

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, January 23, 2017, 6:00 p.m., Upstairs at Town Hall

- I. Call to Order (6:00)**
- II. Executive Session: pursuant to M.G.L chapter 30A, sec. 21 (a)(2) for the following purposes because an open discussion may have a detrimental effect on the bargaining position of the Committee:**
 - (a) to discuss strategy with respect to and in preparation for negotiations with non-union personnel, Dr. Dwight.**
- III. Read the Core Value Statement (6:10)**
- IV. Open to Interested Citizens' Commentary (6:13)**
- V. Student Report (6:15)**
- VI. Global Competency Graduation Path Review (6:20)**
- VII. Student Achievement Presentation (6:35)**
- VIII. Bromfield Parent Survey Results (7:05)**
- IX. Review Superintendent Contract with Dr. Dwight (7:25)**
- X. Harassment Policy Review ACAB-R (7:30)**
- XI. Grant Approval (7:40)**
- XII. Town Report Final Approval (7:45)**
- XIII. Finance Question/Answer Review (7:50)**
- XIV. Review meeting minutes (8:00)**
- XV. Liaison/Sub-committee reports (8:05)**
- XVI. Suggest future agenda items (8:15)**
- XVII. Open to Interested Citizens' and School Committee Commentary (8:20)**
- XVIII. Executive Session: pursuant to M.G.L chapter 30A, sec. 21 (a)(2) for the following purposes because an open discussion may have a detrimental effect on the bargaining position of the Committee:**
 - (a) to discuss strategy with respect to an in preparation for collective bargaining with the Harvard Teachers' Association.**
- XIX. Adjournment (8:55)**

Core Value Statement: School Climate– We believe that the Harvard public schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.

Documents: Superintendent's report, meeting minutes, policy, town report draft, Graduation Competency Drafts, Finance Questions/Answers, grant awards

Global Competency Certificate

Vision Statement for the International Travel Program

As a leader in educational excellence, Harvard Public Schools believes that 'Global Education', in the classroom and/or extracurricularly, provides students with the skills, perspective, and understanding necessary to participate in an increasingly interdependent and ever-changing world. Through immersion in the study of world cultures, world language, and international relations, students acquire competence and perspective that will equip them to become active participants in our global community, while also demonstrating an appreciation of cultural diversity and global responsibility.

1. Timeline for applications¹

- a. Application process opens the spring of 9th and 10th grade years during the course selection process
- b. Applicants will submit application to the Global Competency Coordinator via Google Form
- c. Global Competency Coordinator is responsible for tracking their progress throughout
- d. Candidates will be assigned an advisor who will meet periodically to discuss progress
- e. Completion of program:
 - i. Candidates must complete and submit a portfolio by May of their senior year with evidence of all components to Global Competency Coordinator
 - ii. Candidates will present their portfolio components to a panel comprised of advisors, community and/or faculty members.

2. Components for Completion of Certificate

- a. Maintain a GPA of 2.7 or higher (to be checked each semester)
- b. Academic Portfolio:
 - i. Create an *Academic Resume* to track the following classes:
 1. *World Language*:
 - a. 4 year of a world language, or achieve the highest level offered²
 - b. Must have a "C" grade or higher
 2. *10th grade Global Studies (CP or H)*
 3. At least two 'Globally focused courses' identified by the committee (please see attached)
 - a. One must be taken junior year and one senior year
 - b. Additional assignments or focus can be added to courses to enhance international focus if needed
 - c. See attached list
 4. *Enroll in a quarterly or semester based capstone class as a senior (TBD)*

¹ Begin for the class of 2019 and 2020

² Exemptions may be made if a student has a waiver for world languages

- ii. Two-three page English language capstone essay contextualizing student's experience in the Global Competency Certificate program
- c. 40 hours of service with a global focus *(Can also be senior project)*
- d. Travel experience
 - i. International travel preferred
 - ii. Domestic travel experience with a community other than your home community will also be considered with prior authorization from administration
 - iii. Students must submit a travel application for approval prior to travel³
 - 1. Program description
 - 2. How will you be challenging yourself to connect and interact directly with the culture and people
 - 3. Actionable steps prior to departure and upon return?
- e. Formally meet with assigned advisor
 - i. 2-3 times a year
 - ii. Roughly 30 minutes
 - iii. Discuss progress and globally focused interests
- f. Multi-cultural events
 - i. Applicant must attend a total of six multi-cultural events outside of classes before graduation.
 - ii. Events will be curated by the Global Competency Certificate Coordinator, but can also be proposed by students and advisors

³ Should we count prior experience if it fits?

