

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

---

**School Committee Meeting**

**Tuesday, October 13, 2020**

**6:15 p.m.**

Join Zoom Meeting

<https://psharvard-org.zoom.us/j/81045767694?pwd=Zm1FVFNYbHpsS05rZVYzcy9SQjV4UT09>

Meeting ID: 810 4576 7694

Passcode: 007796

Dial by your location

+1 646 558 8656 US (New York)

1. Read Vision Statement (6:15)
2. Public Commentary (6:20)
3. Student Report (6:25)
4. Anti-Racism Open Letter Addendum (6:30)
5. Anti-Racism Resolution/Diversity, Equity & Inclusion Initiative Update (6:50)
6. Club Approval (VOTE) (7:10)
7. Superintendent Update (7:15)
8. Learning Survey Results (7:25)
9. COVID Screening Initiative (VOTE) (7:40)
10. Policy (COVID related policies) (7:55)
11. 20/21 School Committee Goals Review (8:05)
12. School Committee Operating Norms (VOTE) (8:20)
13. FY19 Bus Payment (VOTE) (8:30)
14. Budget Credit Allocation (VOTE) (8:35)
15. Subcommittee/Liaison Assignments (8:40)
16. Grant and Club Approval (VOTE) (8:50)
17. HES Building Project Update (8:55)
18. Future Meeting Dates (9:00)
19. Agenda Items (9:05)
20. Minutes (9:10)
21. Public Commentary (9:15)
22. Adjourn (9:20)
23. Executive Session (9:20); pursuant to Massachusetts General Laws Chapter 30A section 21 (a) and (3) for the following purposes:
  - (a) To discuss strategy with respect to an in preparation for collective bargaining with Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee.

Documents: Superintendent report, Learning Survey presentation, COVID travel policy, 20/21 School Committee/Superintendent Goals review, minutes, grant info, FY19 bus payment/FY20/21 budget credit memo, operating norms.

**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

## **(DRAFT) SCHOOL COMMITTEE ANTI-RACISM RESOLUTION:**

NOTE: This has been revised for general distribution (6/14/20)

WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students; and

WHEREAS, it is the responsibility that every district provide to all district staff, including School Committee members annual professional development on diversity, equity and inclusion; and

WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce; and

WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based; and

WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by black authors and works from diverse perspectives; and

WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to plague our public and private institutions;

RESOLVED: that [District] and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and practiced for our students, families, faculty and staff.

We must ensure our own school culture and that of every district in the Commonwealth is anti-racist, that acknowledges that all lives cannot matter until black lives matter.

Application for New Clubs and Organizations  
The Bromfield School  
Harvard, MA 01451

Organization Name: Students for Justice

Application Date: October 8, 2020

Student Organizers:

Timur Sahin

Hannah Chiou

Grade Level: 12

Faculty Advisor:

TBD

Organizational Goals and Objectives:

We have three main goals for our organization: 1) to raise awareness about current events, 2) to empower students towards change and action and give them the tools to do so and 3) to provide a supportive and safe environment for open discussion and sharing among students.

In terms of organization, we are envisioning having a few different departments (Outreach / Social Media, Activities, Research) with several members working together under each department and ultimately reporting back to the club leaders for review and approval. For leadership positions, they would be as follows: founders / presidents, two co-leaders for each department, secretary, and treasurer. In addition, we hope to clearly establish our purpose, organizational structure, and protocols in a constitution so future leaders will know exactly what the club is aiming to achieve.

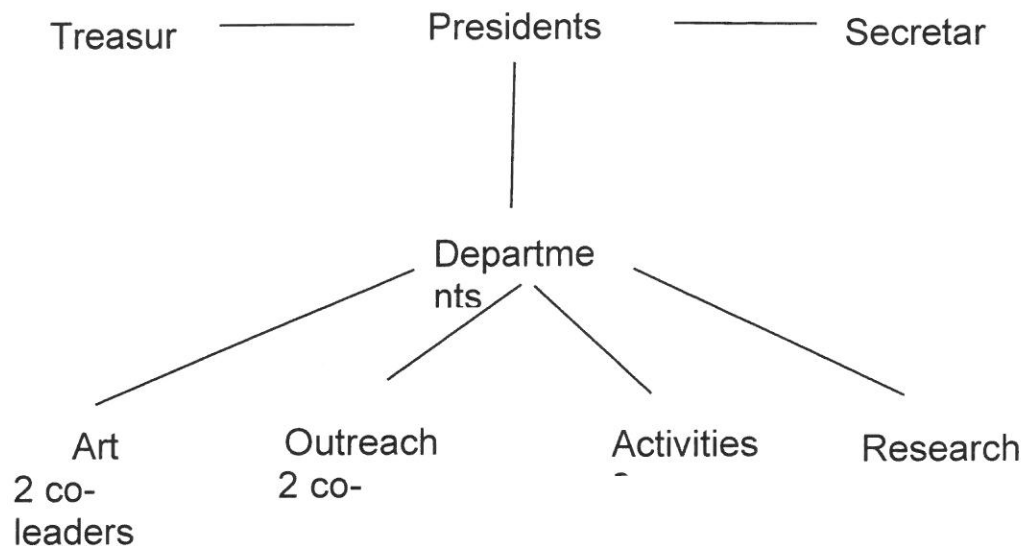
Overall, we don't expect money to be a big issue. Most activities we will be able to do with the resources we already have. However, if the club gets popular enough and we decide we might want to take trips to places, attend conferences, etc., we may need the funding to do so. We have considered possibly holding a sticker sale, selling apparel, and taking loans from the student government.

In terms of current events, we want the club to be pretty different from the Global Competency Certificate or just a regular History / Social Studies class. We would like to focus on current events centered strictly around social justice, where we might have roundtable discussions or presentations (given by us or by students).

Next, we hope to inspire students to take action in many different ways. For example, we were considering having them write to legislators, sign petitions, send emails, organize events, etc. Ultimately, we hope that they take the skills that they learn from the club and get more

involved in terms of activism. The conversation about race is somewhat lacking at Bromfield, so we hope that this club can serve as a step in the right direction.

Lastly, we want the club to be a safe and supportive environment for all students, both BIPOC and non-BIPOC. Hate of any kind is not tolerated and we will be strict to make sure everybody respects one another and their opinions. If students get vocal about their experiences at Bromfield, our job is to not brush by it but engage in a meaningful conversation.



Prior to our first meeting, we will advertise the club via social media and in school with the announcements and club promotion presentation. We also hope to reach out to teachers, who can in turn encourage their students to get involved. With our advisor, we will set up a Zoom link and Google Classroom code for interested students to join.

Our first meeting is planned for Friday, October 16 at 1 pm. We hope to give students an introduction to the club and our goals for it. We will present a Google Slides presentation on the purpose of our club, our expectations for conduct, and goals we are hoping to work towards (and maybe a brainstorming session to see what ideas other students may have). We will also discuss the next meeting, which will focus on elections and other logistical issues.

We have several ideas and goals for future meetings. Our ideas include:

- helping raise awareness through posters and / or social media outreach
- presentations and / or discussions and / or debates of current events
- presentations by outside speakers (students from other schools, members of the community, experts in a certain field, etc)
- hosting screenings of films or documentaries (ex. 13th, Malcolm X)
- creating a book club centered around diverse narratives
- political engagement in the form of writing to legislators via email or letter-writing campaigns
- creating a coalition with other clubs



- collaborating with other clubs, focusing on the idea of intersectionality:
  - GSA: Black transgender community presentation
  - SWAT: Black mental health presentation
  - Green Team: Environmental racism presentation
  - Art NHS: Artivism presentation / activity
  - Science NHS: BIPOC in STEM presentation
  - English NHS: BIPOC Authors discussion / presentation
  - GHS: How is COVID-19 disproportionately affecting the Black community and why?

#### Rationales:

We think this club is just one of many critical first steps necessary to create a more open, diverse, and engaged environment at Bromfield. As students in a small, affluent, academic-focused school, it can be all too easy to disengage from current events. With this club, we hope to help students stay aware of and educated about current events. In addition, some students may want to help create change but don't know how or where to start. We hope to provide concrete opportunities and actions for students to help and get engaged with the world around them. From an organizational standpoint, having a formal organization helps streamline the process of working with administration and the school board to create change. Not only are more students able to get involved, it also helps open up more opportunities for future students to continue to push for change.

What do you see as the role of the faculty advisor in this organization?

