

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

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**School Committee Meeting**  
**Monday, October 23, 2017**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order (6:15)**
- II. Read the Vision Statement (6:16)**
- III. Public Commentary (6:17)**
- IV. Club Approval (6:20)**
- V. Grant Approval (6:25)**
- VI. Funding Request for Band/Chorus Risers (6:28)**
- VII. Math Elementary Curriculum Presentation (6:40)**
- VIII. Superintendent's Report (7:45)**
- IX. Policy Review: LBC, DA, DAA, DID, BAA, BB, BBA (7:55)**
- X. Meeting Minute Approval (8:15)**
- XI. Warrant Approval (8:20)**
- XII. Agenda Items (8:22)**
- XIII. Liaison/Sub-Committee Reports (8:28)**
- XIV. Open to Interested Citizens' and School Committee Commentary (8:40)**
- XV. Adjournment (8:44)**

**Documents: superintendent's report, policy documents, request for risers, club approval forms**

**Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, contribute, to their local, national, and global communities.**

Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: Technology Club

Application Date: 9/11/17

Student Organizers: Aaryan Bhatt (9th grade)

Faculty Advisor: Miss Cregan (NC)

Organizational Goals and Objectives:

- to teach students about tech  
- to learn about tech and what it  
is used for.

- Help others if they are having  
trouble

- every meetup, bring info about a specific tech  
assigned, and talk about it.

Rationale:

I love to use tech and I am  
on the IT team. I wanted to be  
in a tech club but I could not  
find one. So I decided to  
fill this form out.

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

help students understand tech  
and help guide the talks.

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

I project the time commitment would  
be, Once a week, for about 30-45 min.

**For Office Use Only**

Estimated tentative advisor stipend

Athletic Director

Principals Approval

Superintendent's Approval

School committee Approval

1236 ? check w/ Linda  
\$000



Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: The Bromfield Fishing Club

Application Date: \_\_\_\_\_

Student Organizers: James Sturtz

Faculty Advisor: Mr. Skrocki

Organizational Goals and Objectives:

This club is intended to bring out  
students' love for outdoor activity and  
create bonding relationships. Students  
will learn about fishing and will be  
given an opportunity to have clean fun with classmates.

Rationales:

I have recieved support from many  
people on this idea. This is meant to be  
a great club for anyone, beginner to expert.  
Last year I had over 40 people sign up, and  
I know with proper leadership this can be a huge success.

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

To help organize meetings, supervise possible  
outings, help provide education to club members,  
and to help run the club.

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

Minimal commitment possibly an hour a week  
depending on excursions and meetings.

**For Office Use Only**

Estimated tentative advisor stipend

≈ \$618 - ~~000~~

Athletic Director

Principals Approval

Superintendent's Approval

School committee Approval



Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: Modern Music

Application Date: \_\_\_\_\_

Student Organizers: Jack Yu

Garin Maddalone

Frederick Curtis III

Faculty Advisor: Mrs. Fontaine

Organizational Goals and Objectives:

Our goal is to create a community in  
which people understand others by music.

We also would like to create and develop  
music.

Rationales:

Music is a big part of life now in the  
21st century. It influences and inspires people. Our  
club will use music to channel positivity into  
our members.

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

Our faculty advisor can help us with technology that we may  
use.

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

I believe that the advisor can spend as much or as little time as she believes necessary. I hope I will be able to organize and control the club members but if it becomes over of hand I will ask my advisor for advice or help.

**For Office Use Only**

Estimated tentative advisor stipend


\$600

Athletic Director

Principals Approval

Superintendent's Approval

School committee Approval

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Application for New Clubs and Organizations**

The Bromfield School  
Harvard MA, 01451

Organization Name: Bromfield Geography and History Bowl

Application Date: June 19, 2017

Student Organizers: Yohhan Kumarasinghe, Christopher Thornton

Faculty Advisor: Mr. Wright

Organizational Goals and Objectives:

Primary: To compete at competitions focused on geography and history, with an emphasis on the National History Bowl and Bee, the US Geography Olympiad, and the International Geography Bee held in DC annually.

