

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

**School Committee Meeting
Monday, September 12, 2016
6:00 p.m.
Upper Town Hall**

- I. Call to Order (6:00)**
- II. Read the Vision Statement (6:00)**
- III. Open to Interested Citizens' Commentary (6:03)**
- IV. Trip approval and club approval (6:05)**
- V. HES School Improvement Plan (6:20)**
- VI. Superintendent Report (7:00)**
- VII. 5 Year Capital Plan Review (7:10)**
- VIII. Update on Science Lab HVAC and Funding Needed for Overage (7:20)**
- IX. Finalize School Committee/Superintendent Goals and Outcomes (7:30)**
- X. Review Superintendent Goals and align on Evidence (7:40)**
- XI. Athletic Uniforms Replacement Cycle Proposal (8:00)**
- XII. Substance Abuse Policy (JICH) Review (8:10)**
- XIII. Substitute Teacher Recruitment/Training/Evaluation Job Description Review (8:20)**
- XIV. Review proposed MOU for the Fin. Dir./School Bus. Mgr. Shared Position (8:30)**
- XV. Review meeting minutes (8:40)**
- XVI. Liaison/Sub-committee Reports (8:45)**
- XVII. Suggest Future Agenda Items (8:50)**
- XVIII. Open to Interested Citizens' and School Committee Commentary (8:55)**
- XIX. Adjournment (9:00)**

Documents: superintendent report, meeting minutes, HES School Improvement Plan, Policy (JICH), Substitute Teacher Program Manager, Finance Director MOU, SC Goals, Superintendent Goals, Trip Proposals, Capital Plan,

Vision Statement: The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her 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 continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12 (~20 students)

Trip Destination: CIMUN - Chicago International MUN - Chicago

Date of Departure: 12/7/16

Time of Departure: after school

Date of Return: 12/11/16

Time of Return: evening

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address: _____

Phone: _____

Cost of Trip: ~ \$750

Plan to address overnight stipend for professional staff:

- fundraise

Deposit Method and Due Dates:

- check made out to CIMUN, due 10/16

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

To Participate in an overnight Model
VN conference. Please see Attached!

Trip Itinerary:

Please see attached

CONFERENCE SCHEDULE

Thursday

December 8th, 2016
 12:00 PM - 5:30 PM
 School Arrival and Registration
 4:30 PM - 5:30 PM
 Delegate Training Workshop
 6:00 PM - 8:30 PM
 Opening Banquet
 8:30 PM - 11:30 PM
 Committee Session One
 12:00 AM
 Delegate Curfew

Friday

December 9th, 2016
 10:00 AM - 11:00 AM
 Consulate Panels
 11:30 AM - 5:00 PM
 Committee Session Two
 6:30 PM - 11:00 PM
 Committee Session Three
 12:00 AM
 Delegate Curfew

Saturday

December 10th, 2016

9:00 AM - 12:00 AM
 Committee Session Four
 1:30 PM - 5:00 PM
 Committee Session Five
 9:00 PM - 12:00 AM
 Delegate Reception
 12:00 AM
 Delegate Curfew
 Sunday

December 11th, 2016

10:00 AM - 1:00 PM
 Committee Session Six
 1:00 PM - 2:00 PM
 Closing Ceremonies

CONFERENCE FEES AND DEADLINES

Important Deadlines

October 1st
 Priority Delegation fee due (\$150)
 Registered delegate & advisor counts due

October 25th
 Hotel Room submissions due

November 1st

Regular Delegation fee due (\$250)
 All conference fees due
 Last day to lower delegate counts
 Hotel incidental forms due

December 1st
 Delegate permission slips due
 Position papers due

Conference Fees

Upon registration, a non-refundable Delegation Fee will be due in order to secure the country and special position assignments for your delegation.

The delegate and advisor fees are priced as a package, meaning they are inclusive of your 3-night stay at the Chicago Hilton, Opening Banquet dinner, and all conference materials.

Additionally, we take care of all bookings with the hotel, so that you and your students can focus on preparing for the conference.

Fee

Priority Rate (If Paid By 11/1/2016)

\$377

Late Rate (If Paid By 12/1/2016)

Empty Bed Fee

Advisor Fee

\$155

\$667

\$155

\$692

Two-Bathroom Upgrade

Advisor Fee - Shared Room

\$100

\$70

\$125

\$70

Meal Plan

Delegate Fee

\$55

\$352

\$55

Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12 (18 students)

Trip Destination:

BMUN - Brown University simulation - UN - Providence

Date of Departure: 11/11/16

Time of Departure:

Date of Return: 11/13/16

Time of Return:

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address:

Phone:

Cost of Trip: ≈ \$150

Plan to address overnight stipend for professional staff:

- fundraise

Deposit Method and Due Dates:

- check made out to BMUN, due 10/16

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

To Participate in an overnight Model UN conference. Please See Attached.

Trip Itinerary:

Schedule TBD!

(2 Committee sessions per day)



BUSUN

ABOUT US

REGISTRATION

CONFERENCE

LOGISTICS

[REGISTER \(/REGISTRATION/REGISTER\)](#)
[LOG IN \(/LOGIN\)](#)

Announcements

Registration for BUSUN XX has reached capacity, but we are still accepting schools to the waitlist.