Overall, we do not see the faculty advisor playing a very big role in this organization. We want this club to be primarily student-led. However, there is the issue that we need reliable and accurate information when presenting to students. We would like the faculty advisor to review the research that we have done before it is presented. When we have discussions, the faculty advisor could aid in guiding them and making sure they stay on topic, are helpful, etc. Also, they would help us with administrative tasks (reaching out and networking with other staff as needed, helping us get announcements out, etc). Finally, if we have questions or concerns about events, the advisor could help us brainstorm or resolve the issues. Again, we want to stress that this club will most likely not be a large time commitment for the advisor.

What do you project the time commitment would be for this advisor?

The time commitment for the advisor will depend on the activities planned for that week. If there are no major events (eg. discussions, speakers, fundraisers, etc), we anticipate about an hour to two hours a week. This time would consist of getting announcements out and communicating with us about future topics or ideas, as well as overseeing our weekly meetings. In weeks where there are major events, we estimate a time commitment of two hours or more. In

these weeks, the advisors would have to spend more time communicating and working with us to make the event(s) go smoothly and help us oversee the events as well, if supervision is required.

**For Office Use Only**

Estimated tentative advisor stipend \_\_\_\_\_

Athletic Director \_\_\_\_\_

Principals Approval \_\_\_\_\_

HTA President \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_

School committee Approval \_\_\_\_\_

**Superintendent L. Dwight's Update**  
**October 13, 2020**

---

**I. Collecting Students Experiences**

*Standard I: Instructional Leadership*

In partnership with students we are collecting experiences from Bromfield students regarding racism. So far, 67 students have responded with valuable insight. We have invited parent and corporate trainer Rebecca Rehm to facilitate a professional development session on October 28<sup>th</sup> using the students' stories. The goal is to gain strategies to help eliminate racism in our district.

**II. Barriers to Joining Cohorts at TBS**

*Standard II: Management and Operations*

The enrollment of classes at Bromfield highlights the difficulty of bringing Bromfield students into school for 4 days instead of 2 ½ days. There are over 40 classes that have more than 16 students in a class. We are exploring the use of other spaces such as the cafeteria and gym, but many of the larger classes overlap. We would need to move to a 4 – 6 ft. distance between students to fit them into the current rooms.

**III. Considerations for Full Days at Both Schools**

*Standard II: Management and Operations*

Our original plan had us considering a switch to full days by today's date. As we indicated at our last meeting, we recommended no change, with a consideration of any change moved to early November. As we consider all of the possibilities, principals have visited other districts that incorporated lunchtime and have full days of hybrid school. The biggest obstacles to those changes are mask wearing for more hours, risks added from indoor eating, weather concerns, and air quality concerns.

The benefits to our current model are the reduced hours of mask wearing, reduced time in confined spaces (classrooms), combination of remote and hybrid students in the afternoon classes and on Wednesdays, asynchronous learning experience with potential for more hours of sleep for hybrid students 3 days a week, and positive responses from parents and students on the recent survey. We are also mindful of the increase in cases in MA.

Due to the pros to the current model we are not advocating to make a change at this time. We may have a different recommendation at our meeting on October 26<sup>th</sup>. If there is a change, it may be to add Wednesdays as a hybrid day and/or to consider 2 – 4 full days.

**IV. First Transition Date from Remote to Hybrid**

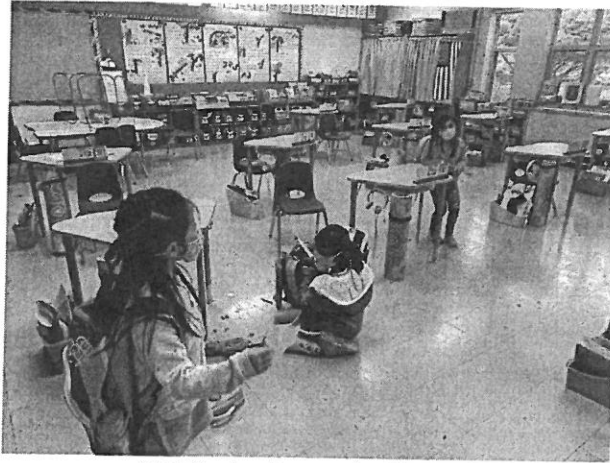
*Standard II: Management and Operations*

There were 14 students who transitioned to the hybrid model at HES. There were three students who made the transition at Bromfield. Teachers and students welcomed the new classmates into their hybrid learning environment.

**Superintendent L. Dwight's Update**  
**October 13, 2020**

---

The numbers in kindergarten reached a maximum without going over, requiring a change in classroom space, but not the hiring of another teacher and the separating of students from their original classes. We will continue to watch the numbers as we head toward the second transition date of November 20<sup>th</sup>.



*First Graders Prepare for Dismissal*

1) Do you feel that the guidelines at school for mask-wearing and distancing are successful?

# Hybrid

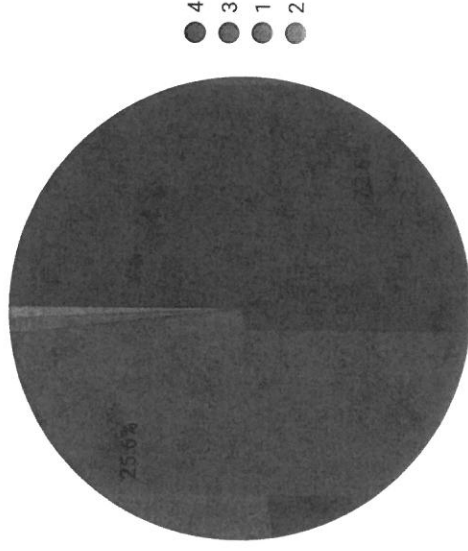
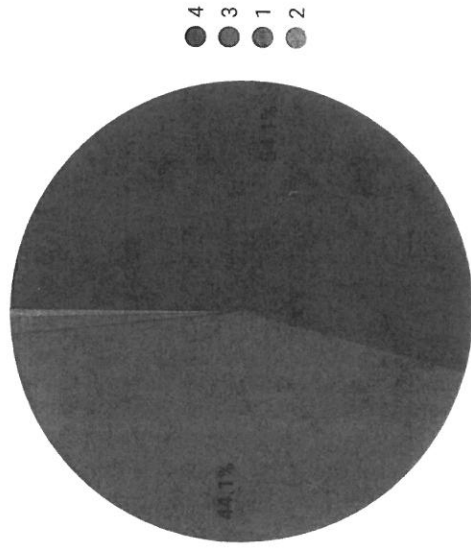
Students  
170

## Students

Grade Level ▾

## Families

Families  
478



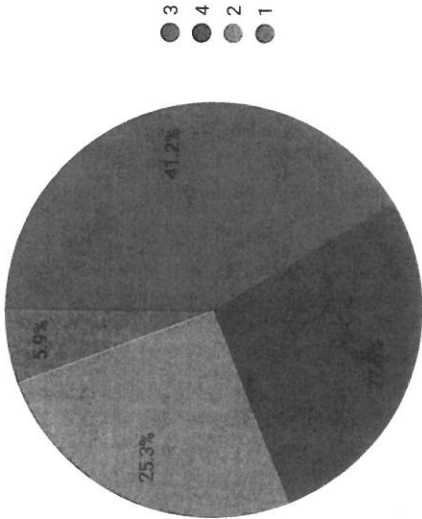
2) Are the daily expectations clear to you?

