

School Committee Minutes  
Town Hall Meeting Room  
Monday, March 24, 2014  
6:00 p.m.

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

SusanMary Redinger called the meeting to order at 6:00 p.m.

The meeting began with a presentation of plaques and gifts to acknowledge Keith Cheveralls last meeting and honoring his dedicated service to the Harvard School Committee.

### **Review of Minutes**

Patty Wenger made a motion and Keith Cheveralls seconded to approve the minutes of the March 10<sup>th</sup> meeting as amended.

VOTE 5/0

### **Reports**

#### **Student Report**

Katia Schwiegershausen reported that students in grades 6, 7 and 10 took the English Language Arts MCAS test and next week students in grade 8 will take the English Language Art PARCC test. Two Life Smart teams competed in Boston and received 2<sup>nd</sup> and 5<sup>th</sup> place. Two students attended the MA All State Music Festival and nine students attended the All New England Music Festival. Next week there will be a dance for the sixth grade. Student Council is hosting spirit week leading up to the staff/senior basketball game on Friday night. The MS Drama Festival will be held April 4<sup>th</sup> and 5<sup>th</sup>. Katia thanked Keith Cheveralls for his service on behalf of the students at The Bromfield School.

#### **Superintendent Report**

Dr. Connelly asked the Committee to consider a proposal from ATCO (Ambient Temperature Corp) to install a Unit Heater in Room 248. The total cost of the project is \$13,450 and could possibly be funded if there is an FY14 year-end balance. Dr. Connelly reported that Rich Nota has notified him that Littleton County Road will be closed from April 1<sup>st</sup> through July due to water main construction work. Dr. Connelly is working on alternate bus routes to accommodate families of students affected by this road construction project. Dr. Connelly reported that the Department of Elementary and Secondary Education completed a Coordinated Program Review Audit during the week of March 10<sup>th</sup>. Dr. Connelly acknowledged the efforts of Dr. Marie Harrington and Dr. Michael Dubrule in their preparation for the audit.

Dr. Connelly presented for approval a gift from the Harvard Schools Trust in the amount of \$2,000 for Elaine Beckett to conduct a RAD Self Defense Course at The Bromfield School.

Patty Wenger made a motion and Bob Sullebarger seconded to accept the gift from the Harvard Schools Trust in the amount of \$2,000 to conduct the RAD Self Defense Course at The Bromfield School.

VOTE 5/0

## **Liaison & Subcommittee Reports**

Maureen Babcock reported that DEAC will meet tomorrow at 7:00 p.m.

Bob Sullebarger reported that the last HEAC meeting was dedicated to a visit from the Master Plan Steering Committee. The HEAC will meet again on May 26<sup>th</sup> at 8 p.m. at the Old Library.

SusanMary Redinger reported that at the last HES School Council meeting they brain stormed about how to implement a transportation survey and looked at a draft of a student survey that will be implemented this Spring and took a first look at the Strategic Plan Mission and Vision Statements. The Master Plan Steering Committee held the round tables and will meet this week to bring the information together. SusanMary also reported that the School Committee met with the Board of Selectman regarding The Bromfield House. There are some further action items to take and another meeting is planned for after April 15<sup>th</sup> to see if there is possible second floor space available at town hall for Central Office operations.

Kirsten Wright reported that SEPAC held a reception for Dr. Marie Harrington. The TBS School Council met and discussed the school calendar and participation in the Drama Fest. They will be meeting again tomorrow.

Keith Cheveralls built on the Board of Selectman meeting regarding the best use of the Bromfield House and in Keith's opinion it is best to turn the building over to residential use. If the architects and the Board of Selectman decided there is available space on the second floor of the town hall and the Committee showed interested, Keith believes that would be the least expensive solution.

## **GMUN – Field Trip Report – Model UN Trip to Genoa, Italy**

UN students Emily Erdos, Kathryn Hodgkins and Matt Palimou shared with the Committee their experience attending the Model UN conference in Genoa Italy this past February. They thanked the Harvard Schools Trust and the School Committee for their continued support.

## **2014/2015 Overnight Field Trip Requests**

Ms. Bryce Mattie presented for approval three overnight conferences the Model UN would like to attend next school year. They would like to attend three conferences to accommodate the large interest and to allow each member to attend one conference.

Trish Nilan presented for approval a “community service” overnight field trip to New York City for May 21<sup>st</sup> to May 26<sup>th</sup> of this year. Her group will again join with North Middlesex High School student to perform community service work in New York City.

Kirsten Wright made a motion and Keith Cheveralls second to move that we approve the overnight service learning trip to New York City from May 21<sup>st</sup> to May 26<sup>th</sup>.

VOTE 5/0

The Model UN trip approval was tabled until completion of paperwork.

## **2014/2015 School Calendar Review**

SusanMary Redinger reported that the Committee is aware of parent and staff concerns regarding holding school on December 24<sup>th</sup>. Based on what we have heard there appears to be a strong potential for high absenteeism on that day for both staff and students. Before voting for any change to the school calendar, SusanMary asked the Superintendent to work with the school administration and come back in two weeks with a plan for staff coverage on that day.