Secondary: To prepare middle schoolers for the National Geographic Bee at the school, state, and potentially national levels

Secondary: To emphasize the importance of the humanities in everyday life

Rationales: Bromfield currently lacks a club specifically focused on geography and /or history competitions

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

Being present for meetings, helping with communication between club members, helping to arrange preparation activities, fundraising, organizing trips to events and competitions

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

Weekly meetings as well as attending competition events (when applicable). Weekly meetings will be after school in Mr. Wright's room on a day to be determined by both the club members and advisor.



**For Office Use Only**

Estimated tentative advisor stipend

\$1200 1236

Athletic Director



Principals Approval

Superintendent's Approval

School committee Approval

Donation from PTO for approval:

Alphabet art grant: All four classrooms create an art project for all 26 letters of the alphabet to reinforce letter learning and provide visual and tactile reinforcement of letter learning. The total amount for the year for all four K classrooms is \$312.

TO: Harvard School Committee  
FR: Bromfield School - Music Department % HPS Administration  
DT: October 20, 2017  
RE: Funding Request for Music Department Risers

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The Bromfield School Music Department submit this application of request for the partial funding of a comprehensive riser system to accommodate all performing ensembles in the building, grades 6-12. These risers will serve as the sole rehearsal platforms in the music suite of the school and be both movable and storable in the summer and in the performance settings on the stage in the Cronin Auditorium or in a different venue/space.

The current setup in the music suite has both chorus' and bands using a shared space by splitting the room with numerous chairs, stands, podiums, etc. that have made for less space to be able to move around as comfortably as one could. It is the intention of the department faculty to use these risers as the main ensemble teaching space to accommodate all of our large performing ensembles, opening up other parts of the teaching space for small groups and smaller classes to work in teams and not have to continuously move equipment / move around the room as uneasily.

Please see the detailed potential setup diagrams attached, as well as three quotes from competitive vendors of similar quality materials.

The music department faculty would prefer the McDonnell & Company option between the three of the quoted vendors because of the product's weight, durability, versatility, and breakdown process.

We have been offered roughly half of the cost (\$6,000) by the Harvard Schools Trust who is aware of us reaching out to you, as well as the Harvard PTO who has offered \$2,500, and request as much assistance in meeting our total cost goal of \$12,690 (\$4,190 remaining).

As a department tool for all ensembles use, these risers will aid in achieving the desired "set-up" and help us work for the conductor's desired sound for our large choral and instrumental ensembles in both the classroom and performance settings. Ensembles will be able to discuss how the group's "sound" (tone, color, blend, balance, etc.) can be affected by our set-up, placement, height, etc., where the final performances of the music we prepare will act as the formal evaluation and display the valued musical growth in each ensemble per performance cycle.

In addition to the above being a long-term benefit in itself, all students will also be able to be seen and in-turn, see the conductor, as in previous years where stage/ensemble placement has been an issue due to instrument height, placement, loss of sound due to placement or lack thereof, etc.

Thank you in advance for consideration in helping us make this goal come to life. Any and all assistance is greatly appreciated.

**FUNDING REQUEST:**

**Partial Funding of a comprehensive music riser system (\$6,690)**

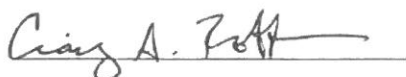
**TOTAL PROJECTED PROJECT COST**

Risers (McDonnell & Company - 50 person seated Band and seated choir risers)	\$10,950.00
Moving equipment - 1 Trans Vert Deck Cart - for moving/storing 8 risers	\$590.00
1 Transport Cart Z-800 – for moving/storing 6 risers	\$390.00
Shipping (Freight Charge from Illinois to Harvard, MA)	\$760.00
<b>Total Cost:</b>	<b>\$12,690.00</b>
- (Harvard Schools Trust Partial Grant Funding \$6,000.00)	
- (Harvard PTO Partial Grant Funding \$2,500.00)	