Grade Level

Hybrid

Students

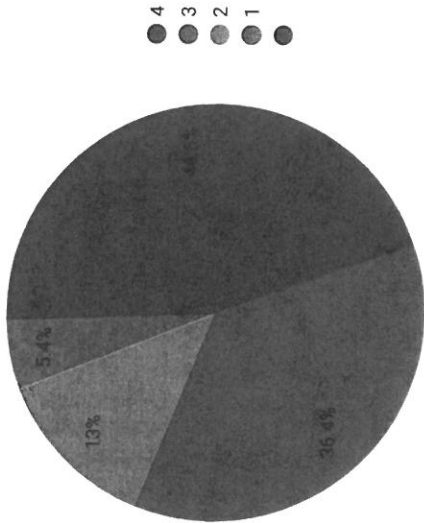
Students  
170



Hybrid

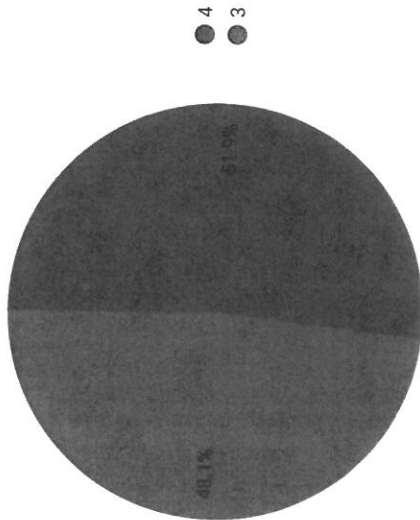
Families

Families  
478

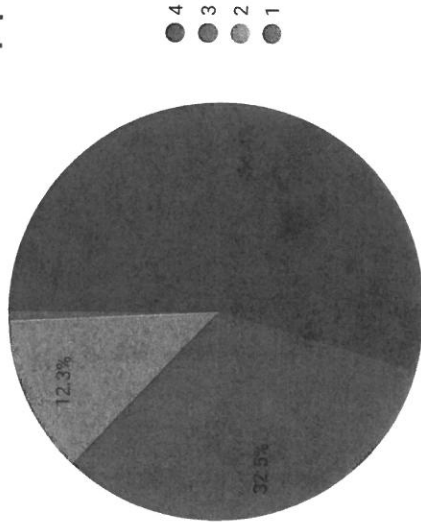


Remote

Students  
27



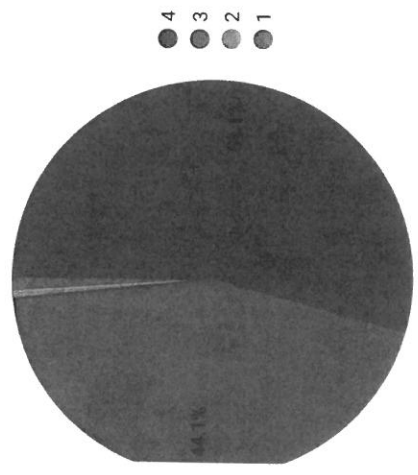
Families  
114



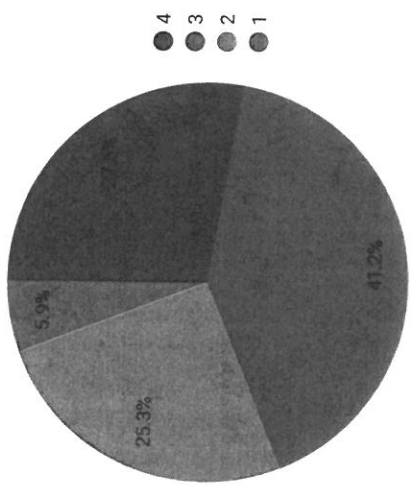
# Hybrid - Student

Grade Level ▾

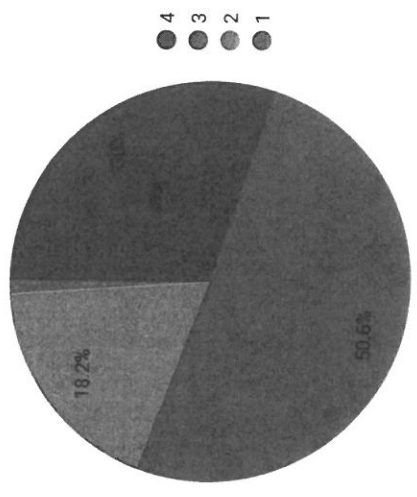
1) Do you feel that the guidelines at school for mask-wearing and distancing are successful?



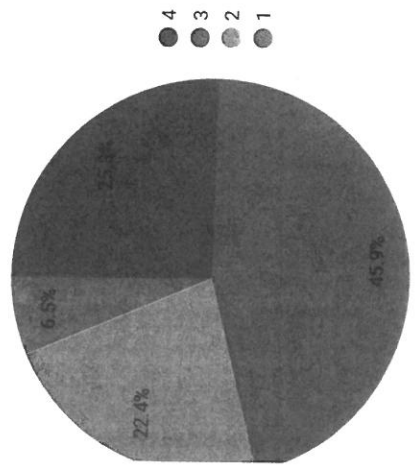
5) Are the daily expectations for home learning clear to you?



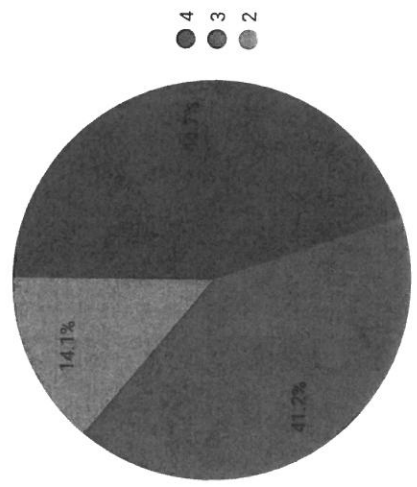
6) Are you able to locate instruction resources that are needed for learning?



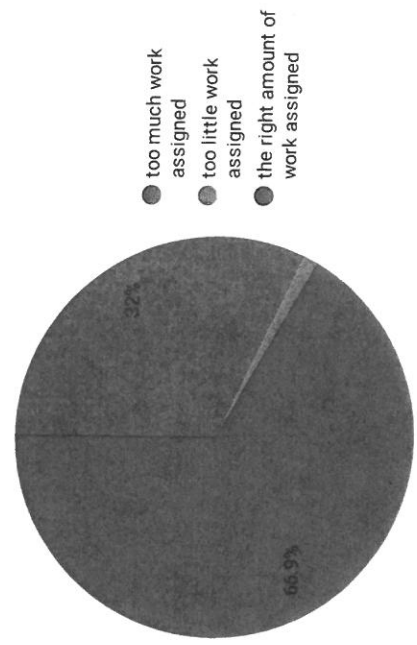
9) Do you understand what is assigned and when it is due back to the teacher?



8) Are you able to access and follow asynchronous ("at home, not live") instruction provided by the teacher(s).

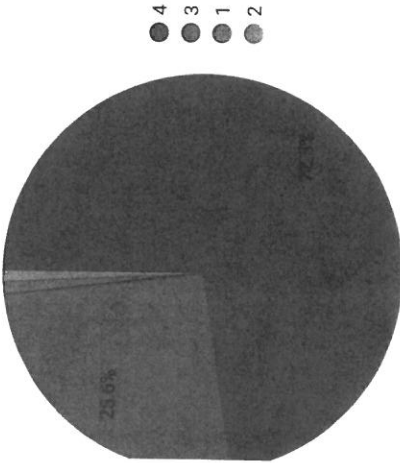


10) Is the overall workload sufficient or not?



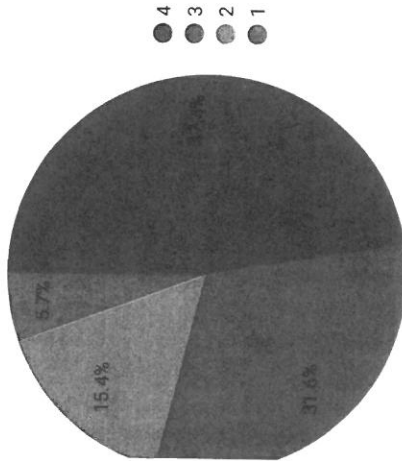
# Hybrid - Families

1) Do you feel that the guidelines at school for mask-wearing and distancing are successful?



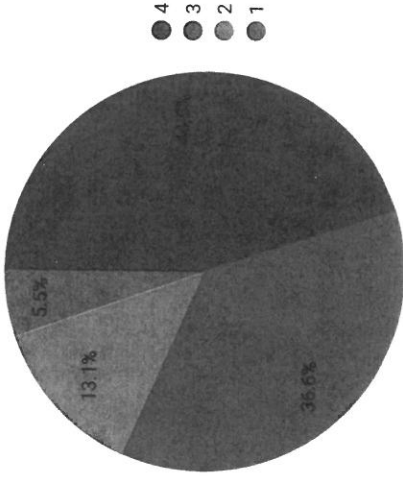
4  
3  
2  
1

2) Does your child understand what is assigned and when it is due back to the teacher?



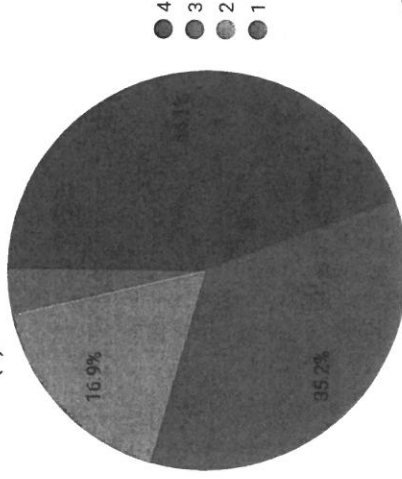
4  
3  
2  
1

3) Are the daily expectations for home learning clear to you?