### **Strategic Plan Steering Committee Update**

Dr. Linda Dwight and Patty Wenger updated the Committee on the progress being made by the Strategic Plan Steering Committee to date. They shared the finalized language for Harvard's mission statement, vision statement and core values. The Committee is invited to send any change recommendations back to the Strategic Planning Committee to review before April 8<sup>th</sup>. SusanMary Redinger thanked the Committee for their hard work and recognized that it is inspiring to have an anchor moving forward.

### **2015-2017 Technology Plan Update**

Gretchen Henry and Chris Boyle presented the Committee with results from the technology survey. Using the survey results the Technology Committee is looking at how that information ties into their vision and mission statement and also how it ties into the new common core and MCAS standards. The Committee invited Dr. Dwight to their next meeting to discuss the possibility of implementing a one to one technology initiative. The Committee will need all possible options on the table in order to create their budget. The next update is planned for the April 28<sup>th</sup> School Committee meeting.

### **2014/2015 Tentative Teaching Design Posting**

Dr. Connelly presented the 2014/2015 Tentative Teaching Design posting that was posted to all teaching staff on March 12, 2014. This posting identifies all teaching positions funded for the school year 2014/2015. It also identifies any vacancies and the reason for the vacancy. Teachers have until March 26, 2014 to submit letters of interest to be considered for voluntary transfers into these vacant positions. All internal candidates will be interviewed and considered by the building principals. A Tentative Teaching Assignment posting will be posted by April 11, 2014 identifying all teacher assignments for 2014/2015, including teacher transfers. There are currently 5.9 teaching vacancies.

### **Student Activity Checking Account Balances**

Dr. Connelly reported that a recent Student Activity Audit by Rosselli, Clark and Associates found several procedural steps of our current student activity fiscal operation to be in need of updating. One action that is needed immediately to allow our existing Student Activity Checking Account system to function effectively is to increase the allowable maximum balance in each school checking account. Our current balance of \$2,000 is too low for our school checking account system to work correctly. It is recommended the School Committee approve an increase to \$5,000 for the Hildreth Student Activity Checking Account and \$25,000 for the Bromfield Student Activity Checking Account.

Bob Sullebarger made a motion and Keith Cheveralls seconded to move that we increase the Student Activity Checking Account maximum balance at TBS from \$2,000 to \$25,000 and at HES from \$2,000 to \$5,000.

VOTE 5/0

### **2013/2014 Personnel Report Update**

Dr. Connelly reviewed the working personnel report which currently shows \$191,931 in uncommitted salary funds. These uncommitted funds will help absorb the Special Education funding deficit.

### **School Committee FY15 Capital Project Alternative Funding Source**

Dr. Connelly explained that due to a change in the CASE assessment the projected FY15 tuition charge has been reduced from \$532,552 to \$195,920. It is felt that the best way to handle this onetime cost saving of \$336,632 is to utilize the funds on our one-time FY15 Capital costs contained in the six warrant articles approved for Annual Town Meeting. This would utilize \$269,600 of the available \$336,632 in the CASE tuition account leaving \$67,032 available for developing FY15 Special Education costs.

Patty Wenger made a motion and Bob Sullebarger seconded to move to apply the CASE tuition funds up to \$269,600 to cover the school's capital warrant articles.

VOTE 5/0

### **FY15 School Budget – Final ATM Preparation**

Dr. Connelly reported that a motion will be made at Annual Town Meeting to pass over the warrant articles. Dr. Connelly will have 500 budget books available at ATM and will have copies available on line, at town hall and at the public library before hand

### **Future Agenda Items**

FY14 Year End Project

Central Office location – Pros and Cons

Summer PD plans FY15 – ER days

Bill Calderwood – tree planting

School Choice

Special Presentations – Health and Wellness and Safety Patrol

Policy Section J

COLA's for non-represented staff

K and PreK enrollment

### **Commentary**

Keith Cheveralls "brought the flag down" by sharing that he had been given cards from the third and fourth grades and that he was touched that SusanMary's daughter zealously collected signatures from Ms. Kittredge's fourth grade class which was a touching connection for Keith. Keith also shared how important it is as School Committee members to have visits from students and how it brings an important perspective to School Committee work. He then presented Dr. Connelly with his Infinity Triangle that he finished as homework as suggested by a fifth grader at the Infinity Day presentation and asked that Dr. Connelly give it to the fifth grade.

Patty Wenger reflected on how she couldn't believe it has been nine years since she and Keith first met as co-chair at Celebration. Patty will miss sitting next to him and wishes him the best on his Vermont adventure.

SusanMary Redinger acknowledged the wisdom, expertise and knowledge of Keith. It is a resource we rely on heavily at this table. We stand on the shoulders of what you have done. Will be weird without you, but thrilled you are taking time for yourself.

Keith Cheveralls ended commentary by thanking everyone for a truly wonderful evening. He won't be a stranger and assured the Committee that it will be fine and will move on without him.

Respectfully Submitted:

Mary Zadroga  
Recording Secretary