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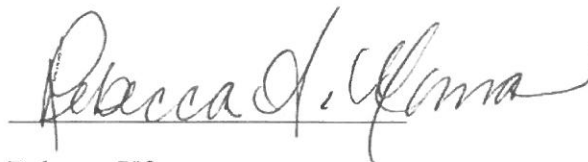
<b>Requested Funding from the Harvard School Committee</b>	<b>\$4,190.00</b>
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Respectfully Submitted,



Craig Robbins

Director of Bands, Music Teacher  
Harvard Public Schools



Rebecca Ufema

Choral Director, K-12 Unified Arts Director  
Harvard Public Schools

McDonnell & Company Int'l

# PROFORMA INVOICE

PO Box 721

32W580 Army Trail Road

Wayne, IL 60184

PH: 630-377-8200 FAX: 630-377-8224

E-mail sales@mcdonnell-intl.com

Quote Date	Quote Number
6/8/2017	7851

Quoted To:
The Bromfield School Rebecca Ufema 39 Massachusetts Ave. Harvard, MA 01451

P.O. No.	Payment Terms		Quote Good Thru	
	Net 20		8-1-2017	
Description		Qty	Unit Price ...	Total
The Bromfield School - Seated Choir and Band Riser for 50+ People - "provides an outstanding venue for rehearsals and performances."				
50 Person Seated Band & Seated Choral Riser		1	10,950.00	10,950.00
Decks are 4' x 8' are self-aligning for fast, simple setups. The Choir/Band Riser has three levels each at 4' deep. Heights are 8", 16" and 24". When Set Up - the Riser measures 35'-10" wide x 13'-8" wide				
One-piece, Three-level Understructures automatically align and interconnect three levels from front to back. Decks that "bridge" between understructures interlock sections from left to right. The resulting Seated-Choral and Band Risers are so solid, performers feel like they are on permanent platforms.				
Light-weight, Reversible Decks: Use less effort because you lift less weight, handling Decks separately from the understructure. Enjoy a performance free of undesirable resonance and the "drumhead" effect of foot noise, both of which are absorbed by the honeycomb core. Reduce maintenance costs because two sides give you twice the wear life.				
Choose the performance surface that best suits the event with the optional PolyTrac on one side and carpet on the other side or (standard Deck has PolyTrac on both sides).				
Transport Cart Z-800 Holds 4' x 8' - Holds up to 6 Decks Vertically and up to 6 - Z-Supports. When Fully loaded - measures 33-1/2" wide - Fits through Standard Sized Doorways.		1	390.00	390.00
Trans Vert Deck Cart - Holds up to 8 Decks Vertically and Supports- it passes through standard sized doorways		1	590.00	590.00
Product Availability 3 to 5 weeks from acceptance/payment of Proforma.				
		Total		

**Authorized Acceptance**

PO Box 721  
32W580 Army Trail Road  
Wayne, IL 60184  
PH: 630-377-8200 FAX: 630-377-8224

# PROFORMA INVOICE

Quote Date	Quote Number
6/8/2017	7851

Quoted To:
The Bromfield School Rebecca Ufema 39 Massachussets Ave. Harvard, MA 01451