Important Dates

April 1, 2016
 BUSUN registration opens
 November 11 - 13, 2016
 BUSUN XX

Social Media

Facebook
<https://www.facebook.com/busunbuzz>
 Twitter
<https://twitter.com/busunbuzz>
 Instagram
<http://instagram.com/busunbuzz>



Dear Advisors and Delegates,

We are delighted to invite you to join us for a weekend on College Hill for the Twentieth Annual Session of the Brown University Simulation of the United Nations, taking place on November 11th-13th, 2016.

BUSUN has always strived to introduce delegates to interesting and pertinent matters through carefully selected committee topics and participants in collaborative discussions and constructive debates. This year, we will continue to do so to the very best of our ability with sizes and a variegated range of committee topics. On top of the traditional General Assembly committees, BUSUN XX will be offering 5 Historical Committees ranging from the Argentinian Congress (2016) to the Turkish Cabinet (1908) to the Brazilian Military Council (1971). There will be a six-committee joint crisis addressing the world's first cyber crisis as well as a number of smaller crisis committees. We sincerely hope that, as delegates, you will be able to find stimulating debate and be intellectually challenged and rewarded.

It has always been a part of BUSUN's ideology for delegates to work together in a collaborative environment that allows every participant to learn something valuable away from the conference. BUSUN XX, like all the BUSUN conferences preceding it, endeavors to provide delegates with an opportunity to learn from each other and grow as critical thinkers and public speakers. We hope to offer an encouraging and supportive platform where delegates can collaborate more effectively and communicate more deeply with their fellow delegates, and in turn find more confidence in themselves. In light of the global events that have taken place in recent months, the Secretariat has decided to have this year's BUSUN themed "Footprints on Earth." For the delegates will have the opportunity to explore concepts of a global population in flux, of displacement and assimilation, of departing homes and new lives, as they engage with this very real global crisis. We sincerely wish for delegates to be conscientious and nuanced with these serious and impactful issues, and to realize the implications of the many attitudes held towards these matters. As in past years, the conference is run by staff members who are Brown University undergraduates with a wide range of academic backgrounds, from STEM fields to the humanities and the arts. We hope you are as excited as we are to see what all of these students have to bring to the table. One thing that is our commitment is to help the attending delegates engage actively with the committee topics and walk away from the conference with something valuable, whether it be intellectual, personal, or both.

Once again, the entire BUSUN XX Secretariat would like to extend the warmest wish for you to join us at Brown University this coming fall for a great conference and in celebration of BUSUN's twentieth birthday. Should you have any concerns or enquiries in the upcoming month, please do not hesitate to reach out to info@busun.org (<mailto:info@busun.org>), upon which our Director of External Affairs will attend to your question.

Sincerely,

Luke Camery & Lily Zhao

Secretaries-General

BUSUN XX

Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie

Grade Level(s) of Students Attending Trip: 9-12 (#30 students)

Trip Destination:

HMUN - Harvard University MUN - Boston

Date of Departure: 1/26/17

Time of Departure: _____

Date of Return: 1/29/17

Time of Return: _____

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address: _____

Phone: _____

Cost of Trip: \$250

Plan to address overnight stipend for professional staff:

- fundraise

Deposit Method and Due Dates:

- check made out to BMUN, due 11/16

Date of Parent Meeting(s):

TBD

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Field Trip Step 1B

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All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

To Participate in an overnight Model UN Conference. Please see attached

Trip Itinerary:

- Schedule TRD!
- 2 Committee Sessions Per day.



HARVARD MODEL UNITED NATIONS 2017

WELCOME TO HMUN 2017

CONFERENCE COUNTDOWN

254

Days

13

Hours

0

Minutes

6

Seconds

LOGIN HERE

(<http://munbase.harvardmun.org/>)

Dear Delegates and Faculty Advisors,

I am thrilled and honored to invite you to apply to the sixty-fourth session of Harvard Model United Nations, to be held from **Thursday, January 26, to Sunday, January 29, 2017** in Boston's famous Back Bay neighborhood. Come January, more than 3,200 delegates and their faculty advisors will gather to address some of the world's most pressing challenges. Together with our staff of over 200 Harvard University undergraduates, delegates will experience the challenges and thrills of international diplomacy by assuming the roles of UN representatives and other international decision-makers.

At our sixty-third session, delegations in attendance hailed from over 40 countries. From the high-level policy discussions in the Disarmament and International Security Committee to the fast-paced crisis breaks in the historical Manhattan Project meeting, delegates at our most recent session spent four days immersed in an exciting and realistic simulation of the United Nations. I could not be more excited to bring the unparalleled level of substantive excellence that HMUN is renowned for to our sixty-fourth session!

Registration for our sixty-fourth session is now open! Registration information, along with other important dates and deadlines, can be found on the Information ([involve.php](#)) tab of our website. We strongly encourage delegations to apply by our first Priority Registration Deadline on June 1, 2016, as applications completed by this deadline will receive priority consideration for acceptance and country assignments. You can access our online conference management system by clicking [here](http://munbase.harvardmun.org/) (<http://munbase.harvardmun.org/>).

As always, please do not hesitate to contact us with any questions or concerns. The entire staff of HMUN 2017 and I are committed to creating a dynamic and educational opportunity for high-school students from around the world, and I sincerely hope that you will consider joining us!

Sincerely,

Victor J. Kamenker
Secretary-General

The Hildreth Elementary School Improvement Plan

2016-2017



REACH FOR THE STARS!



