

**School Committee Meeting
Monday September 14, 2020**

6:15 p.m.

Join Zoom Meeting

<https://psharvard-org.zoom.us/j/93804823750?pwd=YzNISHZLdkM3ZENMRzBubU54R0xHQT09>

Meeting ID: 938 0482 3750

Passcode: 297072

+1-646-558-8656

1. Read Vision Statement (6:15)
2. Public Commentary (6:30)
3. Student Report (6:25)
4. Retreat Update/Moderator Intro (6:30)
5. Superintendent Update (6:45)
6. Personnel Update (7:00)
7. Technology Purchase (Vote) (7:10)
8. End of Year Financial Final Report (7:30)
9. Policy Update (ACAB) (7:40)
10. Anti-Racism Initiative Update (7:50)
11. Testing Initiative Update (7:55)
12. Topics and Timing for SAC meeting (8:00)
13. Grant Approval (VOTE) (8:10)
14. Future Meeting Dates (8:15)
15. Agenda Items (8:25)
16. Minutes (8:30)
17. Liaison Subcommittee Updates (8:35)
18. Public Commentary (8:45)
19. SC Commentary (8:50)
20. Adjourn (8:55)

Materials: Superintendent Report, Technology Purchase Memo, Personnel Report, Financial Report, Facilitator Info, Policy ACAB, Minutes, Grant Info

Core Value Statement:

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



Biography for Cheryl Lower, Founder and Lead Consultant

Cheryl Lower helps global organizations and senior leadership teams build their strategy, execute it, and solve complex problems. The results are senior teams and organizations that achieve more in a shorter time.

Ms. Lower has over 25 years' experience consulting, leading, and training in a variety of sectors: Financial services; senior care; biotech; pharma; energy; manufacturing; boards of directors; software; health insurance; information technology; and non-profits. She has worked on 4 continents, devoted 15 years of her career exclusively to global work, and has traveled or lived in over 35 countries, including working in Thailand for 7 years.

Clients say that Ms. Lower's greatest value is helping them make huge progress implementing complex issues and solving complex problems, cutting months off the time it would have taken otherwise. Her high-engagement approach for building strategy ensures execution. She makes complex issues clear, so organizations can see and solve tough problems. Her methodology accelerates implementation, saves executive team's time, and results in aligned teams and organizations doing higher quality work. And she is global.

Representative projects include:

- **Ensure strategic alignment at the top of a global company.** The CEO of a global company wanted to roll out a new strategic framework that would change how the company approached its planning and work and needed to know where the senior leadership team stood on it. Designed and facilitated a two-day offsite for 70 senior leaders where the CEO introduced his idea, leaders discussed and validated it, and the result was an even better framework, accelerated by 6 months, with high approval.
- **Build strategy using high engagement techniques.** The executive director wanted to include multiple stakeholders in the strategic planning process, but to do so in an efficient, organized way. Designed and led a two-day meeting for 50+ key stakeholders that produced a 5-year strategic vision. As a result, the planning cycle was shortened, the quality of the plan was high because it was created by a multi-disciplinary group, and the stakeholders bought into and implemented the strategy.
- **Help a global company launch an innovation initiative.** The vice president of innovation of a global company needed to launch a new initiative to manage innovation. Getting the right stakeholders involved was key, and because budget and authority were involved, it was high stakes. Worked on the roll-out of the initiative, including designing and leading a two-day meeting that brought together all the key players. Results included accelerating launch by 6-9 months' time, increasing quality of the initiative due to stakeholder input and validation, and gaining stakeholder buy-in.



- **Solve a complex issue that spanned the entire organization.** An organization knew it had problems with its database – its customers were telling it! Two dozen people each saw a part of the problem, but no one could get their heads around the whole issue. Getting a clear picture of the information flow and the handoffs between departments was essential to solving the issues. Results included a short-term plan to solve the worst issues, a long-term approach for major changes, and two dozen people from 6 departments who had a shared picture of what was going on and how to make improvements.
- **Get the most from executive teams and boards.** Has consulted to boards, has led a board, and is currently a director for a precision manufacturing company's board. Has had numerous consulting projects that set vision, achieved greater alignment in order to improve performance, solve long-standing issues between leaders, and improve execution. As a Board Chair she won an award, with the CEO, for excellence in governance.