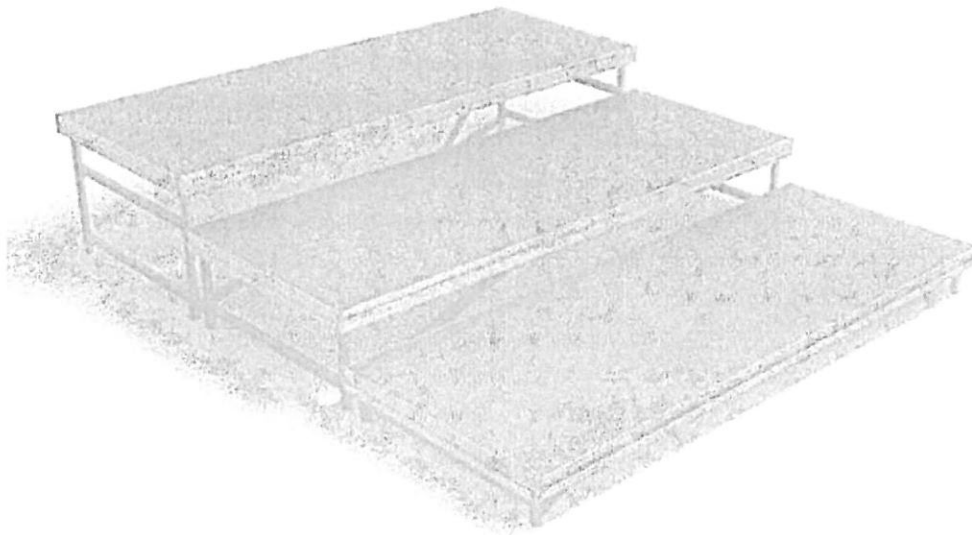
P O No.	Payment Terms				Quote Good Thru
	Net 20				8-1-2017
Description	Qty	Unit Price ...	Total		
Freight Charge to Harvard, MA 01451 (Lift Gate Delivery is included) Warranty - 5 Years	1	760.00	760.00		
<b>Total</b>			\$12,690.00		

### Authorized Acceptance

These commodities licensed by U.S. for Ultimate Destination of USA, contrary to U.S. law prohibited. Proposal is subject to our final confirmation at time of acceptance. McDonnell & Co., Int'l Inc. extends only the warranty that is offered by the manufacturer. Not responsible for delay due to causes beyond our control, such as strikes, riots, special indirect or consequential.

## ADVANTAGES:

These Decks are made of high-strength outer layers bonded to a honeycomb core, the Stage Decks are so rigid that performers think they're on a permanent floor. And they're remarkably quiet, too. The honeycomb core absorbs resonance to reduce the "drumhead" effect that can detract from a performance. Lightweight construction means added safety for your crews. The stage decks are reversible, giving you a choice for each event and doubling their wear life. And the decks are interchangeable on various support systems, allowing you to stage nearly any type of indoor event.



	REVIEWED	AMENDED	ELIMINATE
BAA- Evaluation of School Committee Operational Procedures		X	
BB – School Committee Legal Status		X	
BBA – School Committee Powers and Duties		X	
BBAA – School Committee Member Authority		X	
DA – Fiscal Management Goals		X	
DAA – Fiscal Management Priority Objectives			X
DID – Inventories			X
LBC – Relations With Non-Public Schools		X	



### Evaluation of School Committee Operational Procedures

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

- Communication with the public
- School Committee - Superintendent relationships
- School Committee member development and performance
- Policy development
- Educational leadership
- Fiscal management
- School Committee meetings
- Performance of subcommittees of the School Committee
- Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

APPROVED: October 23, 2006  
REVIEWED: December 12, 2011  
AMENDED: October 23, 2017.

Deleted: AMENDED: October 23, 2017 .

### School Committee Legal Status

The School Committee is the governing board of the town's public school system. Although its functions as a duly elected committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

**Deleted:** State law provides that: "Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office: ...Three, five, six, seven or nine members of the School Committee for terms of three years..."

Established by town by-laws, the School Committee shall consist of five (5) members. There shall be elected each year at town elections one or two members according to the number of vacancies occurring by reason of expiration of terms of office. Each new member is elected to serve for a term of three (3) years. Such elections shall be in accordance with M.G.L. 41:11.

APPROVED: February 9, 2004

REVIEWED: December 12, 2011

AMENDED: October 23, 2017

**Deleted:** Established by law

LEGAL REFS.: M.G.L. 41:1 and 41:11, specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS: BBA, School Committee Powers and Duties

BBB, School Committee Elections

BBBE, Unexpired Term Fulfillment

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**School Committee Powers and Duties**

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The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. Legislative or Policy Making. The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. Appraisal. The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of Financial Resources. The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. Public Relations. The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

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Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent there to as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

Deleted: Educational Planning and Evaluation. The Committee is responsible for establishing educational objectives that will guide the committee and the staff goals and working together for the continuing improvement of the educational program.