Globally Focused Courses

	Bromfield	VHS
1	AP European History*	Art History
2	Gr. 10 Classical Literature	Art History: Art of the Caribbean Islands
3	Gr. 10 Classical Literature	International Business
4	World Literature (CP)	History Makers of Israel
5	Gr. 12 British Literature	Religious Zionism in the 21st Century
6	H British Literature	AP® World History
7	Advanced Placement (AP) English Literature and Composition	Eastern and Western Thought
8	Gr. 11 Ancient & Medieval History (H)	Peacemaking
9	Current Events	The Glory of Ancient Rome
10	Economics (H) (International trade part of the curriculum)	The Holocaust
11		World Conflict: A United Nations Introduction
12		World History: 1450 – Present
13		World History: Pre-History to 1500
14		World Religions
15		Literature of the World
16		Climate Change
17		Epidemics
18		Genes and Disease
19		<i>Should we include outside language classes?</i>

TITLE: Global Program Coordinator Pilot Position

QUALIFICATIONS:

1. MA licensed Teacher
2. Travel experience preferred. Demonstrated commitment to global education preferred. Experience chairing a committee and/or advising preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

The Bromfield School Principal

SUPERVISES:

1. Chairs the International Committee
2. Advises (and acts as) Global Competency Certificate advisors

JOB GOAL:

1. Leads and maintains the Global Competency Certificate Program
 - a. Maintain and revise, with help of the International Committee, the guiding documents of the Global Competency Certificate
 - b. Publicize program and application process to both students and parents
 - c. Oversee application process
 - d. Review program applications and track student progress, including course selections and GPA per semester
 - e. Review and approve student travel applications
 - f. Work in conjunction with the Senior Project advisor to track progress of student projects in the program
 - g. Keep a running list of multi-cultural events students could attend, with the option of running possible field trips to attend multi-cultural events
 - h. Act as a Global Competency Certificate advisor
 - i. May be the only advisor during times of low enrollment
 - ii. Advisor will meet with students 2-3 times a year individually and or in a group setting for roughly 30 minutes to discuss student progress
2. Acts as an advisor to administration and faculty for international travel
 - a. Maintain Global Competency Certificate and in-house travel website
 - b. Reviews and maintains International travel forms and documents
 - c. Informally mentors faculty/staff who lead international travel experiences

TERMS OF EMPLOYMENT:

Twelve-month year. During the summer months advisor must be responsible for email and support for ongoing international trips. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



The Bromfield School

Global Competency Certificate

Application

Name: _____

Year of Graduation: _____

Guidance Counselor: _____

Current GPA: _____

Student signature: _____

Parent signature: _____

World Languages:

1. What World Language(s) are you currently enrolled in? _____
 2. What is your highest anticipated level of language study at Bromfield? _____
-

Globally Focused Courses:

3. Looking at the list of approved globally focused courses, which courses do you anticipate taking during your tenure at Bromfield?
 - a. 10th grade: _____
 - b. 11th grade: _____
 - c. 12th grade: _____

Travel Experience:

4. Anticipated foreign travel experience.* (prior authorization still needed upon acceptance into program: _____

* Domestic travel experience with a community other than your home community will also be considered with prior authorization from administration.

Essay Questions:

5. Please answer the following question in typed, attached, 500 word essay:
 - Why do you want to be part of the Global Competence Certificate program?

6. Please answer 1 of the following 2 questions in a typed, attached, 500 word essay
 - Prior to completing this application, what travel, research, or service experiences have you had that you would consider to be of a global nature?
 - What are some ideas you currently have for your globally focused 40 hours of service?



The Bromfield School

Global Competency Certificate

Travel Experience Form

Please complete this form for approval at least 6 months before anticipated travel experience

Name: _____

Current grade: _____

Global Competency Certificate Advisor: _____

Travel Dates: _____

Destination: _____

Program name or host organization (including in-house travel programs). Please attach program description if participating on a program outside Bromfield:

Please answer the following questions in paragraph form on an attached, typed, paper:

1. Why are you interested in this program?
2. What is the primary focus for your travel? What are the objectives you hope to achieve?
3. How will you be challenging yourself to connect and interact directly with the culture and people?
4. What actionable steps will you take to prepare for your international experience?
5. What actionable steps to you hope to accomplish upon return?
6. *If this trip/program is non-international, please explain how you feel it will increase your global awareness.*

Student signature: _____

Parent signature: _____

Administrative Guidelines for Responding to Complaints of Peer Harassment by Students

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. The school will investigate all complaints of harassment at school or at school related events and, if substantiated, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complainant or victim informs the school that he/she wishes the school not to address the matter. Every allegation of harassment will be investigated.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective depends on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

I. Pre-Investigation

When the school has notice of allegations of harassment, the Superintendent should be informed as soon as possible. Consideration should also be given to the need to contact the local police, the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance in responding to a complaint even before fully investigating allegations of harassment. School personnel should consider whether there is a need to take immediate steps to protect the alleged victim from further possible harassment. In taking any such action, however, the rights of both the alleged victim and alleged perpetrator must be considered.