SCHOOL COUNCIL MEMBERS

(As of June 2016)

Sue Frederick, Principal Co-Chair

Jennifer Lee-Feinberg, Parent, Co-Chair (2014-2017)

Julie Shoemaker, Parent, Co-Chair (2015 – 2018)

Katrina Lackner, Parent, Secretary (2015-2018)

Jason Cole, Parent (2015-2018)

Pam Gordon, Parent, (2013 – 2016)

Marisa Khurana, Teacher (2015–2018)

Joan Accorsi, Teacher (2013-2016)

Heather Montalto, Teacher (2014-2017)

Tammy Route, Teacher (2014-2017)

Barbara Kemp, Community Representative (2014 – 2017)

Pat Jennings, Community Representative (2015-2018)

Jennifer Bedford, School Committee Representative

The Hildreth Elementary School Improvement Plan 2016-2017

The Hildreth Elementary School, located at 27 Massachusetts Avenue in Harvard, MA, is a PreK-5 school that holds all students to high academic, social, and behavioral standards. HES is proud of its strong teaching and support staff and the District's commitment to excellence.

Vision Statement

The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her 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 continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

THE HILDRETH ELEMENTARY SCHOOL STAFF

(As of Sept 2016)

Prekindergarten	Abby Patriquin (LTS Julie Wright)
Kindergarten	Courtney Cutler, Erin Newbould, Melissa Niland, Alison Rogers
Grade 1	Pam Chapman, Lisa Hopkins, Kristina Lazaro, Marie Phillips
Grade 2	Carrie Normandin, Juliana Panajia, Chris Snell, Cindy Steeves
Grade 3	Amy Bassage, Chris Burns Lauren Crittendon, Dawn-Marie Ayles
Grade 4	Joan Accorsi, Karen Hurley, Michelle Keane, Tammy Route
Grade 5	Cynthia Ambrosino, Rob Cullinane, Sangita Marya, Debby Walker
Special Educators	Jamie Adams, Gretchen Gibbs, Marisa Khurana, Carly Monsen
Language Arts Coordinator	Peggy Bragg
Technology/Media Specialist	Marybeth Quaadgras
Speech/Language	Kirsti Gamage, Elisabeth Kranz
ELL	Reenie Keith
Occupational Therapy	Laura Uglevich
Art	Sharon Correnty
Music	David Gilfix
Physical Education	Barbi Kelley
Health	Erin Sintros
Guidance Counselor	Christine Reale
Psychologist	Vicki Ramirez
BCBA	Tessa Plantedosi
Adjustment Councilor	Susan Chlapowski
Nurse	Jenny Eklund
Teacher Assistants/Tutors	Jen Baranowski, Amy Barnes, Deb Carroll, Lori Colangelo, Lauren Desjardins, Becky Epstein, Lori Farnsworth, Nick Francis, Amy Gebru, Clare Gribi, Margie Hadorn, Elizabeth Hart, Jon Malloy, Janice Nurmi, Dale Parda, Jean Pellegriti, Sharon Plante, MaryAnn Prouty, Marisa Ricard, Carol Riddle, Lisa Robichaud, Wendy Scott, Alison Thornton, Rebecca Weydemann, Alison Wicks, Tamara Willsie, Janet Woodsum
Front Office Administrative Assistants	Lorelei Galeski, Margaret Grogan
Community Education	Judy Cavanaugh
Technology	Chris Boyle, Oksana Peura
Food Services	Diane Kerwin, Manager; Jen Costa, Lori Nogler
Facilities Coordinator	Mark Force
Community Access	Dave Woodsum
Special Education	Marie Harrington, Director; Heather Montalto, Team Chairperson; Lucy Doucette, Administrative Assistant
Central Office	Mary Zadroga, Sharon Schmidt, Karen Shuttle
Superintendent	Dr. Linda G. Dwight
Principal	Sue Frederick
Associate Principal	Josh Myler

2016-2017 HES School Improvement Plan

Core Value: Student Achievement

We believe the Harvard public schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

Title	Goal	Strategies	Time-line	Resources	Measurement	% Complete
Atlas Rubicon	Continue to input and update Pre-K to 5 curricula (ELA, Math, Science, Social Studies) into Atlas Rubicon	Ensure all new staff have access to Atlas Rubicon and are trained Ensure all Vertical Team Leaders are "writers" Conduct professional development for use of Atlas Rubicon	2016-17	Adequate annual appropriation of funds to support identified professional development needs and Software	100% of curricula materials are documented in Atlas Rubicon	
Vertical Alignment and Curricula Supplements	Ensure curricula is vertically aligned and develop supplemental curriculum materials (when appropriate) to enrich instruction	Vertical Team Leaders will work with the vertical teams to review alignment Use grade level time to develop supplemental materials Use summer curriculum time to continue alignment and development supplemental materials	2016-17	Professional development and collaboration time Software (Atlas Rubicon) Budget monies for curriculum materials	Reports from Vertical Team Leaders Review of Atlas Rubicon	