4  
3  
2  
1

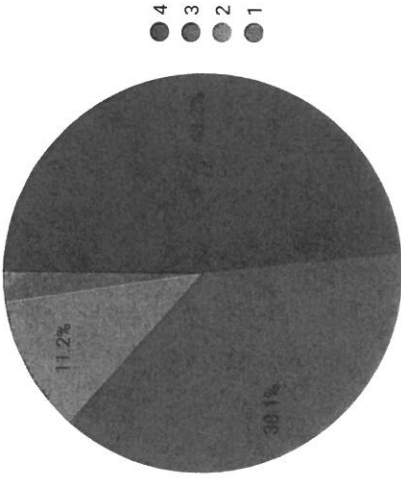
4) My child is able to easily access and follow asynchronous ("at home, not live") instruction provided by the teacher(s).



4  
3  
2  
1

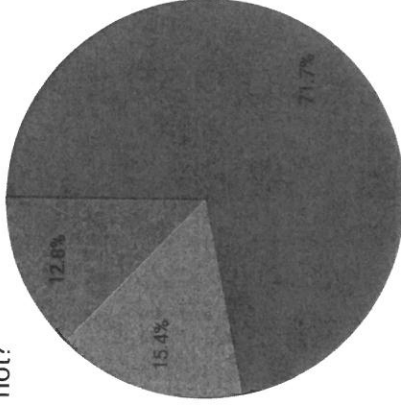
5) If the district identifies and supports a successful way to test students for COVID-19 once a week using a saliva-based test that is safe and protects students' privacy, would you volunteer to have your child participate?

6) Is your child able to locate instruction resources that are needed for their learning?



4  
3  
2  
1

7) Is the overall workload sufficient or not?



the right amount of work assigned  
too little work assigned  
too much work assigned

Yes  
No, thanks

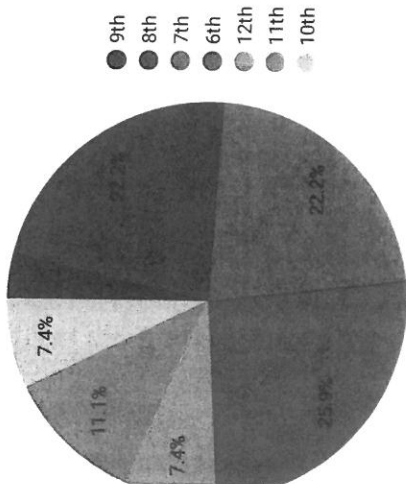


# Remote - Student

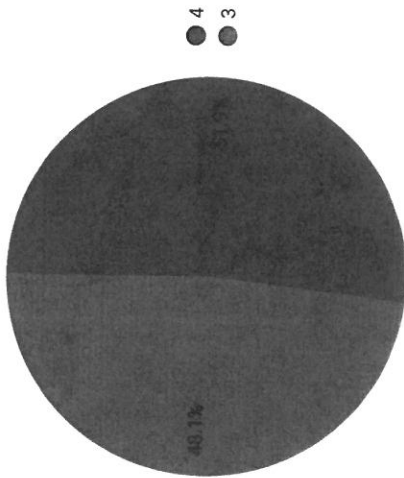
Grade Level

▼

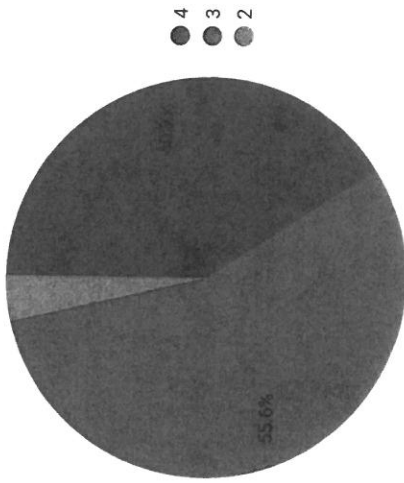
Grade Level



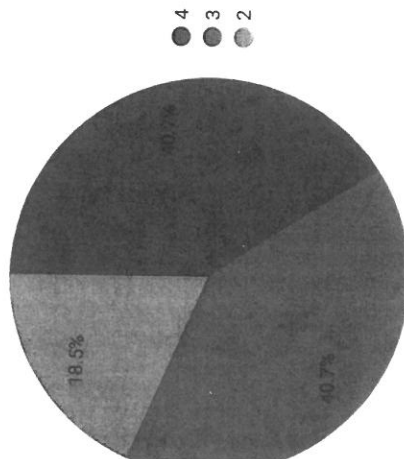
2) Are the daily expectations clear to you?



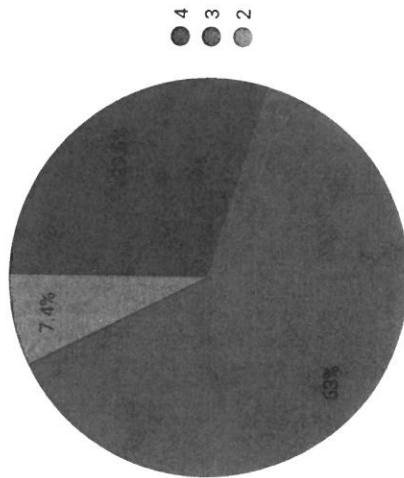
3) Are you able to locate instruction resources that are needed for learning?



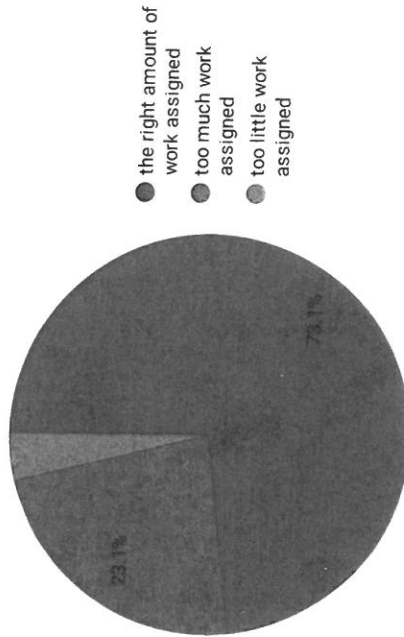
4) Do you understand what is assigned and when it is due back to the teacher?



5) Are you able to access and follow asynchronous ("at home, not live") instruction provided by the teacher(s).



7) Is the overall workload sufficient or not?

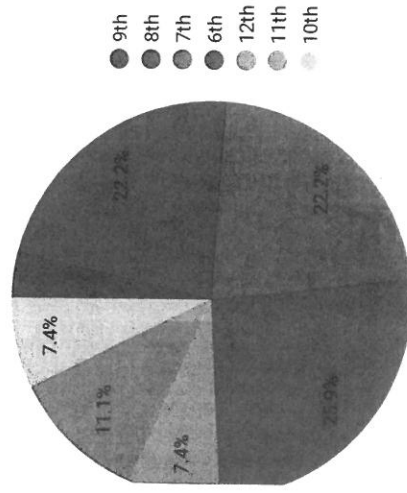


# Remote - Student

Grade Level

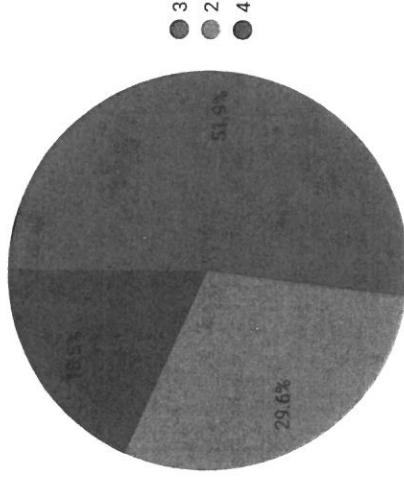
Grade Level

9) I am happy with how frequently I connect with my teacher/s.



4  
3  
2

10) I am happy with the connections I have with my classmates.

