

School Committee Minutes
Town Hall Meeting Room
Monday, May 20, 2013
6:00 p.m.

Members attending: SusanMary Redinger, Kirsten Wright, Keith Cheveralls, Patty Wenger, Bob Sullebarger, Joseph Connelly, Lorraine Leonard. Absent: Maureen Babcock

Dr. Joseph Connelly called the meeting to order at 6:00 p.m. and asked for nominations for the selection of officers.

Keith Cheveralls made a motion and Patty Wenger seconded to nominate SusanMary Redinger as Chair.

VOTE 5/0

SusanMary Redinger then took over the meeting as Chair asking for nominations for the office of Vice Chair.

Keith Cheveralls made a motion and Patty Wenger seconded to nominate Kirsten Wright as Vice Chair.

VOTE 5/0

Patty Wenger made a motion and Kirsten Wright seconded to nominate Bob Sullebarger as Secretary.

VOTE 5/0

Review of Minutes

Patty Wenger made a motion and Keith Cheveralls seconded to approve the minutes of the March 28th meeting as presented. (Kirsten Wright abstained due to absence from the meeting).

VOTE 4/0

Patty Wenger made a motion and Bob Sullebarger seconded to approve the minutes of the April 8th meeting as amended.

VOTE 5/0

HES – Special Presentation HES Student Writing Using Technology

Fifth grade teachers, Joan Accorsi and Sangita Marya shared with the Committee how fifth grade students are incorporating technology to write “feature” articles. The articles are factual and they use internet sites as well “Time for Kids” to research their topics. The students then were instructed by Mary Elizabeth Cregan on how to publish their articles using Microsoft Publisher. Two students read their articles to the Committee.

Reports

Dr. Connelly reported that search firm, Future Management Systems, will be on the agenda for 6:30 p.m. on May 28th. Dr. Connelly included a draft of his work schedule for the 2013/2014 contract year. SusanMary asked that he adjust the schedule for the predicted Saturday budget meetings with FinCom and the Selectman. Dr. Connelly reported that the Declining Enrollment Subcommittee is expecting to present their revised report at the June 10th meeting. Dr. Connelly reported that Kindergarten enrollment is currently at 48 students. He will wait until June to decide on staffing needs for Kindergarten. Dr. Connelly reported Dr. Michael Dubrule, Interim

Special Ed Director, has developed a partnership with Worcester State University to attain a Psychology intern for next year who will work with the Guidance Departments at TBS and HES. We have had success this year with a Technology Intern from Fitchburg State University. Included in the packet is a tentative School Committee schedule for 2013/2014 meeting. SusanMary asked members to bring calendars to the next meeting to schedule summer meeting dates.

Liaison & Subcommittee

Bob Sullebarger reported that the Harvard Energy Advisory Committee met on May 8th. The HEAC discussed reselling solar energy credits from the HES solar array and how creating an account for those credits to go back to the schools, getting kids involved in the “Green Team”, and having a student liaison to HEAC as a possible senior project effort. Bob Sullebarger reported that he and Patty Wenger are working on a Draft Strategic Plan Process to present to the Committee in June.

SusanMary Redinger reported that HES School Council meets tomorrow.

Kirsten Wright reported that TBS School Council meets tomorrow. TBS School Council has been working of 5 goals for the School Improvement plan. Wellness continues to be a major initiative for the Council and they intend to be committed and continue to grow. A survey will be sent out to 7th & 8th grade parents and students about the “Get Real Program”. Heidi Creighton is the new School Council member with the departure of Stu Sklar. She will serve a three year term. SusanMary and Kirsten met the HTA co-presidents, Sharlene Tuttle and Kellie Carlucci and discussed and applauded the good work being done in the district. Kirsten acknowledged Paul and Sharon Correnty for the hard work put forth to sponsor a wonderful Art Dinner dance for the 8th grade students.

Keith Cheveralls requested that the submission to CPIC date for Bromfield House RFP be changed to September 1st. Keith acknowledged the incredible impact of the Chris Herron presentation and the importance of follow up.

Acceptance of Gifts from Harvard Schools Trust

Dr. Connelly presented for acceptance three gifts from the Harvard Schools Trust totaling \$3775.

- \$295 – Girl Rising
- \$750 – Chris Herron Presentation
- \$2730 – Graphing Calculators

Keith Cheveralls made a motion and Bob Sullebarger seconded to move that we accept with gratitude gift items labeled b through d from the Harvard School Trust and ask that the Superintendent acknowledge appropriately

VOTE 5/0

Harvard Public Schools New Teacher Mentorship Program – Sharlene Tuttle

The Teacher Mentorship program is a program required by the DESE to provide new teachers with mentor support. For the first year Harvard Public Schools has benefitted by the addition of a new teacher mentor coordinator position. Dr. Connelly welcomed Sharlene Tuttle as the new Mentor Coordinator. Sharlene provided a brief overview of the many aspects of the mentor program she has implemented this year to our 13 new teachers. Sharlene has done a very conscientious job of insuring the mentorship process was helpful and meaningful.

