

Harvard Public Schools
14 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, August 10, 2020
6:15 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85797015673?pwd=SVBPVmF6UjNZdW1lclRMbjRuUVpNQOT09>

+1 646 558 8656 US (New York)

Meeting ID: 857 9701 5673

Passcode: 870723

1. Call to Order and Read the Vision Statement (6:15)
2. Public Commentary (6:20)
3. Student Report (6:25)
4. Superintendent Update (6:30)
5. HPS re-Entry Plan (6:40)
6. COVID-related Policy Introduction (6:50)
7. Review of Side Agreement re: Teacher Leave & Pay for Additional Sections (7:05)
8. Budget Impact Update (7:15)
9. Remote Learning Update (7:25)
10. Special Services Zoom Feedback (7:35)
11. Harvard Teacher's Association Feedback (7:45)
12. HTS Re-Entry Plan; Vote (7:55)
13. Future Meeting Dates (8:05)
14. Agenda Items (8:10)
15. Approval of Meeting Minutes (8:15)
16. Liaison/Sub-committee Reports (8:20)
17. Public Commentary (8:30)
18. School Committee Commentary (8:35)
19. Adjourn (8:40)

Materials: superintendent's report, Side Letters Draft, Policy Drafts, Budget Spreadsheet, Minutes, Re-entry Plan

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, and contribute to their local, national, and global communities.

Superintendent's Update
August 10, 2020

I. Recommendation of the Leadership Team for School Re-entry

Standard I: Instructional Leadership

It is our recommendation that the Harvard Public Schools plan to open in a hybrid model for the start of the 2020-21 school year. Our recommendation is based on the current information of COVID cases in Harvard and surrounding towns as well as the advice of state medical experts in collaboration with the MA Department of Education, and community input. We do not take lightly our first and foremost responsibility for the safety and security of our students, faculty, and staff, and we believe that our months of careful planning creates a safer school environment. We also want the School Committee members and the community to know that our recommendation may change at any point in the summer and into the school year based on updated data.

We believe that the majority of students learn best in-person with their teachers. We know that teachers are professionally trained to build relationships and to enhance students' social-emotional development as well as their academic growth. While we have focused on improving the remote learning experience for students, we believe this option should remain an option to all families and reserved for times in the year when remaining in the school building becomes less safe due to COVID spread.

II. Letters of Appreciation

Standard IV: Professional Culture

Please see the letters of appreciation included in the packet. It was my pleasure to reflect on the strengths that the principals and associate principals have contributed to their school re-entry planning, problem solving, communicating, and overall faculty and staff leadership. Each of them leaned on their inherent strengths as leaders and used their skills to enhance the process. We are fortunate to have them as school leaders in Harvard.

III. Local Board of Health Feedback

Standard IV: Professional Culture

A meeting with the local Board of Health liaisons is scheduled for Thursday, August 13th. Meanwhile, I sent them the DESE guidelines, the flowchart, and our re-entry plan. Sharon McCarthy, Chair of the BOH, sent the following feedback;

1. Pg. 9 Masks – Please remind parents that they will need a minimum of 4-5 masks for their children as masks should be washed after every use.
2. For HES and Bromfield, there is no indication of increasing ventilation in the classrooms to the maximum extent possible. As much air as possible should be exhausted out of the classrooms throughout the day. With aerosol transmission, the virus will increase in concentration in enclosed space of the classroom over

Superintendent's Update
August 10, 2020

Brittaney Kinosian - Custodian - Seth Nogler



August 10, 2020

Dear Dori,

Who knew that your first year as a leader in Harvard would include such difficult circumstances? Throughout the year, you have contributed valuable strengths of character to our team and especially during the months of this pandemic. It is with appreciation that I acknowledge your dedication and commitment with a \$1,000 stipend. While a small gift, I hope it conveys the respect and gratitude of both the School Committee and me.

You provide our team with the strength of collaboration and a deep understanding of others' points of view. I am always pleased when you cause us to stop in our planning to consider another perspective. You remain in tune with students, parents, and teachers in a meaningful way that improves our problem solving and decision-making process. Your empathy fosters a trust relationship with others and builds a sense of safety and security that is especially needed right now.

I am confident that through the ups and downs of the coming year, you will continue to contribute great value to the work of our team. Thank you for choosing our district as yours!