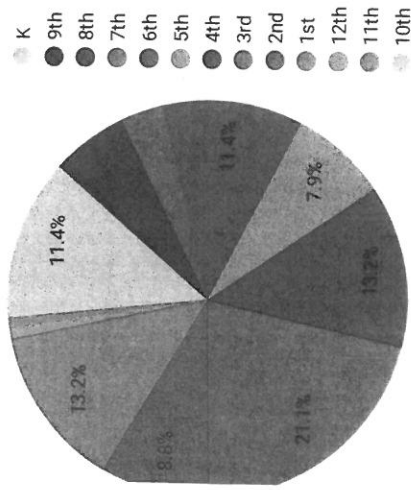


3  
2  
1

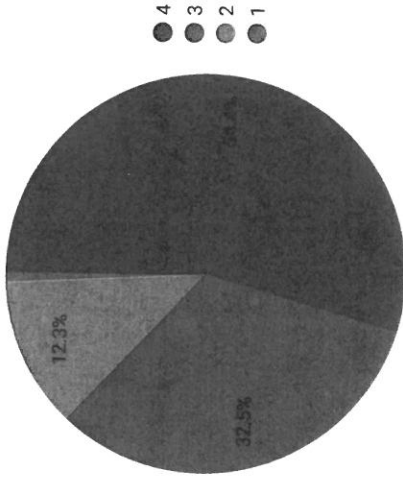
# Remote - Families

Grade Level

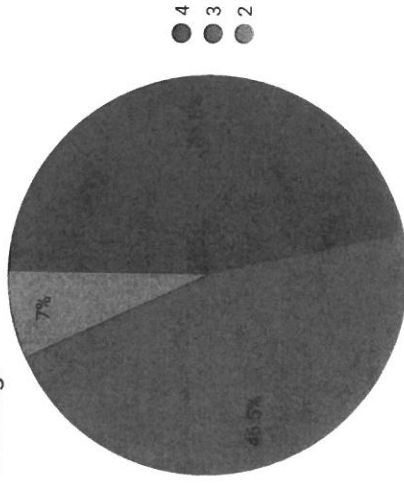
Grade Level



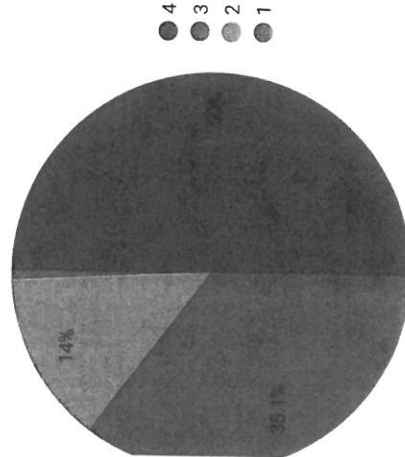
2) Are the daily expectations clear to you?



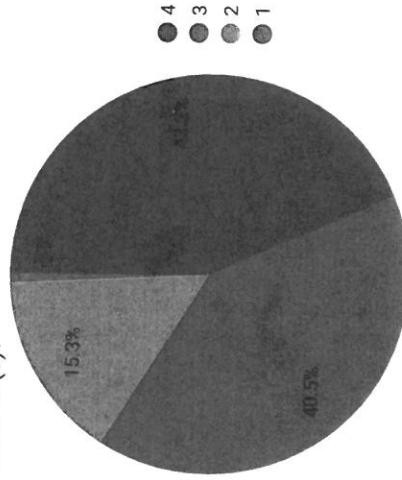
3) Is your child able to locate instruction resources that are needed for their learning?



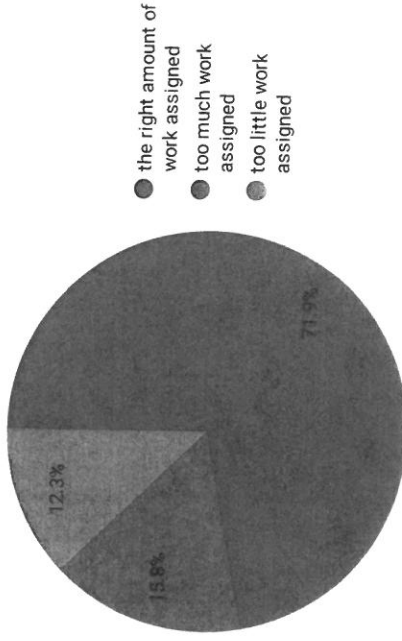
4) Does your child understand what is assigned and when it is due back to the teacher?



5) My child is able to easily access and follow asynchronous ("at home, not live") instruction provided by the teacher(s).



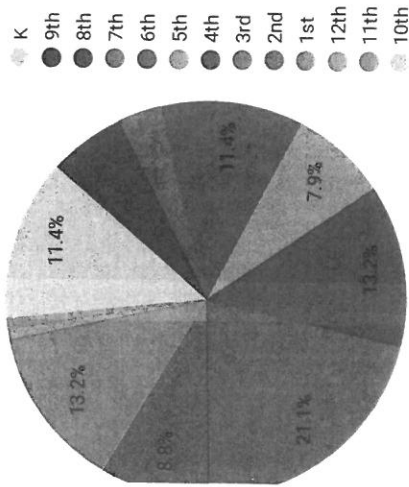
7) Is the overall workload sufficient or not?



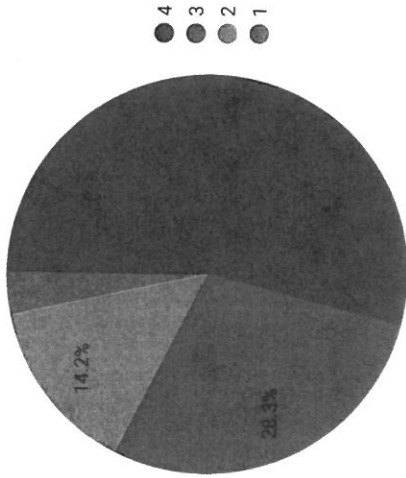
# Remote - Families

Grade Level

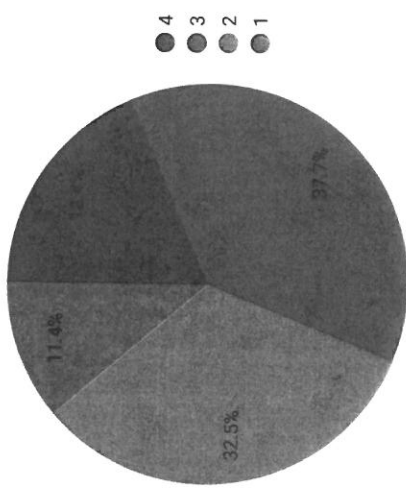
Grade Level



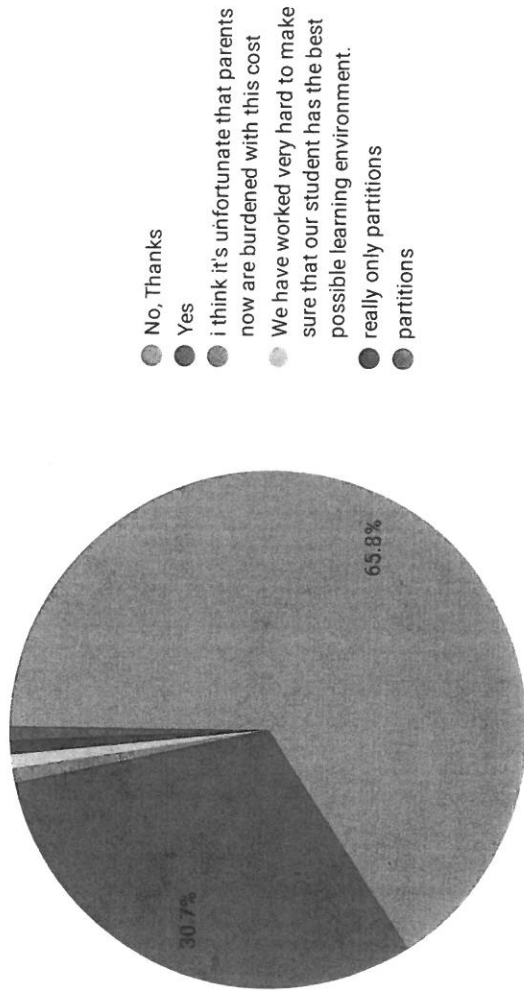
9) I am happy with how frequently my student connects with their teacher.



10) I am happy with the connections they are forming with their classmates.



12) Some families have purchased tools to help their child with a remote learning environment. These tools include larger monitors, headphones, standing desks, privacy partitions, and more. Would you like to learn more about these tools?