Technology Infrastructure Upgrades

Chris Boyle, IT Manager presented for consideration a request for 30K+ to upgrade network switches and related equipment necessary to the technology infrastructure after installation of fiber. The current structure cannot handle the fiber.

Bob Sullebarger made a motion and Patty Wenger seconded to approve the expenditure of up to \$36,500 from the Devens Revolving account for the purpose of updating the IT infrastructure.
VOTE 5/0

School Committee Policy Review Section A – Foundation and Basic Commitment

The Committee reviewed amended policies in Section A. Policy ACD and ACD-R were intended to be inserted as duplicates of policy IMD and IMD-R. Both policy ACD and ACD-R need correction and were tabled for approval to the next meeting. Policy ADFA should be labeled as an “Adopted” policy for first read with a cross reference to policy JLD.

Keith Cheveralls made a motion Patty Wenger seconded to accept as amended the following policy files:

- AC – Non Discrimination
- ACA – Non Discrimination on the Basis of Sex
- ACAB – Sexual Harassment
- ACABA – Harassment by a Student
- ACABB – Harassment by a Staff Member
- ACAB-R – Admin Guidelines
- AD – Educational Philosophy
- ADA – School District Core Values
- ADB – Drug Free Workplace Policy
- ACE – Non Discrimination on the Basis of Disability

VOTE 5/0

The Policy Subcommittee will review documents sent by legal counsel for Policies ADDA and ADDA-R Cori Requirements and submitted any amendments at the May 28th meeting.

Pond Road Parking Lot Timeline

The Committee discussed two options for construction of the “Pond Road Parking Lot”. Option 1 would have work take place from September 2013 to November 2013. Option 2 would have work start June 2014 to August 2014. SusanMary will speak with Rich Nota about the possible cost increase associated with waiting as well as the possibility of DPW scheduling the work in house if it was done next year. The decision was tabled until May 28th after SusanMary gets information on the implications of waiting to start the project versus a September start.

Finance Report

Lorraine Leonard reviewed the FY13 School Lunch Budget and reported that the balance through April is \$12,245. The \$10,000 subsidy has not been taken out yet. The final year-end balance is expected to be in the positive which is a direct result of the increase in lunch prices by \$1.00 and a slight cut back in wages.

Lorraine Leonard and Dr. Connelly reported that the projected operation deficit for Community Education for FY13 is approximately \$11,000. Dr. Connelly reviewed a list of program modifications that will take effect with the start of the 2013/2014 school year to address the projected deficit which included reducing salary expenses by \$7,500 and non-salary expenses by \$3,000. None of the modifications will have a negative effect on the program.

2013/2014 School Choice Lottery Update

Dr. Connelly reported that the deadline for School Choice applications for the 8 approved openings was Friday, May 3rd. Three Kindergarten openings were filled with siblings, a lottery drawing was held for Grade 1, filling 3 openings and in Grade 3 one opening was filled by a sibling and a lottery was held for the other opening. All families have been contacted and officially accepted.

2012/2013 Official Last Day of School

Dr. Connelly notified the Committee that they must officially vote the final day of school. The final day of school will move from June 13th to June 20th using 5 school cancellation days.

Patty Wenger made a motion and Kirsten Wright seconded to move that we designate June 20th as an early release day and the last day of school.

VOTE 5/0

School Committee Meeting Location 2013-2015

Volunteers Hall is HCTV’s preferred location for all broadcasted meetings once the town hall meeting room is no longer available. At the next meeting the committee will identify the dates for upcoming meetings and will meet with the Board of Selectman and Finance Committee to coordinate use of Volunteers Hall.

Future Agenda Items

Professional Development – June 10th
Pond Road Parking Lot
Paperless Meetings
TBS Program of Studies
School Improvement Plan

Commentary

Bob Sullebarger – Parents do an amazing job with Celebration.
Kirsten Wright – Enjoys the culture of appreciation and gratitude around the table and the schools. The whole idea of appreciation and gratitude goes a long way.
Joseph Connelly - Things are looking good for the FY13 close out.
SusanMary Redinger – Thrilled to be Chair for another year with this team.

Keith Cheveralls made a motion and Patty Wenger seconded to adjourn the meeting at 8:30 p.m.

Respectfully Submitted:

Mary Zadroga
Recording Secretary