In appreciation,

Linda Dwight, Superintendent



August 10, 2020

Dear Josh,

Thank you for your strong contributions to the work of the leadership team during the past months of this pandemic. The challenges we faced tested each of us and highlighted the distinct strengths of each member. In recognition of your excellence across many areas, I am providing you with a \$1,500 stipend. While this monetary gift does not compensate you for the many hours of work beyond a regular work week, I hope it demonstrates my appreciation and the respect of the School Committee.

You bring many leadership strengths to our team including the ability to problem solve and see the larger picture of evolving situations. Your ability to attend to details across many distinct areas helped keep the building project on course and ensured the development of the SAIL program. Meanwhile, you collaborated with teachers, parents, and others to develop your re-entry plan. Your writing talent helped formalize the district re-entry plan and produced many of the surveys sent out to families. Through your resourcefulness we partnered with a talented vendor and created a professional final plan for our community.

Parents, faculty, and staff appreciate your clear communication through written updates and presentations. You project a confidence and knowledge level that provides a sense of safety and security which is especially important during these difficult times. The path ahead will be complex and changeable, but you are well suited to lead your school through the hardships.

In appreciation,

Linda Dwight, Superintendent



August 10, 2020

Dear Robin,

Thank you for your leadership during these past months of the pandemic and during the uncertainty of our school re-entry. You have provided strengths in areas that complimented the team. Your particular strengths include a curriculum focus, scheduling, space analysis, and attention to important details.

You have continued to stress the importance of teaching pedagogy shifts to ensure that remote learning and the hybrid model result in consistent student learning. This led you into the review of on-line tools and materials to enhance learning. This also connected to your work with Julie on a variety of schedules and the identification of more sections to accommodate the 6 ft distancing.

Another example of your strengths culminated in the safe and meaningful graduation ceremony. Few knew the details that you arranged and managed to provide such an event. It was flawless even with all of the new guidelines and restrictions. This successful example of the implementation of safety guidelines provides a sense of security for when community members envision our reopening of school.

In acknowledgement of the extra hours and commitment, I am providing you with a \$1,000 stipend. While it is a small gesture of appreciation, I hope it also conveys my respect and the respect of the School Committee for your hard work.

In appreciation,

Linda Dwight, Superintendent



August 10, 2020

Dear Scott,

Thank you for your strong, consistent leadership during the pandemic. While the changing circumstances have tested every school leader, you have demonstrated a strength of character that has helped our Harvard students, families, faculty, and staff feel safe and secure.

When studying our styles of leadership in earlier years, you strongly identified with relationship building. The years that you have dedicated to nurturing and building trust with the stakeholders of your school, transitioned you well to support them during these times of change. One example of your warmth and connectedness was the daily announcements that you created for students. You also have held Zoom sessions for students and office hours for staff. Moreover, you have remained approachable for questions, concerns, ideas, and problem solving.

Summer has traditionally been a time of recharging and stepping back, yet this summer you have committed many hours beyond a 40 hour week. Your planning and preparation for the parade and the graduation ceremonies led to such successful celebrations. Few knew the level of detail you arranged to make those events happen with such flair and finesse including keepsake pictures, yard signs, banners, and so much more. Your big heart goes into everything you do for our district.

In recognition of your exemplary leadership during the pandemic, I have secured for you a stipend of \$1,500. While it does not remotely represent the additional hours from early morning to late in the evening, I hope that it demonstrates my appreciation and the respect of the School Committee.

Sincerely,

Linda Dwight, Superintendent

MASKS

For everyone's safety, masks are required in school. All students, teachers, staff, and non-school personnel entering school buildings will be required to wear an appropriate mask at all times, even when physical distancing of 6 feet can be maintained, except during designated mask breaks.

Masks are also required to be worn by everyone on the bus during school bus transportation.

Students, teachers, and staff will be provided the opportunity for mask breaks throughout the day with distancing of at least 6 ft any time that masks are removed.

Students are asked to bring two (2) masks to school with them daily: one to wear and one as a backup in their backpack. The school will have extra masks available for students who need them. Masks will go home with students each day. Reusable masks should be washed after each wearing.

Appropriate masks:

- Are made of a layered, tightly woven material;
- Fully cover the mouth, nose, and chin;
- Fit snugly against the sides of the face with no gaps.

Masks with exhalation valves are not permitted. The school will provide a mask to a student who brings an inappropriate one to school.

Masks should be clearly identified with the student's name or initials, to avoid confusion or swapping. Masks may also be labeled to indicate top/bottom and front/back.

Staff and students will be educated on the safe wearing and use of masks. This will include instruction on safe removal and storage of masks during mask breaks, and safe re-application of the mask after a break.