# COVID-19 SCREENING

---

THE MISSING PIECE OF THE SAFETY PUZZLE





## COVID-19 SAFETY

---

- Masks
- Social Distancing
- Hygiene
- Hybrid and Remote Learning
- Protocols in Case of Symptoms
- Screening for Asymptomatic Cases

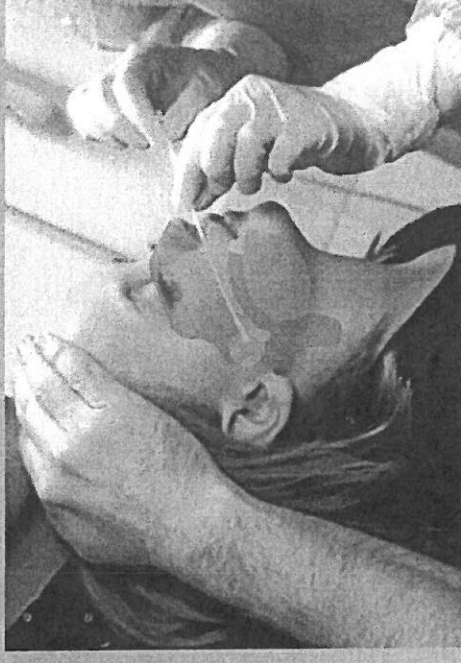
# ROADBLOCKS

---

- Cost

\$ \$ \$

- Sampling Techniques



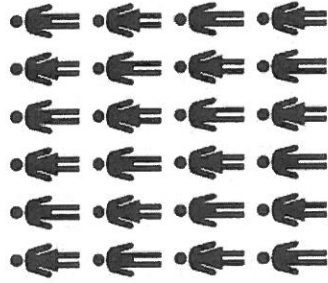


# POOLED SCREENING

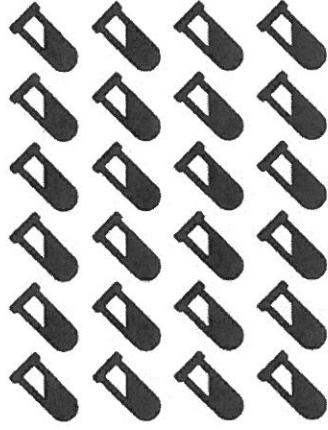
---

## INDIVIDUAL TESTS

24 Individual Samples

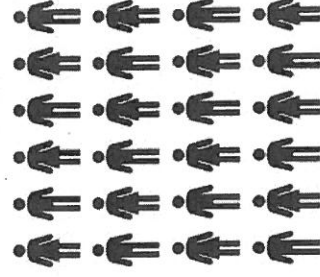


24 Individual Tests

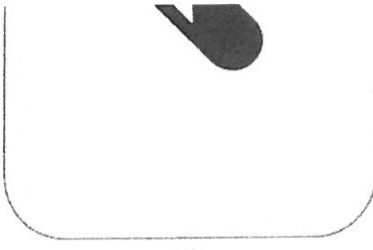


## POOLED SCREENING

24 Individual Samples

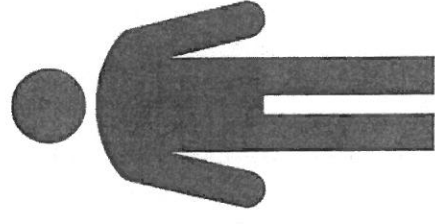
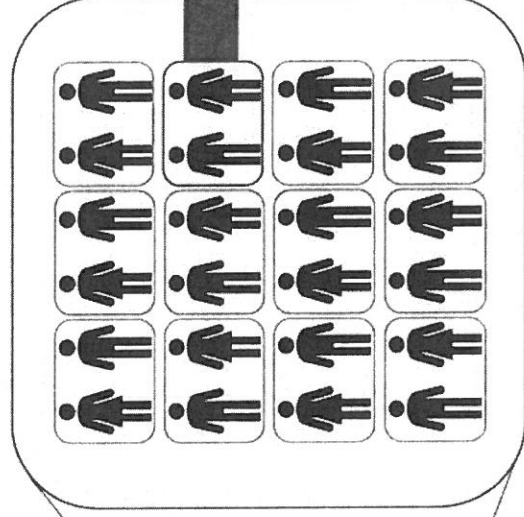
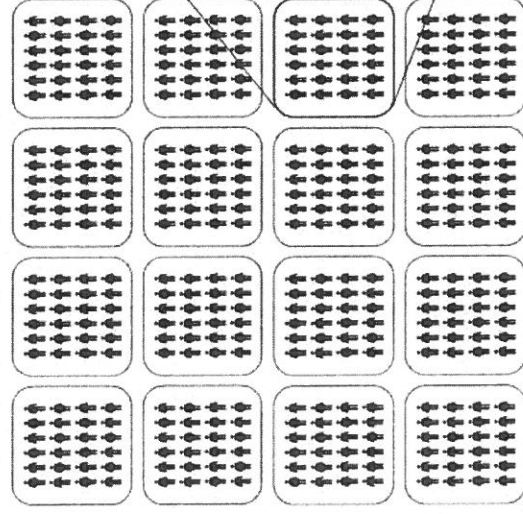


1 Pooled Sample





# DECONVOLUTION



# COST

---

- Individual PCR Tests:  
\$50 – 250 per individual

- Pooled Screening:  
As low as \$15 per individual



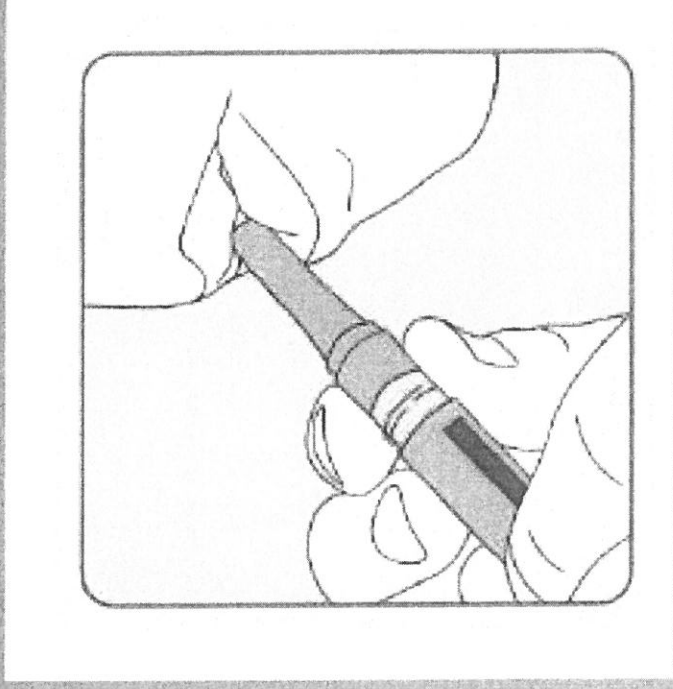
# PATIENT PRIVACY

---



# SALIVA, NOT SWAB

---





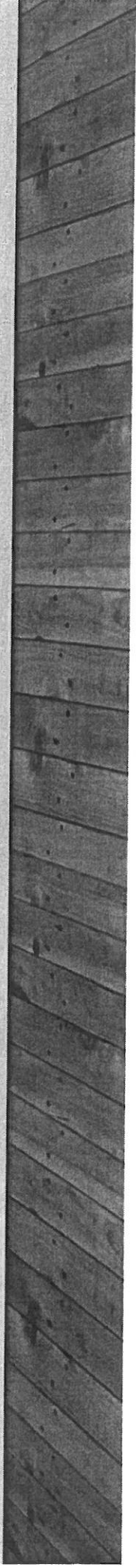
# WEEKLY SCREENING

---

- Median 7.7 days between exposure and symptoms ([Qin et al., Science Advances, 14 Aug. 2020](#))
- Patients infectious 1 – 2 days before symptoms
- Cost

THANK YOU

---



## COVID-19 Travel Policy

Employees and students in the Harvard Public Schools are required to comply with the Massachusetts COVID-19 Travel Order issued by Governor Baker. This policy outlines requirements in the Travel Order and applies to all employees and student at Harvard Public Schools who travel to a state identified as a non-lower-risk by the Massachusetts Department of Public Health. The most recent travel orders may be found at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->.

If a student in or employee of the Harvard public schools travels to a state identified as non-lower-risk, the student/employee is required to quarantine for 14 days prior to entering the schools or produce, ~~upon request,~~ a negative COVID-19 test administered no sooner than 96 hours ~~after returning to~~ Massachusetts. This policy is more conservative than the state requirement. To avoid the need for two tests, a family may return from a non lower-risk state and quarantine until the district's 96 hour requirement is met. Proof of quarantine or evidence of a negative test must be emailed to the school nurse prior to entering the schools. The MA travel form must also be submitted to the nurse.

An employee will not be subject to the mandatory quarantine or testing if the employee lives outside of Massachusetts and must regularly commute to the District, provided that this exception shall only apply to travel between the employee's residence and the District for work.

Simultaneous with any personal leave, bereavement leave or vacation request, all employees must provide their supervisor with information on the state to which they are travelling and the dates of travel, to determine if the employee's personal plans will require a 14-day quarantine prior to return to work. The District may deny requests for vacation leave due to staffing levels if the District is unable to accommodate the employee's leave request coupled with the 14-day quarantine requirement. Employees will ~~may~~ be required to provide a documentation of test results to return to work after travel to a non-lower risk state.

This policy is effective immediately and will remain in effect until rescinded or amended by the School Committee.