APPROVED: October 16, 1995

AMENDED: February 23, 2004

REVIEWED: December 12, 2011

AMENDED: October 23, 2017

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LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

CROSS REF: BB, School Committee Legal Status  
BDG, School Attorney

## School Committee Member Authority

### Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee. The School Committee will function as a body, and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

### Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To represent the Committee and the schools to the public in a way that promotes interest and support.
5. To work effectively with other Committee members without trying either to dominate the committee or neglect his/her share of the work.
6. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
7. To vote and act in Committee impartially for the good of the students.

Moved down [1]: 4. To refer questions and complaints to the proper school authorities.

8. To accept the will of the majority vote in all cases, and to remember that each member is part of a team and must abide by, and carry out, all Committee decisions once they are made.

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9. To refer questions and complaints to the proper school authorities.

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10. To comply with the accepted code of ethics for School Committee members.

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APPROVED: October 23, 2006

REVIEWED: December 12, 2011

AMENDED: October 23, 2017

CROSS REFS: BIA New SC Member Orientation



## Fiscal Management Goals

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that school system's purposes can best be achieved through excellent fiscal management.

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As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for the purpose to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

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ADOPTED: March 17, 1975

AMENDED: December 5, 1988; September 11, 2006

REVIEWED: January 23, 2012

Amended: October 23, 2017

### Fiscal Management Priority Objectives

The Budget of the District should provide adequate funding for the educational programs and supporting infrastructure.

The operating budget for the School District is the single largest component of the Town budget. The School Committee and Superintendent recognize that careful development of the budget and subsequent careful management of the budget is essential to the overall fiscal governance of the Town. The District will operate according to generally accepted accounting principals.

The Superintendent is charged by the School Committee to develop an annual operating budget, including all sources of revenue and expense, and a net Omnibus Budget for School Committee approval and in sync with the development of the town wide budget. School Committee and Superintendent will endeavor to support passage of the omnibus budget at Town Meeting. Superintendent will monitor spending on a monthly basis, and notify School Committee of any material variance to the Approved Omnibus Budget or other budget element. Superintendent will regularly forecast end-of-year financials and keep School Committee informed of any material variance. Superintendent will recommend corrective actions to School Committee for approval in the event of variances or changes in the operations of the District. Superintendent will provide an End-Of-Year report to the School Committee.

ADOPTED: September 11, 2006  
REVIEWED: January 23, 2012

Recommend for  
elimination

### **Inventories**

Inventories shall be made and maintained whenever and wherever necessary to ensure control of supplies, materials and equipment, to provide loss data for insurance claims and to assist in determining requirements.

The District will follow appropriate procedures required to provide adequate and timely inventories to implement this policy.

APPROVED: February 11, 2008

REVIEWED: January 23, 2012

*Recommend for elimination*



### Relations With Non-Public Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The School Committee will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

APPROVED: December 11, 2006

Reviewed: January 23, 2012

Amended: October 23, 2017

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

School Committee Meeting  
Tuesday, October 10, 2017  
6:15 p.m.  
Upper Town Hall

Attendance: Mary Traphagen, Nancy Lancellotti, SusanMary Redinger, John Ruark, Linda Dwight, Peter Rowe. Absent: Jon Green, Maureen Babcock.

Mary Traphagen called the meeting to order at 6:20 p.m.

John Ruark read the Vision Statement.

**Public Commentary** – None

**Trip Approval**

Dr. Dwight asked the committee to consider for approval two overnight field trips to Saratoga Springs for the Bromfield Acton-Boxborough Rowing Team. The trips will take place October 28<sup>th</sup> to October 29<sup>th</sup> (Head of the Fish Regatta) and April 27<sup>th</sup> to April 29<sup>th</sup> (Saratoga Invitational).