Exceptions to this policy can be made under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks. Parents may not excuse their child from the face mask requirement by signing a waiver. A written note from a physician is required to initiate the exemption process and must be received at least two weeks prior to the student's planned attendance at school. Doctors' notes may be sent to the Office of the Superintendent, 39 Massachusetts Avenue, Harvard, MA 01451. Exemptions must then be

approved by the superintendent, who may consult with the district nurse or local Board of Health.

If an exception is granted, the district will work with the family to consider alternative methods of keeping the student as well as other students and adults around the student safe. Face shields or physical barriers may provide an alternative in some instances.

Staff seeking exemptions to this policy should follow the same process outlined above.

The need for use of personal protective equipment (PPE) for staff in addition to a mask will be identified by exposure risk and the need to maintain safety for all staff and students. PPE will be made available for use accordingly throughout the school year. Staff will be provided training on the proper use of PPE, including putting on and removing PPE.

Masks must be worn properly at all times. If a student is in violation of this policy, the following steps may be taken:

- Staff will signal to student(s) to put mask on correctly;
- If a student is not able to immediately comply, staff may take the student outside for a mask break;
- Staff will work with families to discuss challenges and reinforce compliance;
- A student may be required to switch to remote learning if noncompliance is repeated.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts – Mask Up MA! –
<https://www.mass.gov/news/mask-up-ma>

FIRST READ: August 10, 2020

ADOPTED: TBD

LEARNING MODEL DECISION POINTS

Families with students in the district will be asked to commit to a learning model, either in-person or remote, by August 14, 2020.

If the in-person model is selected, families may elect to change to the remote learning model at any time.

If the remote model is selected, families will have the opportunity to change to the in-person model at certain times. This allows the school time to adjust safe spacing plans in classrooms as needed. For the 2020-2021 school year, the dates that students are able to change from remote to in-person learning are October 9th and January 4th. Additional options may be added later in the school year.

If a student must stay home for quarantine or isolation, the school will work with the family to provide access to remote learning.

This policy will remain in place until rescinded by the School Committee.

FIRST READ: August 10, 2020

ADOPTED: TBD

**MEMORANDUM OF AGREEMENT
BETWEEN
THE HARVARD SCHOOL COMMITTEE
AND
THE HARVARD TEACHERS' ASSOCIATION
AUGUST 2020**

COVID Related Extra Teaching Sections and Remote Learning Assistance at Bromfield for 2020-21

Whereas, the Harvard Public Schools ("District") is endeavoring to provide 6 ft. distance between students in classrooms resulting in the need to reduce class sizes for some courses and the need to add additional sections;

NOW THEREFORE, the Harvard School Committee ("Committee") and the Harvard Teachers' Association ("Association"), collectively referred to as the "Parties", agree to the following for the Bromfield School for the 2020-2021 school year:

1. In the event, the District adds additional sections of courses or courses and needs educators to teach these sections/courses or to include remote students, the District will post the additional sections/courses for a period of five (5) days.
2. Notwithstanding any provision in the Parties' agreement, teachers who are selected to teach the addition section/course or who live stream one of their courses to a class of remote students while teaching a class of students in the building will be compensated as provided in one the following options:

A. Extra Section/Course

The teacher teaches an extra section/course for the school year to bring overall class sizes down to approximately 15 students to achieve 6 ft. distancing between students in the classroom. The teacher will be relieved of one duty and will have some days without a prep period depending on the schedule design. In addition to the teacher's salary, the teacher will receive additional compensation of Five Thousand dollars (\$5,000) for teaching the extra section/course for the school year. The additional compensation shall be prorated for work of less than a full school year.

B. Course to Include a Class of Students in School Building and a Class of Remote Students

The teacher shall have one of their courses include a class of remote students at

the same time as a class of students in the classroom. A teaching assistant will be assigned to provide tech support, and the teacher will live stream using Zoom or Google Meets to the class of remote students during the direct instruction part of the class. The teaching assistant will control the on-camera and off-camera time in collaboration with or at the direction of the teacher. In addition to the teacher's salary, the teacher will receive additional compensation of One Thousand dollars (\$1,000) for the school year. The additional compensation shall be prorated for work of less than a full school year.