II. Investigation

Timeliness. The investigation should be started as soon as possible following notice or knowledge of alleged harassment.

Written statement of the complaint. It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

What specifically happened, Who committed the alleged act, Who was present or may have information about the event, When the event occurred (date, time of day), Where the event occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator should record the allegations, read

them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator should sign and date the document her/himself.

Interviews. Once the allegations of the complainant are established, interview of the alleged perpetrator and/or possible witnesses may be the next step. The investigator will keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

Confidentiality. The confidentiality of the complainant and the other witnesses must be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it is not necessary, nor is it advisable, to state the name of the complainant (or victim). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.

Retaliation. If appropriate, the investigator will remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident is strictly prohibited and could result in disciplinary action.

III. Determination

School personnel must weigh all of the facts objectively to determine whether the alleged event occurred and, if it did, whether it constituted harassment. The determination must be based upon all of the facts and circumstances, and the perspective of a reasonable person with the characteristics upon which the harassment was based. [See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991)] The "reasonable person" standard as applied to children is "that of a reasonable person of like age, intelligence, and experience under like circumstances."

IV. Corrective Action

If harassment is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the victim is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the harassment and the age of the students. The following are suggestions for steps that may be taken:

Separate the alleged harasser and the target;

Provide relevant educational activities for individual students or groups of students (guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs);

Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them;

Provide counseling;

Impose disciplinary action, including but not limited to, a written warning and/or

suspension from one to ten days, subject to applicable procedural requirements;

Ensure that the harassed student/s and their family know how to report any subsequent problems;

Conduct follow-up inquiries to see if there have been any new incidents;

School-wide action – consider further trainings for students and staff, send out the policy and contact information;

V. Closing the Complaint.

The investigator will give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence of harassment. It is not appropriate to inform the complainant of specific disciplinary action taken against a student.

The investigator will retain notes and other documents relating to the investigation in a confidential file. The investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the actions taken.

The investigator will contact the complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

ADOPTED: June 11, 2007

AMENDED: May 20, 2013

CROSS REF: JCIFB Anti- Bullying Policy

Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

January 11, 2017

Linda Dwight, Superintendent
Harvard Public Schools
39 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

At our meeting Tuesday night, the Harvard Schools Trust approved the following grants:

Submit Date	Request	Title	Submitter	Amount
1/4/ 2017	17-16	Music Fest Honorarium	Rebecca Ufema & Craig Robbins	\$300.00
1/10/2017	17-17	Artist Exchange Event	Jennifer Fraser & Olyan Rosal	\$575.00

Very truly yours,

Terry Symula
President,
Harvard Schools Trust

Cc: Susan Frederick
Scott Hoffman
Karen Shuttle
Rolf VandeVaart

2013-2014 Directors

Albert Barbieri • Didi Chadran • Tim Clark • Heidi Creighton • Molly Cutler • Mimi Dorward • Pamela Erdos • Stephen Finnegan
Pam Gordon • Bart Morrison • Susan Robbins • John Rourke • Heidi Siegrist • Teresa Symula • Rolf vandeVaart

Enclosed is a check to the Harvard Public Schools for grants approved by the Harvard PTO for the requested following projects from teacher grants.

All of these grants are for projects at Hildreth Elementary School and the details on how to divide the funds are below.

Thank you,



Lisa Rosen
Harvard PTO

The following grants have been approved by HES Administration and by the PTO Teacher Grants Committee

Total amount: \$1648.82

Grants:

Melissa Niland, \$100.00

Description: I am requesting \$100 to replenish our classroom supply of board games.

Rob Cullinane, \$300.00

Description: Blandings Turtle head start program second tank supplies.

Reenie Keith, \$209.85

Description: I would like Wobble Chairs for my small groups.

Sharon Correnty, \$300.00

Description: 12 25 units of air dry clay dick blick Marblex gray self drying clay.

Allison Rogers, \$129.00

Description: I would like a new listening center for our classroom.