## School Committee/Superintendent Goals School Year 2020-1

Title	Vision	Outcome for 2021	Measure for 2021	Conditions	Interfaces	Status
<i>Contract Negotiation</i>	Establish a contract with the HTA that achieves maximum alignment with district vision and mission, within the financial means of the district and town.	The HTA and School Committee have executed a contract with a duration of between 1 and 3 years	By June 1, 2021, the contract has been approved by School Committee and members of the HTA.	Negotiations will begin [with the aid of an interest-based bargaining facilitator?]	HTA Negotiating Subcommittee School Business Mgr Select Board rep School Committee Legal Counsel Superintendent/ Administration	
<i>Budget</i>	Develop and approve a budget for FY22 that meets the needs of the district and the guidelines provided by the town.	School Committee has finalized a budget for FY22 implementation.	(1) By XX date, Administration has developed a budget for FY22 and has presented it to Budget Subcommittee  (2) By XX date, School Committee has reviewed and approved the budget and narrative and has submitted them to the town  (3) By June 30, School Committee has	Opportunities for public input are provided. Guidelines provided by the Finance Committee and Town Administration are followed. District governance and management work jointly to support the development and finalization of a budget that supports student needs	Administration Budget Subcommittee School Committee Finance Committee Select Board Town Meeting?	



			approved any necessary budget adjustments			
<i>School Committee Best Practices</i>	Identifying and adopting best practices is a vital part of the continuous improvement of School Committee function and operation.	School Committee has developed recommendations/ad opted local requirements for new member orientation and succession planning	(1) By February 1, 2021, Best Practices Subcommittee has presented to School Committee and Administration recommendations for additional onboarding and successioning supports.  (2) By May 31, 2021, School Committee has reviewed drafts of new materials presented by the Best Practices Subcommittee.  (3) By June 30, 2021, School Committee has approved any new materials and they are ready for implementation.	Best Practices Subcommittee is formed	School Committee Best Practices Subcommittee Administration	

# Harvard School Committee Operating Norms

## **Vision Statement:**

The Harvard Public Schools community, a leader in 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 collaborate and contribute to their local, national and global communities.

## **Purpose**

We annually approve and monitor the District Improvement Plan and budget that supports the implementation of district goals, supervise and evaluate the Superintendent, and set School Committee policies and goals that foster continuous improvement.

We embrace individuals of all backgrounds and abilities, and we strive to create a welcoming environment for all students, one that values diversity, equity and inclusion.

## **Governance:**

The School Committee will conduct its business in a manner accessible to the public, and in accordance with the Open Meeting Law.

We respect the need for all Committee members to have adequate time to prepare for meetings. Meeting materials will be submitted in time to be included in committee meeting packets which will be distributed to members no later than 2 business days prior to a meeting.

Members will come to meetings well-prepared to discuss issues on the agenda and to participate in efficient decision making. Deliberation and thorough discussion of matters is encouraged. Members agree to debate the issues, not one another, and always assume positive intent.

We shall conduct business through a set agenda that advances district goals. Any member may place an item on the agenda through the Chair. The Chair and Superintendent will ensure the agenda is appropriately balanced to ensure there is adequate time for deliberation of each issue. As a general practice, we will endeavor not to vote on a new issue in the same meeting in which the issue is presented. Emerging items shall be addressed in subsequent meetings through planned agenda items, unless it is determined by the School Committee Chair that it would be detrimental to delay the issue.

School Committee members agree to thoughtfully seek and support solutions using a wide range of options that avoid confirmation bias and reality-test our assumptions, for the greatest benefits to students. Wherever possible, the committee will involve members of the community, parents, students, faculty and the administration in the consideration of major initiatives and significant changes. Once the School Committee has taken action, Committee members will support the official position of the School Committee.

School Committee members agree to recognize and respect that their authority exists only when a quorum of the Committee meets and not as individual Committee members.

The Superintendent and the School Committee recognize the importance of working collaboratively with town officials, boards and committees, and we will actively seek ways to enlist their support in our

efforts to support our students. The Superintendent and the School Committee will strive to lead the district as a unified team, each from their respective goals, with a strong partnership and mutual trust.

We adopt Roberts Rules of Order as our guide.

### **Communication:**

The Superintendent and the School Committee practice proactive communication and whenever possible, members will bring important issues or challenging questions to the Superintendent's attention prior to a meeting in keeping with the "no surprises" philosophy. If School Committee members have questions or concerns, they agree to contact the Superintendent and/or Chairperson well in advance of a meeting.

Members will work collaboratively and share information within the parameters of the Open Meeting Law. In particular, when an informational request is made of the Superintendent or Chair, every effort should be made to share the requested information with all committee members as long as nothing in the request or response constitutes deliberation.

It is the role of the Chair to act as the spokesperson for the Committee. Members will direct requests for comments by the media to the Chair. As individuals, Committee members are welcome to express their own personal views and opinions, while clearly indicating that they speak only for themselves.

Members will check district email at least once every other day and respond to communications in a timely manner.

We believe that healthy organizations promote active community engagement, and we recognize the importance of public input. We want to hear the opinions and views of others, even when those opinions may differ from our own. Where contentious issues arise requiring more public discourse, we agree to utilize subcommittees or public hearings to give the public a voice in important matters affecting our students.

### **Authority and Responsibilities**

It is the responsibility of the Superintendent to oversee the hiring, evaluation and handling of personnel issues and to manage the day-to-day operations of the school district; it is the responsibility of the School Committee to evaluate the Superintendent's effectiveness in these matters.

We respect the Superintendent's role as the administrator for the district and his/her oversight of the schools' administrators, who in turn manage their respective faculty and staff.

Committee members will channel requests to staff through the Superintendent. Requests for information, reports, etc., will be sent to the Chair and/or Superintendent. Committee members are encouraged to share information with the Superintendent that they feel is important to the management and/or leadership of the district.

Committee members will refer questions and concerns they receive from members of the school community to the proper chain of command. Committee members understand that due to privacy concerns they may not receive direct feedback on the disposition of the questions and concerns that they forward.

We shall not use our positions for personal or partisan gain nor shall we take any independent actions that may compromise the School Committee as a whole.

**Evaluation and Improvement:**

The School Committee will evaluate its performance on an annual basis and will assess the results of the evaluation to determine areas or aspects in need of improvement and any actions required to make those improvements.

School Committee members and the Superintendent appreciate the benefits of professional growth and development and agree to participate in experiences designed to further their knowledge and understanding and to advance the work of our public schools.

All new School Committee members will attend the required MASC orientation within their first year of service.

We recognize the importance of honoring our agreed upon norms and we agree to hold ourselves and each other accountable for upholding them.

We shall review, revise and reaffirm these operating norms on an annual basis.



Memo: 2020 Transportation Bill Payment  
Date: October 13, 2020  
From: Linda Dwight, Superintendent  
Aziz Aghayev, School Business Manager

We received a belated bill for \$2,400 from Dee Bus to cover the homeless transportation costs from last year. The bill was received after July 1, 2020 when the books for 2019-20 close unless an amount is encumbered. The \$2,400 is a reduced amount based on our agreement with Dee Bus after the closure of schools in March. We are recommending that we use the Devens revolving account to pay this bill.



Memo: Adjusted FY21 Budget  
Date: October 13, 2020  
From: Linda Dwight, Superintendent

At the Special Town Meeting, there was a vote to decrease our budget by \$112,000 instead of \$274,000 as first proposed. Throughout the summer, the budget sub-committee and the full School Committee considered cuts based on the 274,000 expected by the Select Board. There was a temporary budget book created to reflect those proposed changes. When the Governor level funded the FY21 budgets and with the recommendation of the Select Board, our reduction changed to \$112,000.

When asked to adjust our FY21 budget to show this change, Aziz and I returned to the original budget approved at the May 2020 All Town Meeting rather than to our temporary budget. We knew that two positions at Bromfield were not filled and adjusted the budget to reflect those personnel changes. The two positions were the Theater positions for \$66,624 and an English dept. position for 96,046. Since these two changes added to more than the cut required, we adjusted the Devens off-set from \$600,000 to \$549,330 for Bromfield.