C. Extra Section/Course to Include a Class of Students in the School Building and a Class of Remote Students

This option is a combination of options A (extra section/course) and B (live streaming to a class of remote students while teaching a class of students in the school building). In this option C, a teacher teaches an extra section/course in order to achieve 6 ft. distancing between students and live streams to a class of remote students. The teacher will live stream using Zoom or Google Meets during the direct instruction part of their class and a teaching assistant will provide tech support. The teaching assistant will control the on-camera and off-camera time in collaboration with or at the direction of the teacher. The teacher will be relieved of one duty and will have some days without a prep period depending on the schedule design. Because this is an extra section/course and a class in the school building with a remote class, in addition the teacher's salary, the teacher will receive additional compensation of Five Thousand Five Hundred dollars (\$5,500) for the school year. The additional compensation shall be prorated for work of less than a full school year.

The Parties may execute this Memorandum of Agreement electronically and their electronic signatures shall be deemed authentic. Agreed to by the Parties on the date(s) indicated below.

Harvard School Committee

Harvard Teachers' Association

SusanMary Redinger, Chairperson

Melissa Niland, President

Date: August ___, 2020

Date: August ___, 2020

**MEMORANDUM OF AGREEMENT
BETWEEN
THE HARVARD SCHOOL COMMITTEE
AND
THE HARVARD TEACHERS' ASSOCIATION
AUGUST 2020**

COVID Related Unpaid Leaves for the 2020-21 School Year

Whereas, educators in the Harvard Public Schools ("District") will be returning to their classrooms and work locations for the 2020-2021 work year;

Whereas, for medical, child care, elder care or other personal reasons, some educators in the District may not wish to return to work at this time;

NOW THEREFORE, the Harvard School Committee ("Committee") and the Harvard Teachers' Association ("Association"), collectively referred to as the "Parties", agree as follows:

1. Unpaid Leave of Absence for the 2020-2021 Work Year

Educators with professional teacher status may request an unpaid leave of absence for the 2020-2021 work year. Requests for an unpaid leave of absence must be made by email to the Superintendent of Schools no later than August 15, 2020. Educators who are granted a leave of absence pursuant to this Section 1 shall notify the Superintendent by email on or before April 15, 2021, of the educator's intent to return to work in the 2021-2022 work year. Each educator who returns at the start of the 2021-2022 work year from a leave of absence under this Section 1 shall have his/her/their sick leave balance restored to the amount remaining at the end of the 2019-2020 work year. Leaves under this Section 1 shall not count as service for Step advancement on the salary schedule or toward seniority; however, educators taking leave under this Section 1 retain their prior years-of-service status.

2. COVID Related Reduced Work Assignment for the 2020-21 School Year

Educators with professional teacher status who have been employed by the Harvard Public Schools for 3 or more work years may request a partial unpaid leave of absence so that such educator would retain a 0.2 Full Time Equivalent (FTE) position with the District. Requests for such partial leave of absence must be made by email to the Superintendent of Schools no later than August 15, 2020. Educators who have been granted a partial leave of absence pursuant to this Section 2, will have a 0.2 FTE work schedule of one (1) full day per work week or six (6) hours spread across the work week to be determined by the principal in consultation with the educator. An educator on a 0.2

FTE work schedule shall have duties that include assisting with and supporting remote learning and mentoring the guest teacher who is assigned full-time to their class/classes. This would give students the benefit of the educator's experience as the educator on the 0.2 FTE schedule and the guest teacher will collaborate. Educators who are on a 0.2 FTE schedule may but will not be required to work on-site.

3. Health Insurance and Other Benefits:

Notwithstanding any provision in the parties' collective bargaining agreement or practice to the contrary, the School Committee/Town of Harvard shall not pay any portion of the premiums for health insurance or provide any other benefits for educators who take leaves or partial leaves provided by this Memorandum of Agreement. Each educator who takes leave/partial leave pursuant to this Memorandum of Agreement who has health insurance through the District/Town of Harvard will be eligible to continue his/her/their health insurance coverage pursuant to C.O.B.R.A.

4. Guest Teachers

It is the intention of the District to bring in the guest teachers at the B- Step 1 salary rate; however, the Parties recognize and agree that the Superintendent may need to bring in a guest teacher at a higher rate to fill the position(s) for educators who are on leave/partial leave pursuant to this Memorandum of Agreement.

The Parties may execute this Memorandum of Agreement electronically and their electronic signatures shall be deemed authentic. Agreed to by the Parties on the date(s) indicated below.