Differentiation	Work with each grade level to develop differentiation strategies to address enrichment, specifically in the area of math	<p>Use supplemental materials gathered in above goal to support differentiation</p> <p>Use Vertical Team Time and Faculty meeting to discuss strategies</p> <p>Create a PLC to research best practices for differentiation and create a "bank" of strategies</p>	2016-2017	<p>Professional development and collaboration time</p> <p>PLC time</p>	<p>Reports from Vertical Team Leader</p> <p>Dates of meetings</p> <p>"Bank" of example strategies</p> <p>*Note this goal will span multiple years in order to create resources for prek-5th grade.</p>	
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Title	Goal	Strategies	Time-line	Resources	Measurement	% Complete
Assessment of Students' Growth and Development	Continue to develop DDM's according to DESE guidelines.	<p>Continue to work in teacher groups to develop DDM's</p> <p>Provide training to new staff in the creation of DDM's</p>	2016-17	<p>Professional development and time</p> <p>Software (Teach Point)</p>	DDM's are collected at the end of the school year for all teaching faculty	
Technology	Continue implementing ways to use technology as a learning tool for collaboration, innovation, motivation, and organization	<p>Support the teachers, parents, and students with a 1:World pilot program in the third year</p> <p>Continue to explore ways to successfully integrate</p>	2016-17	Hardware, software, and professional development as funded by the Omnibus budget and outside funding	<p>Annual survey of stakeholders will be completed, analyzed, and shared</p> <p>Samples of project-</p>	

		<p>technology across all grade levels by visiting other districts, accessing internal professional development opportunities, and attending conferences</p> <p>Utilize the District Educational Technology Coordinator to support integration</p> <p>Create a list of the ways technology is used in Prek-4 as a resource for teachers</p> <p>Repurpose an iPad cart within the district to supply additional iPads to classrooms for center work</p>		<p>sources as detailed in the technology plan</p> <p>PD for PreK-4 teachers on how to integrate tech in stations, etc.</p> <p>Potentially use summer curriculum time to offer trainings</p>	<p>based learning using technology will be reviewed</p>	
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Core Value: Personal Growth

We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident and caring citizens.

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Physical/ Emotional/Social Well-being	Continue to foster physical, emotional, and social well-being of students and staff	<p>Continue to implement the health/wellness curriculum and activities K-5</p> <p>Continue to use movement breaks during the day</p> <p>Increase menu of resources for movement breaks and focused movement linked to academic activities/individual need</p> <p>Continue to consistently implement the 2nd Step and Steps to Respect Programs</p> <p>Continue to offer social skills groups for students through the special education and counseling offices</p> <p>Continue to offer 5th grade enrichment in health and PE on a rotating basis</p> <p>Share out information on movement breaks for families</p> <p>Continue to support Continuing Education Programs before and after school</p>	2016-17	<p>2nd Step and Steps to Respect Curriculum materials</p> <p>Guidance from: School Counselor, School Adjustment Counselor, School Psychologist, BCBA, Health Teacher, PE Teacher supporting 2nd Step</p> <p>Professional development time for OT to share out movement linked to academics</p> <p>Utilize faculty meetings to model movement breaks and provide resources</p>	<p>Data will be collected regarding the number of students involved in groups and before/after school programs</p> <p>Observations of 2nd Step/Steps to Respect lessons by administration</p> <p>Record date of PD</p> <p>Include in student survey a question about movement break</p> <p>Gather data on number of 5th grade students taking enrichment</p>	

		Continue to model well-being		Explore possibility of staff after-school yoga		
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Core Value: Partnership

We believe that students are best served when schools, families, and the community share a common vision and are committed to open communication, mutual respect, and collaboration.

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Partnership	To continue to enhance and foster communication and collaboration with parents and community members	<p>Ensure school website is updated on a regular basis</p> <p>Use social media (Twitter) to "tweet" events</p> <p>Continue to encourage volunteering within the school. Create a list of volunteer opportunities for parents (per grade level and whole school). Post this information on web site as well as have grade level teachers share out to parents</p> <p>Provide opportunities for grade level groups of parents to meet with administration</p> <p>Ensure HES faculty is represented on District-Wide Diversity Committee</p> <p>Provide parents with information on the new report card. Utilize</p>	2016-17	<p>Website</p> <p>Twitter account</p> <p>Time to meet</p> <p>PTO funding</p> <p>Potential professional development</p> <p>PowerSchool Alert Solutions</p>	<p>Data will be collect regarding the number of times administration offers parent grade level group meetings</p> <p>Data will be collected regarding the number of parents attending group meetings</p> <p>Diversity Committee updates</p> <p>Date of grade level/administrative meetings</p>	

		<p>Power school parent portal to disseminate report card</p> <p>Administration will meet with each grade level to establish benchmark for parent contact throughout the year to ensure consistent and timely communication of information</p> <p>Continue to partner with the PTO for enrichment and events</p>				
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Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Partnership	<p>To continue to enhance and foster communication and collaboration with parents and community members</p> <p>Continue efforts to promote the reality that Harvard and Devens are all members of the same school community</p>	<p>Continue to provide Curriculum Nights for parents in the Fall</p> <p>Hold and attend events at Devens</p> <p>Establish the use of the parent portal on PowerSchool</p>	2016-17	<p>Time to meet</p> <p>Work with technology department</p>	Record dates of Curriculum Nights and other meetings/events	

Core Value: School Climate

We believe that the Harvard Public Schools strive to create a safe and inclusive environment that values diversity and fosters respect for learning, self, and others.