Laura Uglevich, MS OTR/L, \$96.97

Description: I am requesting a Magnetic Story Board (1 lower elementary, 1 upper elementary with extra words, plus shipping

Sharon Correnty, \$255.00

Description: 12 table top Easels so that students can stand up and paint.

Beth Cregan, \$50.00

Description: We would like to request a gallon of paint in order to paint a few areas of the building as a green screen.

Allison Rogers on behalf of the kindergarten teachers, \$208.00

Description: As part of our literacy unit each week, the students create a letter of the week craft.

Grant request from Karen Hurley, Tammy Route, Joan Accorsi and Michelle Keane,

Application details:

School: Hildreth Elementary School

Grade: 4th grade

Amount: \$1,274

Description: We are requesting four grants in one through this application. We are requesting some Maker Kits to be used across the curriculum that will allow fourth grade students to participate in different design challenges during the course of their fourth grade experience.

Annual Town Report:

School Committee

The Harvard School Committee is pleased to provide this report for the town. We value the many contributions made by the residents of Harvard and Devens who are part of the school community, whether it be through being on the School Councils, the School Building/Visioning Committees the Diversity Committee, the Athletic Advisory Committee or the PTO, volunteering in the classrooms, coaching our sports teams, devoting their time and talent to the arts programs, chaperoning field trips, organizing Celebration, attending school events, etc. The success of the Harvard Public Schools is due, in great part to the wonderful participation and generosity of so many and we are grateful for your partnership.

The School Committee is comprised of six members: five elected residents from Harvard and one representative from Devens. The Committee typically meets on the second and fourth Monday evenings of a given month in the Town Hall meeting room. A meeting schedule and agenda is available on the town website at least 48 hours in advance, and meetings are usually televised on the local cable access channel. Other meetings will be held as needed and posted in accordance with applicable laws. The public is encouraged to attend and participate. Open meeting time is provided at regularly scheduled meetings for public input, questions, and comments.

In 2016 the School Committee committed to the following goals:

1. To conduct successful contract negotiations between the School Committee and the Harvard Teachers Association (HTA) that result in an agreement that aligns with the Strategic Vision for the district.
2. 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.
3. To have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years.

At the time of writing this report, contract negotiations with the HTA are underway and once completed the new contract will be made public. Work is also being done on a solution to address the widening gap between athletic user fees and expenses.

A major focus of the School Committee this year is the renovation of HES. Back in January of 2016, we were delighted to learn of Harvard's acceptance into the Massachusetts School Building Authority (MSBA) program which will fund qualifying renovation costs at a rate of 44.68%. At the town meeting in spring of 2016 the town approved \$500,000 for the Feasibility and Design phase of the project. In conjunction with the MSBA, in August the School Building Committee selected the firm NV5 out of Watertown as the Owner's Project Manager (OPM). Then in November, the design firm Arrowstreet was selected out of nine contenders.

The first six months of 2017 will be spent working closely with Arrowstreet and NV5 to develop plans that are based on the HPS's Vision and Values, support the educational programs and curriculum, fulfill on the town's commitment to energy efficiency and sustainability and meet the fiscal capacity of the town. Public forums and opportunities for input will be an integral part of this process.

One of the primary responsibilities of the school committee is the development, approval and oversight of the budget. The FY18 school budget submitted to the Finance Committee for review totaled \$12,906,955 (note: this figure could be impacted by the current contract negotiations). This amount does not include an additional \$2.9M in funds derived from state funding, grants, and tuitions for educating Devens students. We would also like to acknowledge the Harvard Schools Trust which provided nearly \$25,000 to our faculty and students for programs, events and materials that enriched student life at both schools. Harvard's per-pupil cost for FY16 was \$15,799 which is 5.8% higher than the Massachusetts state average of \$14,935. Students from the Harvard Public Schools continue to excel in all areas of achievement from academics, sports, arts, extra-curricular activities and civic engagement. Bromfield was recently designated a Gold Star school by US News World Report and ranked 7th in the state by Boston Magazine among charter and public high schools.

Managing the effective and prudent use of the Devens funds is a priority of the School Committee. While the bulk of the funds goes towards off-setting teachers' salaries in the omnibus budget, on an annual basis the next largest portion goes towards funding our technology initiatives. In the fall of 2016 students in grades 5-7 started school with iPads, while 8th-graders received MacBooks. So far, responses have been extremely positive and the focus has been on innovating teaching and learning with these tools, while maintaining educational basics that are irreplaceable. As the district considers expanding the use of laptops in grades 9-12 this balance will be carefully considered and the administration will address how to best prepare our students for a world ever-increasing in technological complexity.