SusanMary Redinger made the motion and John Ruark seconded to approve the two field trips for the Bromfield Acton-Boxborough Rowing team as presented with the caveat that the departure time for the April trip is being approved for 1 p.m.

VOTE 4/0

**Grant Approval**

Dr. Dwight presented two gifts from the PTO:

TBS - 2 Science Department refrigerators to store materials - \$888.

Wobble Chairs for 3<sup>rd</sup> grade - \$209.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move to approve the PTO donations of \$209 for the Wobble Chairs and \$888 for the Science Department refrigerators as presented.

VOTE 4/0

Dr. Dwight presented the following gifts from the Harvard Schools Trust:

OSMOS Camera for Ms. Cregan - \$2380

Uno Cards for Ms. Bassage - \$90.93

Model UN conference assistance for Ms. Mattie - \$4,670

Nature's Classroom Scholarships - \$1,575

SusanMary Redinger made the motion and Nancy Lancellotti seconded to accept the four Harvard Schools Trust grants as presented.

VOTE 4/0

## **Superintendent's Report**

### ***Hildreth Elementary building project update***

\*Josh held an AM and PM public update meeting on September 26<sup>th</sup>. Poor attendance prompted Josh to video tape the presentation and then edit the content with the help of the Harvard Cable Company. This will be aired on the cable station soon.

\*Liz Allard met with members of the working group on October 5<sup>th</sup> to discuss the wetland regulations and permitting requirements.

\*Working group met on October 5<sup>th</sup>. Discussion points included landscape engineering, adjacencies and massing.

\*Members of the publicity sub-committee, led by Susan Mary, created a flyer and posters for use at the Harvard Flea Market. Mary Traphagen, Scott Mulcahy, Don Ludwig, Marie Sobalvarro and Dr. Dwight spent the day answering questions and sharing information with the public.

### ***Mentor Coordinator Update***

Dr. Dwight met with the Mentor Coordinator, Dawn-Marie Ayles, to discuss the state report required by DESE and to review the program established for this year. Dawn-Marie has set the schedule and topics for on-going meetings with the new teachers and mentors. She is researching the possibility of combining trainings with another district for efficiency and connections with educators beyond our district.

### ***Athletic Advisory***

The first meeting was well attended on September 28<sup>th</sup>.

### ***Screenagers Movie Screening***

Several teachers and leaders met at either HES or Bromfield to preview the movie Screenagers. We held a brief discussion afterwards. Most attendees thought the movie showing would be most beneficial on a Sunday afternoon with parents and students encouraged to attend. The date and time will be announced soon.

### ***Science Lab Update***

The concrete company believed that electric conduit might be in the area of their planned boring so they recommended a survey of the concrete before beginning. The surveying company came in on the Monday holiday to complete this work. The electrical contractor also worked in the school on that day. The project will continue to proceed with the coordination of all contractors being managed by Peter Rowe and Mark Force.

### ***Nature's Classroom Success***

Student's parent chaperones, and teacher chaperones enjoyed a week of learning in Ivoryton, CT. Almost all of the students participated in the outdoor experience. We appreciate Rob Cullinane's leadership, the teachers' participation, the district's financial support and the Harvard Schools Trust financial support. This is an elementary school tradition in Harvard going back more than 20 years.

### ***Bromfield Open House***

Parents attended the Open House at Bromfield on September 28<sup>th</sup>. The event was well attended as usual with teachers presenting curriculum information to parents as they followed their students' schedules.

## **Superintendent Goals**

Dr. Dwight presented her goals for the school year 2017/2018 as follows:

1. Leadership Team - to provide leadership support and guidance to the new leaders at both schools.
2. Innovation - to evaluate our advances in innovative teaching and learning for Harvard teachers and students.
3. Networking – to learn from educators in different districts in order to expand our knowledge and expertise.