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Maintain and Improve School Climate	Implement school-wide "Paws"itive behavior plan to foster positive school climate	Continue to meet with Behavior Committee to monitor plan. Use 2016/17 Student survey to gather information.	2016-17	Time Professional development Monies for posters and roll out of plan	Collect data on number of "paws" given Collect data of office behavioral referrals as baseline	
	Continue to conduct climate surveys on a rotating basis of staff, parents, students Continue to foster collegiality among faculty and staff	Roll out school-wide system in videos and assemblies Keep parents informed via use of social media and website Conduct trainings with staff to ensure consistent implementation of behavior system Work with School Council to conduct student climate survey for 2016-2017 Continue to utilize meeting norms, vision statement, and core values in meetings Develop staff-led Professional Learning Committees (PLC) during the year Continue model of Vertical Team Leaders and Vertical Team Curriculum Groups Continue to participate in voluntary	2016-17	Time for School Council to meet Use Power School Alert Solutions to send email of parent survey to parents Provide PDP's for staff attending PLC Time for Vertical Teams to	Analyze survey results Collect data on PLC's and number of staff attending Collect meeting notes from Vertical Team meetings	

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
		morning breakfast gatherings Continue to support Sunshine Club		meet		

DRAFT

TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018 - 2022

9/9/16

	Funding Source	FY18	FY19	FY20	FY21	FY22
School Dept.						
Sys - Replace locks on all classroom doors (date/amount)	CSF	110,000				
TBS - Upgrade Science Room	Devens	175,000				
TBS - Upgrade Science Room	CSF	175,000				
TBS - Renovate Middle School bathrooms	.5 from Devens	40,000				
TBS - Repair or Replace ramp to MS		150,000				
TBS - Replace electrical sys. lighting, carpeting, seating in Cronin Auditorium			220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	CSF		28,000			
HES - Add exterior lighting to back parking lot			120,000			
HES - Add card system for building entry, Video cameras in hallways				100,000		
HES - Air conditioning with compressor				100,000		
HES - Upgrade Elevator	CSF			25,000		
TBS - Replace gym bleachers				100,000		
TBS - Engineer removing sewage lift station	CSF			40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing	CSF			20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	CSF			65,000		
HES - Replace playground material as needed	CSF			50,000		
TBS - Remove plantings in courtyard & redesign	CSF			20,000		
TBS - Shore up driveway banking by tennis courts	CSF			40,000		
HES - Install Emergency Power Generator in new K-Wing					130,000	
HES&TBS - Replace Kitchen Floors					30,000	
HES&TBS - Refinish Gym Floors, both schools	CSF				30,000	
HES - Upgrade the Courtyard						
TBS - Install Air Conditioning						
TBS - Install card access system, external doors						
TBS&HES - Replace Damaged Flooring						
TBS/HES - Install system coordinated IP clocks						
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)						
Sub-total, School Submissions:		650,000	368,000	560,000	190,000	-
Total, All Town & School Requests		1,297,821	654,144	1,011,832	495,019	240,019

3,698,835

Science Lab Renovations
Summer of 2016
Costs Estimates:

Job Description	Company	Est. Costs	Actual Costs
Demolition	Cole Contractor	\$10,950	\$10,500
Plumbing Safety	Canning	\$800	\$800
Demo of Electricity	Watjus Electric	\$1,820	\$1820
Plumbing	TBD (Atco)	\$20,000	\$33,750
New Electric	Watjus Electric (Ruel)	\$11,880	\$9,943
Flooring	TBD (Amico)	\$17,918	\$17,078
Furniture with install	Longo	\$183,171	\$183,171
		Total: \$246,539	
Architect to stamp drawings	Canning		\$4050
Painting the 2 rooms	One Call		\$4,500
Packing materials	Staples		\$584
Change Order to furniture install	Longo		TBD
			Total: \$266,196

Voted: \$235,000 on April 11th
Difference: \$31,196 + final change order costs

Drug and Alcohol Use by Students

Substance Abuse Policy

It is the policy of the Harvard School Committee to provide a school environment that is free of drugs.

In order to instruct the students of the dangers of drug use, the school administration will conduct thorough drug education programs and will work cooperatively with the police, medical and social agencies.

“Drug” in this policy shall apply, but not be limited to, the following categories: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue – cleaners – aerosols, etc.) and prescription drugs when misused.

“Campus” in this policy shall include The Bromfield School, the Hildreth Elementary School, the Harvard Public Library and all associated roadways, walkways, parking lots and fields.

I. Administrative Responsibilities

- A. The school administration shall promulgate to all students, faculty, and parents the rules and consequences for drug use, possession, and distribution on school campus and/or at any student school function or sanctioned event, regardless of its physical location.
- B. Preventive drug and alcohol educational programs will be provided to students on a regular basis.
- C. The school shall maintain a referral service for any student needing help with a personal problem that involves drug usage. The school will maintain a comprehensive list of drug treatment and mental health services. Students and/or families needing help will be strongly encouraged to participate in these programs.

II. Administrative Guidelines

- A. The administration has both the authority and responsibility to make a legal and thorough investigation of any person or his/her locker or other possessions in school or on the school campus where there is reasonable suspicion of drug use, drug possession, and/or distribution.
- B. Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate drug use, possession or distribution. Knowledge or suspicion of such behavior must be forwarded to the administration for appropriate action and/or investigation.
- C. Parents and/or guardians should be notified immediately whenever their children are determined to be in violation of the school drug policy. Subject to student record laws and regulations, the administration shall share all known information

regarding the individual violation of school policy and the discipline code with parent or guardian.

- D. Determination of possession for distribution and/or sale of drugs or materials judged to fall under the definition of “drugs” is a matter for police involvement.

III. Penalties for Drug Infractions

- A. Any student who is adjudged, under due process, to knowingly be in the presence of drugs at school or at school activities shall be subject to disciplinary action in accordance with the established school disciplinary code.
- B. All suspension or expulsion proceedings shall be governed by policy of the Harvard School Committee.
- C. The Superintendent will be notified within twenty-four (24) hours of any suspensions due to violation of the school’s drug policy.