Capital Improvements made within the district in 2016 include the long-awaited upgrade to the Bromfield Parking lot; mandated air efficiencies to the Bromfield science labs; a newly outfitted chemistry lab and physics room; expanded fiber network capabilities and renovated bathrooms at Bromfield. The financial demands for repairs and upkeep for the aging school buildings are increasing and we commend Mark Force for his stewardship and care of these precious community resources! We would also like to acknowledge the members of the Harvard Energy Advisory Committee (HEAC) for their partnership in improving the energy efficiencies in our buildings and their participation in the design phase of the HES renovation. In 2016 the School Committee signed a letter of intent to participate in National Grid's SunShot program which will study energy usage at the Bromfield School and make further recommendations to reduce energy costs.

In 2016 the School Committee grappled with a solution for the Bromfield House and ultimately voted to keep the administrative offices there. We realized that doing so will incur a future expense of renovating the building to make it ADA compliant and bringing basic structural systems up to code, but we also recognized it's historic and visual significance to the school campus and town center and the value of the land for potential school or town use. A source of funding for architectural plans has not yet been identified, but is an issue the school committee will need to address.

A major challenge for the schools in 2016 surfaced in a handful of derisive racial, ethnic and religious slurs and displays. Graffiti painted on the senior's rock in front of Bromfield made national news and high-lighted the need for expanding and intensifying the schools efforts to educate our students on diversity and tolerance. The school committee affirmed its stance against harassment and will be clarifying its policies in the wake of these incidents. We appreciate the response by the administration in dealing with this difficult issue and applaud Dr. Dwight's leadership in bringing town officials and residents together to create a town-wide diversity initiative. Much work remains to be done and we look to the broader community to support this vital piece of our students' education.

2016 was both a year of significant departures and beginnings for some of our personnel. We bid goodbye to Mr. O'Shea who served as principal of Bromfield for 10 years and are thrilled to have Mr. Scott Hoffman now at the helm. Scott's 30 years of experience in the Harvard Schools and his heartfelt passion for our students are highly valued. Sue Silver, Lisa Soldi and Susan Farnsworth are also retiring at the end of the 16/17 school year and we thank them for their service! We also said farewell to Lorraine Leonard, the school's business manager (and our key to all things financial!). Peter Rowe has taken over the school side of the combined position and has already proven invaluable in our contract negotiations and MSBA matters. Lastly, we sadly said bon voyage to Jennifer Bedford who left the committee in August to move to Baltimore, MD with her family. Patty Wenger was selected out of many great candidates to finish out Jennifer's term which ends in April 2017.

We continue to be deeply grateful to the dedicated staff to be found throughout the Harvard Public Schools and realize that their efforts, combined with the generous support of Harvard's parents and community, are what make our schools vibrant and successful. Your input and feedback are always welcome- at our meetings or individually. Our contact information is posted on the district's website.

Respectfully submitted,

SusanMary Redinger, Chair
Mary Traphagen, Vice Chair
Jon Green
Nancy Lancellotti
Pat Wenger
Maureen Babcock, Devens Representative

FY18 Questions on School Budget Submission

- 1) You mention your submitted budget does not include any provision for cost of living adjustments (COLA) as the teachers' contract is in negotiation. When do you expect the contract to be finalized and what is the range of COLA incremental spending likely to result from this new contract? [We hope to settle the contract before Town Meeting. The average range in surrounding districts is between 1.5 – 3%.](#)
- 2) The Math Tutor expense line increased by \$26,315 yet a new offset in the same amount was added—how does this work? [We are using Title I monies to support student learning by hiring a year by year position of a math tutor \(salary and benefits paid by the grant\). Their employment is dependent on the grant funding.](#)
- 3) Do both the Math (+\$27,000) and Science (+\$17,000) materials need to be upgraded this year, or could you wait one more year to do one? [We cannot wait on either because the math materials are consumable and needed to support the curriculum. The science materials are needed to meet the new Board of Education Science Standards. The science department already reduced the materials as much as possible by reallocating existing materials.](#)
- 4) Thanks for providing the item-by-item detail for the TBS small capital equipment expense increase from \$16,208 to \$67,145. Would you prioritize this list in case funds are not available to purchase all items requested this year?