Harvard School Committee

Harvard Teachers' Association

SusanMary Redinger, Chairperson

Melissa Niland, President

Date: August ___, 2020

Date: August ___, 2020

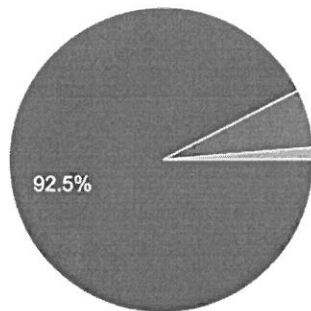
Family Enrollment Commitment Data

TBS - as of 5:50 PM Saturday, August 8, 2020

161 students represented

What is your family's decision about how your student will begin the school year (if all options remain possible)?

161 responses



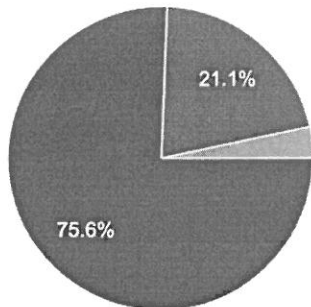
- Hybrid.
- District Remote Academy
- Withdraw from school and enrolling in private or home schooling. I will not be accessing District or State Remote option.

HES - as of 5:50 PM Saturday, August 8, 2020

90 students represented

What is your family's decision about how your student will begin the school year (if all options remain possible)?

90 responses



- Hybrid.
- District Remote Academy.
- Withdraw from school and enrolling in private or home schooling. I will not be accessing District or State Remote option.

School Committee Minutes
Virtual Meeting
Monday, August 3, 2020

Members attending: Sharlene Cronin, SusanMary Redinger, Suzannne Allen, Shannon Molloy, Abby Besse, Maureen Babcock and Linda Dwight

Others in attendance: Aziz Aghayev, Taylor Caroom, Brooke Caroom, Vivien Jamba, and Will Walling-Sotolongo.

SusanMary Redinger called the meeting to order at 6:15 p.m.

Brooke Caroom read the Vision Statement

SusanMary Redinger read a statement indicating that the meeting was being held remotely and the meeting was being held via video conferencing. Members in attendance were identified through a roll call process.

Public Comment: None

Student Report: Vivien Jamba reported that graduation went smoothly. The event was lived streamed live on the HCTV channel so people could watch from home. The speakers were great. Valedictorian and Solitarian, Liza Toll and Grace Acton gave a joint speech which was unique and well done. Dr. Luke Reynolds, a former teacher, was a great keynote speaker as well.

Scott Hoffman thanked his team for the great effort involved in planning and putting together a safe and social distancing graduation. Mr. Hoffman indicated HCTV will be creating a recording of graduation to share with the community. Mr. Hoffman thanked Ms. Aciukewicz for photographing each of the students.

HPS Re-entry Plan (vote)

The Committee had a robust discussion on the Harvard Public Schools Re-entry plan that included:

- Survey Data
- Commissioner Riley's update
- HES -Hybrid and remote options
- TBS- Hybrid 1A and 1B and remote options
- Timeline for decisions
- Budget Impact

Suzanne Allen moved and Abby Besse seconded to accept the District Re-entry Plan as amended to include six-foot distancing guidelines at both schools and to implement continual School Committee review with the Superintendent as we move through the Phases.

VOTE: Allen (Aye), Besse (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye)

The Committee opted to wait until August 10th to vote between the hybrid or the fully remote option for return.

Dr. Dwight and Shannon Molloy will be working with members of the HTA to develop language around the teacher unpaid or reduced assignment leave consideration.

Agenda Items

Policy

Budget

Remote Plan

Survey Results

Approval of Minutes

With no objection SusanMary Redinger approved the minutes of the July 27th School Committee meeting as amended.

Liaison/Subcommittee Reports

SusanMary Redinger reported that Abacus Architect firm visited Bromfield to evaluate the walkway to see if it is structurally and economically feasible to reuse some of the existing structure. There is a deadline of September 1 to bring the project changes and cost estimate to CPIC for submission and vote at the Special Town Meeting in October.

Public Commentary

MaryAnn Prouty – 39 Candleberry Lane - Re-entry process.

Sue Voute – 94 Bolton Road – Re-entry plan process.

School Committee Commentary

Shannon Molloy –The Commissioner’s announcement raises equity issue around opening in that if Harvard can open, we are saying we are affluent and that opening is now tied to funding and the opportunity to participate in sports. We represent the students in our town and it is our responsibility to reconcile this with the larger community.

SusanMary Redinger suggested that Shannon register for the MASC – School Reopening webinar and ask questions.

SusanMary Redinger thanked everyone for coming and for their support as we work together to make our district a resource for the entire school community.

At 8:30 p.m. SusanMary Redinger with no objection adjourned the meeting.

Respectfully submitted

Mary Zadroga