IV. Specific Procedures: Under the Influence of Drugs in School

If any staff member, faculty member or administrator directly observes or has reason to suspect that a student is under the influence of drug:

- A. The students should be escorted to the nurse or administrative offices, or if the student resists, the administrator, nurse and or guidance counselor should be notified immediately of the location and condition of the person.
- B. The student shall be examined by the school nurse, school psychologist or a physician, if available, and in the presence of at least two faculty members, one of whom shall be an administrator, and they shall witness the behavior and characteristics of the individual.
- C. If it is determined that a student is using drugs, or if the student admits to drug use; the nature of the drug taken shall be determined if possible.
Students may be transported to an appropriate examination center or location by ambulance if it is deemed necessary.
- D. The student shall be given the opportunity to contact his/her parent or guardian by telephone.
- E. The administration shall attempt to establish whether or not the involved student is in possession of a drug by conducting a thorough but legal search of the student, his/her locker, motor vehicle and/or other possessions in the school and on the school campus.
- F. A student adjudged to be under the influence of a drug shall be suspended from school by procedures in policy including penalties for drug infractions as delineated above in Section III.

V. Specific Procedures: Possession and/or Distribution of Drugs in School.

If any staff member or student observes or has reason to suspect that a student is in possession of a drug or is involved in the distribution or sale of drugs in school or on school property:

- A. The suspicion should be reported to any school administrator.
- B. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such student any materials that are suspected to be drugs. The staff member must immediately inform a school administrator of the incident and then turn over all confiscated materials.
- C. The case must immediately be turned over to the school administrators who will establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (inability to contact parent shall not, however, delay unduly the involvement of the proper authorities.)
- D. The administration shall have the right to search the student's locker, vehicle, desk or other possessions for evidence of drugs upon conclusion of reasonable suspicion. The administration will require that a staff member be available to witness the search. Drugs found in a student's locker; in his/her vehicle, or other possessions considered to be his/hers, shall be grounds for suspension on the basis of possession.
- E. If evidence exists (including the admission of the student) that drugs were in his/her possession or distribution and sale did occur, the student shall be suspended from school according to policy.
- F. Whenever a student is suspended under such circumstances, parents shall be informed, through a hearing, of all findings of the investigation and of all policies and regulations governing the use, possession and or distribution of drugs.

LEGAL REF: M.G.L. 71:2A; 71:96; 272:40A

CROSS REF: IHAMA, Teaching About Drugs, Alcohol and Tobacco
GBEC, Drug Free Workplace Policy
School Student/Parent Handbook; MASS sample Policy – Berlin Boylston

Approved: September 22, 2008

Amended: September 12, 2016

HARVARD SCHOOL DISTRICT
Job Description

Job Title: **Substitute Teacher Program Manager**

Reports To: Bromfield School Principal/Hildreth Elementary School

Evaluated By: Bromfield School Principal/Hildreth Elementary School

JOB GOAL: To research, implement, and supervise an effective program for substitute teachers.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Supervisory certificate and experience
2. Ability to create relationships based on trust
3. Ability to work independently on goals identified by the leadership team
4. Ability to provide direction to others and make independent judgements
5. Ability to work harmoniously with others and to communicate effectively (both orally and in writing)
6. Ability to maintain confidentiality
7. Ability to keep and maintain accurate records and to meet deadlines
8. Ability to inspire and be a role model to staff and students

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Support initiatives to move the district towards our Vision Statement
2. Research best practices for substitute teacher programs in nearby districts
3. Recruit qualified employees to increase the pool of available substitutes
4. Create a training program for substitutes which includes confidentiality, safety, communication, lesson plan follow-through and classroom management
5. Observe substitute teachers and provide written and oral feedback
6. Create and manage a communication tool to gain input from teachers and substitutes
7. Use the web-based management tool to run reports and see substitute activity in the district
8. Collaborate with the administrative assistant responsible for substitute coverage
9. Report information and collaborate with the leadership team
10. Perform such other tasks as deemed appropriate by the Principals

**Memorandum of Understanding
Between the Harvard Board of Selectmen and the Harvard School Committee
Sharing the Finance Director**

Purpose:

The purposes of the shared position of a Finance Director are to maintain transparency between the town cost centers and school cost centers, continue fiscal efficiencies and ensure communication regarding financial matters between the School Administration, School Committee, Selectmen, Town Administrator and other Town Officials, Boards and Committees.

Structure:

As in the past, the Finance Director (FD) will also become the School Business Manager (SBM). This person will oversee the town finance department and the part-time Assistant School Business Manager (ASBM).

Implementation Plan:

The intent is to build the Finance Director position into a combined Finance Director/School Business Manager supported by a part-time Assistant School Business Manager. This will take several years to enact as the initial hiring will focus on employing a town FD willing to advance his/her training to include the certification for a SBM.

In the first year the new Finance Director will focus on the “town side” which includes accounting, treasury and assessing, while the School Superintendent will hire and directly manage the part-time SBM. In the second year the Finance Director(FD) will take the MASBO certification needed to become a SBM, while the Superintendent will continue to directly manage the SBM. In the the third year the FD will become the SBM and manage the ASBM. This three year timing is a guideline and can be changed by the Selectmen and School Committee.