[Here is the principal's prioritized list...](#)

1. Nurse Recovery Cots
2. Nurse Filing Cabinet
3. Nurse Desk Chairs
4. Guidance Furniture
5. English Fire Privacy Curtains
6. Classroom Tables
7. Classroom Chairs
8. Teacher Chairs
9. Wenger State Tek Seated Tier Risers
10. Stand-Up Desks – World Language
11. Adjustable Desks – Brown and Verrochi
12. Teen Core Active Chair
13. Bookcases
14. Wardrobe/Cabinet
15. Diesel Series
16. Teacher Desks
17. Choral Music Filing

[The first five items are strictly fire code related](#)

FY18 Questions on School Budget Submission

- 5) Under section 2 it appears that enrollment will be declining significantly in the near future. Is this taken into consideration in putting together the budget? [Our analysis of enrollment will be a slow decline of Harvard residents off-set by the new construction underway of 120 homes in Devens. Also, the lower enrollments at Hildreth are often off-set by families moving their children to Harvard in time to attend The Bromfield School.](#)
- 6) In section 3 , I am confused by the first page. I assume we should be looking at the numbers in Draft #2. [The memo and the numbers in Draft 2 are consistent.](#)
- 7) Again in section 3, Please explain the need for the increases for custodial services and transportation. [The increase in costs related to custodial services and transportation are a result of public bids for contracted services which were awarded in the spring of 2016.](#)
- 8) Please explain the step and column moves. Are these automatic or does management have discretion. [The salary schedule is part of the teachers' contract and rewards teachers for years of service and educational course work completed. See tab 14.](#)
- 9) Is there a formula in place for the COLA. [The COLA is negotiated and connects with other benefits outlined in the teachers' contract. See the contract attached.](#)
- 10) Since the teachers' contract is under negotiation, it appears you do not know at this time what the budget will actually be next year. I assume that any changes to the contract that impact costs will have to be approved at the Town Meeting (Probably a question for Tim). [Yes](#)
- 11) The growth in the non-salary accounts is well beyond inflation. Although the expenditures may be worthwhile, how is this sustainable? [We were tasked with providing a level service budget and have done so. Market forces \(custodial and transportation services\), state curriculum changes \(ie. Elementary Science Standards\), and special education tuitions costs are the major areas of growth which are impacting our budget.](#)

[Example 1: The Dee Bus contract, which was the sole bidder twice, raised the unit price of busses by 16% in the first year and an additional 4% in the second year. see attached](#)

[Example 2: The custodial contract with Durkin shows increased costs on the school omnibus budget while reducing costs to the total town budget for both benefits and OPEB liability. see attached](#)

FY18 Questions on School Budget Submission

- 12) Please provide more detailed explanation of why a tech support position is required at this point in time. [The school standard to support devices is 75 – 100 devices to 1 staff member. We will have over 800 users in FY18 and currently have 2.5 staff members supporting the technology. We believe another staff member will help us at least provide level service.](#)
- 13) This budget shows an increase over FY17 of 2.38%. This is well above the current rate of inflation of about 1.6%. This does not reflect contract negotiations or the expenditures the town will be undertaking for the HES building project. From 10,000 feet, how do you justify school budgets that reflect real increases in spending above the rate of inflation. [See the response to question 11](#)
- 14) The FY18 2.38% increase is mainly driven by the 3 factors you have mentioned. Please be prepared to further discuss each of these factors in more detail and discuss what you have done to try and control these factors. [We will be prepared.](#)
- 15) Explain your use of the Shaw Trust. [We use the Shaw Trust for small capital expenses. Last year a large amount of Trust money was used to update the Science Labs at Bromfield. The use of this money is conservative this year in order to rebuild the fund.](#)
- 16) Devens Fund is used to help offset teacher salaries. What is available in the Fund currently, and have you discussed using more than \$500,000 toward teacher salaries re negotiations if needed? [We currently use 900K for salaries. We would consider dipping more deeply into the fund, but that is a School Committee decision. Also, since the fund is not permanent, we wrestle with using it to offset salaries or any permanent or on-going expenditure.](#)
- 17) What is a Title 1 Grant? [The Title I Grant is federal funding based on socio-economic measures to provide academic support to struggling students in grades K – 12.](#)
- 18) Please be prepared to discuss Bridges Program. Revenue is down and nonsalary account is up. Is there concern for net loss in the near future, and is this carefully being addressed? [This program is self-funded and since the revenue carry over has been consistently high, we are lowering fees to families and increasing field trips. This will result in a lower fund balance with a target of fees and costs matching going forward. The district benefits by 30K off-set annually from this program.](#)

FY18 Questions on School Budget Submission

19) For Finance Director analysis—I'd like to see data from 5, 10 and 15 years ago for:

- i. --the percent of total town omnibus spending devoted to schools
- ii. --the number of students attending our schools in these years
- iii. --the total town population in these years

<u>2016:</u>	enrollment: 1,108	town population: 5,729	% of Town Budget: 57%
<u>2011:</u>	enrollment: 1,239	town population: 5,689	% of Town Budget: 54%
<u>2006:</u>	enrollment: 1,307	town population: 5,727	% of Town Budget: 56%
<u>2001:</u>	enrollment: 1,191	town population: 5,435	% of Town Budget: 55%

- these numbers do not include the benefits as these are not included in the schools' omnibus budget

School Committee Minutes
Upstairs of the Town Hall
Monday, January 9, 2017
6:00 p.m.

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

Susan Mary Redinger called the meeting to order at 6:02 p.m.

Chloe Cushing read the Core Value Statement.

Open to Interested Citizen Commentary – None

Student Report: Chloe Cushing reported that the Varsity Girls' Basketball team just won a game and has been playing very hard against some very good teams. School work has become more intense at this critical time of year. Some sophomores and juniors have recently gotten their PSAT scores back. Student Council is hosting the Snowflake dance on January 20th for students in grades 7 & 8. The Snowball dance for student in grades 9-12 will be held in February.

Superintendent Report: Dr. Dwight reported that Acton Boxborough had their 4th suicide over the weekend. She sent out a letter to parents with links for support. One of the links gave information about an event called "Building Emotional Resiliency in our Youth". The event is being held in Stow at the First Parish Church of Stow and Acton on Thursday, January 26th from 7 to 8:30. On December 19th Harvard presented an event to interested members of the community in Volunteers Hall to hear Steve, from Groton, share his personal experience with his son's suicide and all that he has learned through research and continued work with others on the topic of suicide prevention. He shared warning signs and helpful steps and resources for family members. School counselors and administrators shared specific helps at Bromfield and offered follow up meetings for specific family concerns. We are planning to invited Steve back for a follow up meeting and hold a morning event to allow people to come at a more convenient time.

MSBA hosted a kick-off meeting with members of our School Building Committee (SBC) on January 5th. They provided information about the 2 upcoming phases; feasibility study and schematic design. We discussed the timeline and upcoming steps. The upcoming months between now and early June will include gathering input from stakeholders, developing an educational program, exploring multiple options and finally selecting a preferred option. Weekly meetings will be necessary to complete these critical steps. Subsequent to the MSBA kick-off meeting, the joint SBC and School Visioning Committee met with NV5 and Arrowstreet. Our agenda including reviewing the Arrowstreet contract and voting its approval. We bring that contract to you tonight for your vote of approval.

Following our PD day of cross grade collaboration, the teachers and administrators are planning to visit each other's buildings across the district. These visits will help develop deeper conversations about curriculum and students' learning throughout their K-12 experience in the Harvard Public Schools.

One Call has helped us remove snow from the campus twice already. The first storm helped us to iron out some of the potential issues with equipment and expectations. Mark worked closely with the team to smooth out the procedures. He will continue to oversee this important process for ensuring the safety of our students and staff.

Review policy

The Committee reviewed, amended or eliminated policies in Section D and L as follows:

DJE, DK and LDA – amended

DJF, DJG, DN, LA and LB – reviewed

DKA and DM – eliminated

Patty Wenger made a motion Nancy Lancellotti seconded to approve policies DJE, DJF, DJG, DK, DKA, DM, DN, LA, LB and LDA presented as reviewed, eliminated and/or amended as agreed upon by the committee.

VOTE 5/0

School Committee and Superintendent mid-year goal review

Dr. Dwight and the Committee reviewed the status of the Joint School Committee/Superintendent Goals as well as the Superintendent goals for the 2016-2017 school year.

SusanMary Redinger led the conversation with regard to the Joint Goals.

1. Contract Negotiations – In progress
2. HES Renovation – 15% completion
3. User Fees – work needs to be done to come up with a plan prior to June

Dr. Dwight led the conversation with regard to the Superintendent Goals.

1. Strengthen Leadership Team – 50+% completion
2. Innovation – 50% completion
3. Networking – 70% completion

Technology proposal review

Dr. Dwight presented the technology lease worksheet showing the iPad and Macbook leases for 2015 through 2021. The spreadsheet showed the price for each lease. The cost for the proposal for FY18 is \$300,000 which will give students in grades 5-12 either a Macbook or an iPad.

