REVIEWED: June 17, 2013

- Recommend eliminate b/c vague, redundant with fiscal policy objectives. MASC doesn't have

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 and/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 our students.

The success of our schools also relies upon the quality and dedication of our administration and faculty. Dr. Dwight has consistently received proficient to exemplary performance ratings during her annual review by the School Committee. She is now in her fourth year as our Superintendent and has put in place a solid leadership team for the district which is focused on achieving the following 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. Time for public commentary is provided at regularly scheduled meetings for comments, questions, and statements.

The School Committee is at work on the following multi-year goals:

1. HES Building Project: Harvard's new elementary school is educationally exciting, safe, attractive, and environmentally efficient; is consistent with the district Vision; and is within the financial capacity of the town.
2. Bromfield House: The ultimate use and management of the Bromfield House has been approved of by the town of Harvard.

As of this writing, the HES Building Committee is in the final stages of reviewing designs and plans for the new school and will be seeking bids in February of 2019. Ground-breaking and initial site work is set to begin in April of 2019 and construction will be completed by the spring of 2021. Once the new school is occupied the old building will be torn down. New fields and landscaping will be in place by the start of the

2022 school year. Regular public information sessions will be held to keep the community informed of the traffic impacts, construction progress and opportunities to see the work in progress. We extend our heartfelt thanks to the community for supporting this exciting and vital project.

Once the new school is operational, the district staff and operations will relocate there from the Bromfield House, leaving that building unoccupied. The School Committee has committed to partnering with the Select Board and the Bromfield Trustees in determining the ultimate disposition of the Bromfield House and the property. The goal for 2019 is to determine a plan for that process. The School Committee will be seeking input from all stakeholders on the best use of this town resource which has been well-used by the school administration for the past 38 years..

Each year, the School Committee oversees the creation and implementation of the schools' budget. The proposed FY20 School Budget presented to the Finance Committee and Board of Selectman on January 26th was \$13,923,061. This figure represents an increase of \$532,543 (3.98%) over the FY18/19 Budget. The larger than usual increase was expected and is derived mainly from a negotiated increase in teachers' salaries given in exchange for them paying a larger share in their health care premiums. The resulting cost savings to the town for health insurance has been \$280,000 over the past two years and is expected to increase moving forward. For the second year in a row, the school budget has actually decreased in non-salaried expenses. Supplementing the omnibus budget is an additional \$3.1M from grants and fees, school choice and Devens. The schools continue to rely on the revenues from the contract with Mass Development to pay for salaries, technology, and capital expenses. The School Committee also approved the use of Devens Funds up to \$1M to be used for the new school project, thereby reducing the tax impact to residents.

Capital improvements to the Bromfield School remain a priority for the District. Since FY17 just under \$1.7M has been spent on repairs and upgrades to the building including: upgraded/safer door locks; upgraded lighting with Green Community grant funds; the new parking lot and front sidewalk/entrance; upgraded science labs and prep rooms; renovation of all the bathrooms; initial upgrades to the Cronin Auditorium; repairs to the HVAC controls; and purchases of new furniture. For FY20 the School Committee has committed \$200k from the Devens account to upgrade the Bromfield kitchen and make repairs to the roof. The FY20 capital projects approved by the Capital Planning and Investment Committee which will be voted on at ATM include replacing the bleachers in the Bromfield gym, additional upgrades to the Cronin auditorium and the addition of air conditioning for about a third of the school. Planned projects for FY21 include additional upgrades to the Cronin Auditorium; replacement of the exterior Middle School ramp; additional air conditioning of the building; a key-card access system; and renovation of the locker rooms.

Providing students with technology has been another financial commitment endorsed by the School Committee. 2018 marks the second year that students in grades 8-12 have had laptops, while students in 5th-7th continue the use of iPads. Recently the School

Committee received an update on how technology is being used in the classrooms to assess the progress being made at all grade levels in the use of technology to support teaching and learning. Both students and teachers showed examples of how the devices have increased their ability to plan, research, organize, collaborate and demonstrate their work. Teachers continue to learn new skills in advancing their use of technology while balancing traditional and non-technical applications as well. It is exciting for Committee members to see things happening in the classrooms that are preparing students for an ever-changing world.

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 to the success of our schools.

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
SusanMary Redinger, Vice Chair
Jon Green
Shannon Molloy
John Ruark
Maureen Babcock, Devens Representative

Superintendent's Update
January 28, 2019

I. Teacher Leadership Team Meeting
Standard I: Instructional Leadership

Every month the small leadership team combines with teacher leaders for learning, problem solving, data analysis, and more. This past month's topic exploration included adjusting start times at Bromfield. Many of our neighboring districts are considering or taking action on this wellness focused adjustment. The initial pros and cons were discussed and barriers to change were identified. Early steps to consider are language changes to the contract, bus contract changes, and the formation of a study committee. Under "couldn't we at least" there seems to be growing interest in reorganizing early release days into late start days for next year's calendar.