The job descriptions of the Finance Director/School Business Manager will be approved by both the Selectmen and School Committee and the job description for the Assistant School Business Manager will be written and approved by the School Committee. The hiring decision of the Finance Director will be a joint majority vote of the Board of Selectmen and School Committee members. Interviews would be conducted by two members of both boards, the Superintendent, the Town Administrator (and others designated by agreement). The management and evaluation of the Finance Director/School Business Manager will be a shared responsibility between the Town Administrator and the School Superintendent.

Agreement Details:

This memorandum will continue unless deemed unsuccessful by either board. Periodic evaluations of the arrangement will be done. Either board must notify the other in writing of their dissatisfaction with the terms of the memorandum six months ahead of any dissolution.

Town of Harvard Organizational Chart Financial Operations

School Committee

Board of Selectmen

Superintendent

Town Administrator

Finance Director/School Business Manager

Assistant School Business Manager

Accounting Division
Treasury Division
Assessing Division

Cost Center Managers

Central Office
Bromfield School
Hildreth Elementary School
Pupil Services
Facilities
Community Education
School Lunch
Transportation

Cost Center Managers

Department of Public Works
Fire Department
Police Department

School Committee Minutes
Upper Town Hall
Monday, August 29, 2016
6:00 p.m.

Members attending: SusanMary Redinger, Nancy Lancellotti, Jon Green, Mary Traphagen, Maureen Babcock and Linda Dwight Absent: Patty Wenger

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

Jon Green read the vision statement.

Public Commentary – None

Superintendent Report

Dr. Dwight reported on the following:

HES building project update

*Called references for the 4 selected companies.

*August 9th – conducted 4 interviews, discussed and made a final selection.

*Completed a detailed report on our selection process.

*August 17th – submitted our Owner's Project Manager (OPM) selection and report to MSBA,

*Completed revisions to the OPM report for MSBA.

Upcoming:

*September 12th – meet in Boston with MSBA to approve our OPM.

*Visioning Committee meets on September 14th.

*School Building Committee meets on September 22nd.

*RFS written, approved, and posted for the design phase.

Celebration of Capital Projects – Friday morning from 7:30 a.m. to 9:00 a.m. and again on Tuesday evening from 6:00 p.m. to 7:00 p.m. opportunities for community members to tour the science labs, parking lots and updated bathrooms.

Change Orders for the Parking Lot Project

Sunshine Paving Company requested two change orders during construction. The first involved ledge removal and the second involved electrical work beyond the original scope of the project. The two change orders bring the cost of the project up by \$12,400 from \$330,000 to \$342,400. The School Committee will need to vote their approval and a funding source.

Mary Traphagen made a motion and Nancy Lancellotti seconded to move to encumber \$12,400 from the Devens account to pay for the overage of the Bromfield Parking Lot project.

VOTE 4/0

New Teacher and Staff Induction

On Thursday, August 25th, the new staff was warmly welcomed into the district with a full day of induction activities starting with breakfast and a meeting with the town's human resource department. Lisa Hopkins is our new teacher mentor coordinator.

Students in grades 6 and 7 visited Bromfield to pick up their iPads this past week. They also picked up a keyboard and case which are new additions to their technology learning tools. Students in grades 5 and 8 will visit the schools with their families to learn more about the technology tools as they are first time users of the schools' iPads and MacBooks. The late arrival of the technology put an additional strain on the IT staff, but they are managing the hurdles with grace and professionalism.

Update on Capital Projects

Dr. Dwight reviewed the progress of the capital projects. The science lab chairs have been ordered. The HVAC units will be installed in late September/early October. The lights for the parking lot have been ordered and will be installed in a few weeks. A retainer is being held to Sunshine Paving Company until the lights are completed. Plantings will take place in later fall.

School Readiness Report

Dr. Dwight held a meeting on Wednesday, August 24th with school and town officials to bring everyone up to date to on school readiness.

- * Chief Denmark reported that new radios are working that will connect the school radios with the police radios.
- * Additional training needs to take place with regard to the security cameras.
- * Information on the changeover to day porters at the school and getting their numbers in our emergency list.
- * Rich Nota reported on road work projects set for the fall. Rich will let us know of any impact to busses.
- * Discussed the consolidation of stops at Devens. It will be gently rolled out and will be vetted by administration before any changes are made along with communication with families once any decision is made.
- * Ron Gilbert discussed snow clearing. The process of snow removal has yet to be worked out at the schools. We handle side walk areas closest to the schools and the town handles parking lots and driveways.

Discussion of Draft School Committee/Superintendent Goals

The Committee discussed their 2016/2017 goals/outcomes as follows:

1. Contract Negotiations
2. HES Renovations
3. User Fees

Contract Negotiations	To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district.	By February 1st a new Teacher's Contract has been ratified by the School Committee and the HTA.	Teacher's needs are balanced with the financial goals of the town. Contract conditions support optimal student learning and achievement.	School Committee HTA Administration School Business Manager Board of Selectman
HES Renovations	To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town.	By Town Meeting of 2017 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction	Must meet MSBA requirements. Building must address student learning needs and possible future expansions. Community involvement at all stages.	School Building & Visioning Committee School Committee Administration School Community Capital Committee/Finance Committee
User Fees	To reduce the financial demands on Harvard schools' families by eliminating or reducing bus fees, athletic fees and/or kindergarten tuition.	By June 30, 2017 a funding plan/structure has been implemented that ensures user fees will cover a fixed percentage of services for at least a three year period. OR: By ATM 2017, funding has been approved that decreases user fees for some or all of Harvard families and a financial plan is in	Finance committee is in agreement. Parent/student input will be considered. Must not negatively impact services already being provided.	School Committee Parents/Students Finance Committee Administration Harvard Athletic Advisory Harvard community

Based on discussion SusanMary Redinger will amend the wording on goal 1 and 2 and rewrite the user fee goal. The Joint School Committee/Superintendent goals will be resented to vote at the next meeting.