Peter Rowe reviewed the Devens revolving fund year end balances through FY17 that shows there is money in the Devens account to fund the 1: World initiative for grades 5-12th grades. On an ongoing basis these leases would be affordable and sustainable using Devens funds. Our investment in technology is consistent with our Vision Statement that 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.

Mary Traphagen made the motion and Patty Wenger seconded to approve the technology proposal as presented to be funded through the Devens revolving fund for up to \$300,000.

VOTE 5/0

Diversity work update

Dr. Dwight shared with the Committee the continued work being done with the Diversity Committee. Dr. Dwight recently met with Roland Gibson and Sharon McCarthy who are in the process of surveying people to form a smaller steering committee to work on diversity. The steering committee will be tasked with communicating out the work that is planned. The group will come up with Vision and Mission statement and the hope is to bring lots of people together. SusanMary commended Dr.Dwight for her work on diversity and for bringing it to the town level.

MSBA kick-off information and design firm contract approval

The Massachusetts School Building Authority held their kick off meeting on January 5, 2017. The objective of the meeting was to introduce the project team and discuss the project goals, procedures and schedule. The School Committee will need to approve the contract with Arrowstreet and also will need to vote to authorize the School Building Committee to approve payments for expenses.

The amounts allocated at ATM for the Feasibility Study are as follows:

Owner's Project Manager	\$108,000
Designer:	\$228,000
Environmental and Site Testing:	\$100,000
Other:	<u>\$ 64,000</u>
TOTAL	\$500,000

Nancy Lancelotti made the motion and Mary Traphagen seconded to approve the contract for the HES Renovation Project with the designer, Arrowstreet in accordance with the recommendation of the School Building Committee.

VOTE 5/0

Mary Traphagen made the motion and Patty Wenger seconded to authorize the School Building Committee to approve expenses for the HES building project.

VOTE 5/0

Review Town Report

SusanMary Redinger presented a draft of the School Committee's Annual Report and asked that an edits be sent to her prior to final review on January 23rd. Mary Traphagen thanked SusanMary for writing the report.

Review meeting minutes

SusanMary Redinger with no objection approved the minutes of the December 12th meeting as amended.

Liaison/Subcommittee reports

Mary Traphagen reported that the HES School Council is interested in knowing if the School Committee would like to institute a home work policy. Currently, there does not appear to be a MASC policy regarding homework. Sue Frederick will come to a meeting to present any recommendations the School Council has. The council is starting work on the student survey.

Jon Green reported that SEPAC is working on a survey that will hopefully go out soon. No new information regarding HCTV.

Nancy Lancellotti reported that TBS School Council will be meeting on Wednesday. They will be discussing TV production classes and computer science offerings as well as the round table advisory process and wellness opportunities.

Patty Wenger reported that CPIC met today. Projects were ranked two weeks ago. The Science Labs ranked quite low due to insufficient information available to members. Since then two members have had a chance to walk through and may have reviewed the furniture quotes etc. CPIC is considering clumping the school locks, the dump truck and the Science Labs together and do a bond that can be paid over five years.

SusanMary Redinger shared an invitation from Marty Walsh to attend "Understanding the American Muslim" being held on Sunday, January 15th from 3 to 5 pm at the Worcester Islamic Center. Please RSVP by Wednesday if you plan to attend. SusanMary Redinger reminded the Committee of the Student Advisory meeting on January 20th from 7 to 7:30 a.m. The topics for discussion are reaction to new science rooms, new administration line-up, and thoughts on Macbooks.

Future agenda items

Student Achievement

Policy Subcommittee

Global Competency

Special Education Report

District Improvement Plan update

Parent Survey - TBS

Youth Risk Survey results

Interested citizen commentary – none**Closing commentary –**

Jon Green thanked everyone for the work on diversity and inclusion

SusanMary Redinger shared a story she heard from her church where a mom was sharing a joy. The woman's kindergartener went home sick from school without her special blanket. The child had struggled in school and the mom had hoped the blanket could be sent home with the older sibling but that didn't happen. At the end of the day the teacher noticed the blanket had been left behind and drove the blanket to the child's home. SusanMary wanted to thank teachers that go the extra mile.

The School Committee will be meeting in executive session to discuss strategy with respect to collective bargaining with the Harvard Teacher's Association because an open session may have a detrimental effect on the bargaining position of the committee. The committee will not reconvene into open session.

SusanMary Redinger made a motion and Mary Traphagen seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight.

Green (Aye), Lancellotti (Aye), Redinger (Aye), Traphagen (Aye), and Wenger (Aye).

Respectfully Submitted:

Mary Zadroga