II. Case Collaborative Hires a new Business Manager
Standard II: Management and Operations

The Case Collaborative held an additional meeting this past week to interview the finalist for their business manager position. After interviewing the candidate the board voted to offer the position to John Foley, and he accepted. John's recent experience was working for the fire department of Boston in their finance department.

III. Snow Planning Meeting
Standard II: Management and Operations

Jon and I met with Tim and Tim to review the snow removal issues from the last storm. Jon had issues with trying to keep the roadways and driveways clear with his equipment. We had the added issue of a broken tire on the front-end loader. The outcome of the meeting was an agreement for the DPW to again resume the plowing of the road that goes from Pond Rd. around the Bromfield School.

IV. Planning for Recess During Construction
Standard II: Management and Operations

Josh and I met with the Chair of the Library Board, Davida Bagatelle, and Mary Wilson to better define the request for HES students to use the field in front of the library for recess during construction. We have produced a draft memo that we will share at their upcoming meeting on February 4th (see attached).

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Linda G. Dwight
Superintendent

Memo: Request to Use the Library Field For Recess (DRAFT)
Date: Submitted as a Draft on January 24, 2019
From: Linda Dwight, Superintendent
Josh Myler, Principal

We request the use of the field in front of the library by approximately 200 students a day for a maximum of 2 hours per day from April 2019 through June 2021 following the attached school calendar. The following conditions would apply:

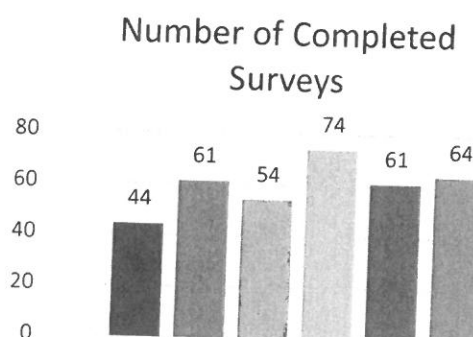
- Supervision of the students by school employees during recess on the field
- Supervised crossing to the field by school employees; students will only be able to cross at the beginning and end of their recess time and they will travel as a group
- No interference or inconvenience to any patrons of the library
- Daily clean-up of play equipment to a designated storage area
- Check-ins with the library staff as needed to resolve any issues
- Appreciation for the arrangement shared with parents of HES students through a newsletter
- Repairs to be arranged by the School District for any damages done by students to the field, wall, trees or other structures on the site

In order to best meet the needs of the students and staff that would use the field, we request the following:

- Use of the bathroom in cases of emergency need; students will be encouraged to visit the bathroom before going across the street
- Storage bin purchased by the school district kept near the field in an area designated by the Library Board; our staff would secure the bin with a lock

Historical Annual Survey Participation

| | Completed Survey | HES respondents | Bromfield respondents |
|------|------------------|-----------------|-----------------------|
| 2010 | 44 | 16 | 10 |
| 2011 | 61 | 20 | 5 |
| 2012 | 54 | 22 | 4 |
| 2014 | 74 | 21 | 5 |
| 2016 | 61 | 21 | 14 |
| 2018 | 64 | 16 | 16 |



Historical Responses to Survey Exit Questions

Are the students of Devens being well served (educationally) by our education contract with the Harvard Public Schools?

| | Yes | No | I don't know |
|------|-----|-----|--------------|
| 2010 | 82% | 7% | |
| 2011 | 95% | 5% | |
| 2012 | 85% | 15% | |
| 2014 | 97% | 3% | |
| 2016 | 95% | 5% | |
| 2018 | 72% | 6% | 22% |
| 2018 | 92% | 8% | |

Does the DEAC adequately represent the educational needs of the Devens community?

| | Yes | No | I don't know |
|------|-----|-----|--------------|
| 2012 | 83% | 17% | |
| 2014 | 97% | 3% | |
| 2016 | 95% | 5% | |
| 2018 | 64% | 6% | 30% |
| 2018 | 91% | 9% | |

Comment themes in the individual survey comments:

1. There were a couple of comments that show there is some misunderstanding about the financial aspects of our contract and concern about the cost of the Devens education contract.
2. Devens residents are not clear on who the DEAC is, what the DEAC does, it's roles, and responsibilities.
3. Some Devens families don't feel their children are fully integrated into the Harvard School Community.
4. There were multiple positive comments about the Devens education contract with Harvard, the "amazing school system", the importance of staying in the Harvard School District, and an appreciation for the teachers.