Athletic Uniforms Replacement Cycle and Possible Funding Sources

Dr. Dwight reviewed the athletic uniform information which indicates that some uniforms are over ten years old. A possible solution would be to look at an estimated cost of the uniforms that athletes compete in and came up with a four year replacement cycle at a cost of approximately \$8K. Dr. Dwight's suggestion is to use the building rental account to fund the uniform replacement cycle. This issue can be tackled when the Committee works on the User Fee issue.

Substitute Teacher Recruitment/Training/Evaluation

Dr. Dwight presented a proposal to hire someone part-time to complete the tasks of researching how other districts provide substitute teachers, recruit, interview and train substitute teacher candidates, develop resources such as training materials, survey, feedback forms, and observation templates, observe substitute teachers and provide constructive feedback and share information with the leadership team. The approximate cost for the full year pilot program will be between \$5,550 (11 full days) and \$15,000 (30 full days). The Committee asked Dr. Dwight to create a job description and present as a pilot program at the next meeting.

Dr. Dwight requested to purchase an attendance tracking program at an initial cost of \$9,500 (set-up fee keep accurate data of days off with reasons. In addition the program allows teachers to self-report absences and sets up substitutes to select work days through their website. Administration may run reports of any type and the program uploads to state portal.

Mary Traphagen made a motion and Jon Green seconded to appropriate \$9,500 to purchase the services of Aesop tracking program for teachers and substitutes.

VOTE 4/0

Update to Personnel Spreadsheet

The Committee reviewed the updated 2016/2017 personnel spreadsheet. The surplus is currently \$101,483 with all hiring complete.

Update on the Town Finance Director/School Business Manager Shared Position

The Committee discussed next steps after a second failed search to fill the position of Town Finance Director/School Business Manager shared position. Dr. Dwight discussed that there is currently a Memorandum of Understanding that combines the position and which would need a vote to sever and it will take 10 months before the agreement would be severed. In the meantime we have Peter Rowe serving as interim business manager for the school side and we will continue with that while the town

continues to search. Dr. Dwight will schedule a meeting with Ken Swanton and Tim Bragen to discuss filling position and/or the possibility of terminating the agreement.

Review Liaison Assignments and Sub-Committee Assignments

Liaison Assignments	
Board of Selectman	SusanMary Redinger
FinCom	SusanMary Redinger
DEAC	Mary Traphagen
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	Patty Wenger
HEAC	SusanMary Redinger
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
Subcommittee Assignments	
Bromfield House	SusanMary Redinger
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/Nancy Lancellotti
Science Labs	Nancy Lancellotti/SusanMary Redinger
User Fees/Athletic Advisory	Mary Traphagen/Patty Wenger
Website Review	SusanMary Redinger and Jon Green
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Superintendent Review	SusanMary Redinger and Mary Traphagen
HES Visioning	Mary Traphagen and SusanMary Redinger
Building Committee	SusanMary Redinger

Vote on Secretary Position

The Committee voted to fill the vacancy left by Jennifer Bedford as School Committee Secretary.

Mary Traphagen made a motion and Jon Green seconded to nominate Nancy Lancellotti as School Committee Secretary for the 2016/2017 school year.

VOTE 4/0

Liaison Reports

Mary Traphagen reported that Parks and Recreation under the direction of Steve Victorson and volunteers (including Mary's two sons) were able to get the new playground installed at the Pond.

SusanMary Redinger reported that the Harvard Energy Advisory Committee is looking to partner with National Grid and the US Department of Energy to integrate with the solar generation and batter storage component. A meeting is scheduled this week to see if this is a project that we want to pursue.

Review meeting Minutes

Susan Mary Redinger with no objection approved the minutes of the July 11, 2016 meeting as amended.

VOTE 4/0

SusanMary Redinger with no objection approved the minutes of the August 8, 2016 meeting as amended.

VOTE 4/0

SusaanMary Redinger with no objection approved the minutes of the June 9, 2016 meeting as submitted.

VOTE 4/0

Suggest Future Agenda Items

School Improvement Plans
Substitute Teacher Oversight Position
School Committee Goals/Outcomes
Enrollment figures
Policy Review
MCAC/AP Data
Professional Development Review

Commentary

Nancy Lancellotti thanked Dr. Dwight for running all of the capital projects over the summer. It was a busy summer and everything looks great and ready to go.

Mary Traphagen thanked Dr. Dwight for her hard work and inspiration she brings to the district. Convocation was a great event, very inspiring and a very good vibe in the room.

SusanMary Redinger she really was torn about not being able to attend the convocation and thanked Mary Traphagen for being there.

Jon Green thanked Dr. Dwight for convocation and for the community celebration of the capital projects.

Linda Dwight – it takes a lot of people to have a smooth start to school, thanked Mary Traphagen for a great job at convocation and for giving an inspiring and from the heart message. Thanked Nancy Lancellotti for her hard work on the Science Labs.

Adjourned

SusanMary Redinger with no objection adjourned the meeting at 9:00 p.m.

Respectfully submitted: Mary Zadroga