<b>Liaison Assignments</b>	<b>Meeting details</b>	<b>Current Liaison</b>
Board of Selectman	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday @7 p.m.	SusanMary Redinger
FinCom	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday at 7 p.m.	SusanMary Redinger
DEAC	Meetings monthly on Wednesday @ 7 p.m.	
SEPAC	not active at this time	Suzanne Allen
TBS School Council	Meetings monthly Wednesday @ 2:30	Abby Besse
HES School Council	Meetings monthly on Tuesday @ 3:30	Shannon Molloy
CPIC	Meetings at least monthly on Monday mornings @ 8:15 (meetings increase during fall/winter)	SusanMary Redinger
HEAC	Meetings monthly on Wednesdays @ 8pm	SusanMary Redinger
Park and Recreation Representative	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Monday @ 7 pm.	Sharlene Cronin
State Representative	As needed	Shannon Molloy
CASE	Meetings monthly @ noon	Linda Dwight
HCTV	Meetings 3 <sup>rd</sup> Wednesday of the month @7p.m.	Suzanne Allen
Vendor Warrant Signing	Twice per month @ town hall	Sharlene Cronin/ Shannon Molloy
<b>Subcommittee Assignments</b>		
Teacher Contract Negotiations	Meetings likely at 3:30 – 1 time per week from September to October	John Ruark Sharlene Cronin
Budget	Meetings periodically (depending on budget cycle) meetings held during the school day	SusanMary Redinger/Shannon Molloy
Policy	Meeting twice a month 9-11 a.m.	Suzanne Allen/Shannon Molloy
Superintendent Review	Meets annually.	SusanMary Redinger
Building Committee	Meetings twice a month on Thursdays from 3:30 to 5:30	SusanMary Redinger Sharlene Cronin
<b>School Committee Advisor</b>		
Athletic Advisor	Meetings monthly @ 8:00 a.m. on Tuesday	Sharlene Cronin
Wellness Committee	Meets annually	Suzanne Allen
Inclusion Committee	Meets monthly at 3:30 p.m.	Sharlene Cronin
School Start Time Committee	Meets monthly at 3:30 p.m.	Suzie Allen Shannon Molloy

School Committee Minutes  
Virtual Meeting  
September 28, 2020

Members attending: Sharlene Cronin, SusanMary Redinger, Suzanne Allen, Abby Besse, Shannon Molloy and Linda Dwight Absent: Maureen Babcock

Others in attendance Josh Myler, Scott Hoffman,

SusanMary Redinger called the meeting to order at 6:15 p.m.

Suzanne Allen read the Vision Statement

SusanMary Redinger read a statement indicating that the meeting was being held remotely and the meeting was being held via video conferencing. Members in attendance were identified through a roll call process.

**Public Commentary:** None

**Student Report:** None

**Superintendent Update**

See Attached.

**Personnel Update**

Dr. Dwight shared with the Committee an updated Personnel Spreadsheet that showed the personnel changes for the 2020/2021 school year and included information on how the COVID relief funds and the ESSER grant are being applied to offset personnel costs.

**Kindergarten Personnel Request (VOTE)**

Dr. Dwight presented a request to the Committee to allow her to hire a new Kindergarten teacher if the kindergarten enrollment increases beyond the two additional students that have requested to return from remote to hybrid. The deadline for letting the principal know is October 2<sup>nd</sup>. For the 2020/2021 school year, Kindergarten teachers/sections were reduced from 4 to 3 based on enrollment and financial savings. Since one of the three classes is remote, there are currently two hybrid classes that are at capacity with 15/16 students. Spacing arrangements are being made to accommodate the 6 ft. distancing requirement for the two additional students

Suzanne Allen made the motion and Abby Besse seconded to direct the superintendent to hire an additional Kindergarten teacher as need based on the increasing numbers.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**



**Bus Fee Amount (VOTE)**

Dr. Dwight explained that bus fees were budgeted as an off-set to the transportation line at \$40,000 with students in grades 7-12 and grade 6 students that live closer than 2 miles paying \$225 per rider. This year due to the hybrid model, families are only getting two days' worth of service. The number of days that students attend in-person school is also likely to change throughout the year. If the fee is waived, we will potentially need to identify an account for the \$40,000 off-set. If we lowered the fee from \$225 to \$125, we would collect \$9,875 and still potentially need to fill in the remaining off-set.

Suzanne Allen made the motion and Abby Besse seconded to approve the collection of \$125 rather than \$225 for Bromfield students taking the bus and open it up to additional ridership for families that might be interested.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

**Policy (ACAB, COVID related policies)**

Shannon Molloy presented changes to Policy ACAB – Sexual Harassment. The Policy has been reviewed by legal counsel.

Sharlene Cronin made the motion and Suzanne Allen seconded to approve Policy ACAB with the amendments made.

**Allen (Aye), Bessie (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

Suzanne Allen presented changes made to the “Responding to Known or Suspected COVID-19 Cases” sheet and flow chart.

Sharlene Cronin made the motion and Abby Besse seconded to approve the Policy and Flow chart as amended.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

Suzanne Allen presented changes to Policy EBCFA- Masks –

Sharlene Cronin made the motion and Shannon Molloy seconded to approve the Mask Policy - EBCFA as amended.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

**Superintendent Evaluation**

SusanMary Redinger shared the form and rubric that will be used to evaluate the Superintendent. SusanMary Redinger is proposing that members go through form and use the Superintendent's reports as evidence to evaluate the superintendent on her goals. Members will be given 3 weeks to complete the evaluation and it will then be presented at the October 26<sup>th</sup> meeting.

**Ramp Funding**

SusanMary Redinger explained that Dr. Dwight, Shannon Molly and she met and reviewed the Capital Committee's request to consider the use of School Committee Revolving Funds towards the Middle School Ramp project so as to avoid incurring any debt. The Budget Subcommittee is

suggesting to use \$150,000 towards the Middle School ramp from the Devens Fund, as well as \$50,000 from Shaw Trust for a total of \$200,000. That leaves \$314,000 to be funded out of the Capital Stabilization Fund. The district has applied for a grant from the Municipal ADA Improvement Grant Program which offers grants up to \$250,000 for ADA accessible projects. Should the district receive any grant monies, we propose to handle it accordingly: any amount up to \$114,000 is offset against the \$314,000 and any grant amount in excess of \$114,000 would be split evenly between the Devens Fund and the CSF.

Suzanne Allen made the motion and Sharlene Cronin seconded that we use \$150,000 from the Devens Fund and \$50,000 from the Shaw Trust fund to combine with the additional money from the CSF to fund the Middle School Ramp Project.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

### **Capital Plan Review**

SusanMary Redinger reviewed the list of projects presented in the FY22 Capital Plan that cover Small Capital (less than \$500K) projects from FY22 through FY26. The Committee also added the TBS roof project as a Large Capital project in the next five years.

Sharlene Cronin made the motion and Shannon Molloy seconded to approve the plan with the caveat that the \$300,000 HES building debt be corrected to \$200,000 and add allocation amounts for FY23, 24, 25 and 26 for the HES building debt.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

### **Request of Tree Warden (VOTE)**

The Tree Warden is looking for approval to remove the lone, tall, declining pine tree at the Bromfield School across from the Cronin Auditorium.

SusanMary Redinger made the motion and Shannon Molloy seconded to approve the removal of the tree as requested.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

### **Testing Initiative Update**

Dr. Dwight reported on the results of the survey to hybrid families to determine an initial interest in the saliva based COVID test that is being considered for students and staff. Survey results show 80% of parents are supportive. The teacher's union membership results showed 50% in support, 25% wanted more information and 20% said they were not interested. The group is scheduled to meet next Thursday. What seems to be holding the group back is the State Board of Health epidemiologist is not supportive of the idea and the local Board of Health is following the state's lead. Shannon Molloy replied that the group is moving forward slowly and we are at a good point. The idea is emerging and we want to make sure we create a comfort level and the education necessary so people feel confident with the decision.

**Grant Approval (VOTE) - None**

**Future Meeting Dates**

October 7 – Student Advisory Meeting

October 13<sup>th</sup> Tuesday – School Committee Meeting

October 26<sup>th</sup> - School Committee Meeting

**Agenda Items**

Goals

Liaison Assignments

District Improvement Plan

Superintendent Goals

Curriculum Achievement

Open Letter Group

Mass Develop Board of Director update

**Minutes**

Without objection SusanMary Redinger approved the minutes of the September 14<sup>th</sup> meeting as presented.

**Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye) and Redinger (Aye)**

**Liason/Subcommittee Updates**

**Shannon Molloy** – The SEPAC board met last week and shared that they are setting up regular monthly meetings between with administration. They are planning social event, parent education opportunities including links to recorded seminars. They are excited about the coordination of the “Kindness Counts” program. Their main goal for the year is to grow their profile as a resource grow their membership.

**Sharlene Cronin** – Parks and Rec is looking to prioritize projects. They have a new process set up to put forth requests. They are continuing to broaden their civic recreation.

**SusanMary Redinger** – HES building project is moving along well. The asphalt sidewalks are going in, the drywall is going up and progress is being made with interior painting. The project is 55% complete, with 75% of the contingency spent. Kudos to NV5, Shawmut and Arrow Street.

**Public Commentary**

Dan Daley – 15 Littleton Road – Capital Plan – Fields

**School Committee Commentary**

**Sharlene Cronin** – asked that we be mindful of not creating division and be mindful of the language we are using so as not to create inequity.

**Suzanne Allen** – thanked the technology department for their support and hard work over the past months. It is very much appreciated.

**Adjourn** - With no objection SusanMary Redinger adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Mary Zadroga