## **Enrollment Numbers and School Choice Discussion**

Dr. Dwight reviewed the enrollment numbers for October 1, 2017. The total enrollment for PK-12 is 1098 which is 19 students less than the 2016/2017 school year. The Committee discussed School Choice relative to the impact on the budget. The School Choice offset for the current school year was set for 62 students for a total offset of \$310,000. We are running short by 5 students with only 57 School Choice students enrolled this year creating a deficit of \$25,000 in the FY18 budget. In order to stay with a similar offset for FY19 Dr. Dwight is recommending that for budget planning purposes, 7 School Choice students be slotted, creating an offset of \$300,000. The discussion of which grades will have openings will happen at a later date.

## **Course Enrollment Numbers**

The Committee reviewed the Bromfield enrollment numbers by course section for the 2017/2018 school year.

## **Bus Ridership Discussion**

The Committee reviewed bus ridership and ride times for the 2017/2018 school year. Although bus 6 has low ridership, Sandra Martin from Dee bus company indicated that combining those riders with another bus would be problematic in terms of timing and length of ride. The Committee is not in favor of creating group bus stops or reducing a bus route at this time but it is something they will keep an eye on.

## **Professional Development Plan Review**

Dr. Dwight presented the 2017-2018 Professional Development Schedule that defines how each of the early release, half day and full PD days will be utilized for teacher's professional learning opportunity.

## **Budget Process Timeline**

Dr. Dwight reviewed the FY19 Budget Memorandum which showed the completed school budget is due to the town administrator by November 20, 2017 with the date reserved for the BOS to meet with departments set for November 28<sup>th</sup>. All budgets will be finalized and delivered to the Finance Committee by December 29<sup>th</sup>.

### **Meeting Minute Approval**

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the September 25, 2017 meeting as amended.

VOTE 4/0

### **Agenda Items**

HES, Math Curriculum

Youth Risk Survey

School Building Project

Policy Review

### **Liaison and Subcommittee Report**

**Mary Traphagen** reported that the Policy Subcommittee is scheduled to meet on Friday, October 13<sup>th</sup> at 12:30.

**SusanMary Redinger** reported that the Capital Planning and Investment Committee met last Monday. Susan Mary Redinger will service as Co-Chair along with Nate Seeley. Nate Finch was named to the board. CPIC reviewed articles for the Special Town meeting on November 6<sup>th</sup> which include old library access, Dean's Hill purchase, and truck lift for DPW. The Capital reviewed submitted FY19 project requests and developed an action plan to prioritize/rate projects and develop questions.

**SusanMary Redinger** reported that the Finance Committee meeting was cancelled.

**Nancy Lancellotti reported** that the School Council has not met.

**Nancy Lancellotti** reported that the Student Achievement Subcommittee met and they are in process of defining what the commissions of this subcommittee is and finding resources that define student achievement. The subcommittee will bring ideas back to the committee for review.

**John Ruark** reported that HEAC met and they are working to hire a consultant to help develop RFP for the Bromfield School light project. There is \$5,000 available to hire a consultant. HEAC also discussed the purchase of a town electronic car charger and possibly housing it at one of the schools.

**Open to Interested – None**

### **School Committee Commentary**

**SusanMary Redinger** reminded people that there is a Special Town meeting scheduled for November 6<sup>th</sup>. There will be a presentation and update on the HES Building Project as well as a vote on three capital projects. Encouraging everyone to attend.

**SusanMary Redinger** thanked Linda and Mary for manning the HES building project booth at the flea market. Really appreciate it.

**Mary Traphagen** thanked SusanMary Redinger for getting the material ready for the flea market booth. I was great to be there and a great thing to do. It was an opportunity to help people understand the project and get input from the community.

**John Ruark** – Happy that the HES – fifth graders had another successful trip to Natures Classroom. It is a great thing to do and I appreciate that the tradition continues.

Superstar production will be performing "Frog and Toad" on November 10, 11 and 12 at the HES cafeteria.

SusanMary Redinger made the motion and John Ruark seconded to adjourn at 8:30 p.m.  
VOTE 4/0

Respectfully Submitted:

Mary Zadroga