Ms. Lower is a master consultant, having led hundreds of workshops for groups of 3 to 400. She's a well-reviewed conference speaker, designs off-sites and retreats, and leads change management and leadership development workshops.

She holds a masters' degree in international management from the School for International Training and a certificate in organization development from the NTL Institute for Applied Behavioral Science.

In addition to her professional work, Ms. Lower is an active volunteer, including 7 years chairing the Board of Trustees of the Francis W. Parker Charter Essential School in Devens, Massachusetts.

When not working or folding laundry, she loves being outside with her sons -- skiing, camping, hiking, cycling, running -- or planning their next international trip.

**Superintendent's Update
September 14, 2020**

I. Support for Families Living at Transitions

Standard II: Management and Operations

Our counselors coordinate support services to new families and specifically to families residing in Transitions. They communicate frequently with the families and the managers of the home.

From Dawn Hall (HES school counselor):

Currently, we have 10 HES students who are living at Transitions (6 families). Of those students, 5 students are remote and 5 students are hybrid.

- 1.) Ensured that all students at Transitions have access to HES devices.
- 2.) Ensured that all students at Transitions have internet in their units.
- 3.) Frequent check-ins with the parents. I will be continuing to check in with families and students weekly.
- 4.) Frequent visits to Transitions to connect with families. I have been there 4 times in the last 2 weeks. I expect this frequency to decrease in the near future but will visit on an ad hoc basis.
- 5.) Teachers and technology staff have been working with families to help with Google Classroom support, and
- 6.) Mr. Myler is working on setting up some academic support that will occur outside at Transitions on a regular basis. We just received official word from Transitions that they will allow this. If there is an issue with Internet access reaching outside the building, we will troubleshoot that issue.
- 7.) Chef Paul is providing lunches for students and delivering to them.

From Christine Reale (Bromfield school counselor):

At this time we have two students: 1 hybrid (grade 10) and 1 remote (grade 7)

We have made sure that:

- students have their appropriate devices
- students have the necessary materials for working remotely
- I have been in touch with Transitions staff and families to check in regularly
- I have offered to meet weekly via Zoom with our remote student
- Ms. Benoit has had frequent communication over the summer with our hybrid student's parent and case manager
- the newer student (grade 10 started during quarantine) has been assigned a "buddy"
- Ms. Lamare met with the 10th grader to show her how to connect to and use Zoom

Superintendent's Update
September 14, 2020

II. HVAC Engineering Study

Standard II: Management and Operations

Patrick Harrigan put out a request for proposals (RFP) in July for a study of the HVAC system at Bromfield. Only one company responded. They are willing to complete the assessment for \$15,000 plus up to \$600 for reimbursable expenses (see attached quote). Besides confirming the operability of the units during this COVID-19 pandemic, the report will also enable us to prioritize a replacement schedule for capital planning.

III. Remote Learning Update

Standard IV: Professional Culture

The remote advisory met with me on Friday afternoon to review the first day of remote learning. They also helped develop questions for a survey that we plan to send out by the end of the week. We discussed successes and struggles that occurred. Some of the take-aways are detailed below:

HES:

- Continue working on the balance of Zoom vs. time away from the screen.
- Some parents liked the mid-day break between classes and some did not.
- Students at HES enjoyed social time with their peers. This should become a regular break out group practice for students at all levels.
- Teachers should identify apps that they will use in enough time for parents to locate and download them before they are needed.
- More screen time may necessitate the purchase of monitors for a larger viewing surface. One parent found a \$89 option for his children. This might be something that HST or PTO would help fund for families with financial needs.
- Add movement breaks into the Zoom classes.

TBS:

- Some students had difficulty seeing the board. Best practice was a shared screen or materials sent prior to the class period.
- Some differences to where teachers are posting links and assignments in Google Classroom.
- Since the teacher is wearing a Bluetooth connected label mic for communicating while wearing a mask, the remote students have trouble hearing other students sharing in class. Since sharing a mic is not possible during the COVID-19 pandemic, we are trying other technologies such as a room mic with a separate zoom connection. The teacher may also repeat the students' responses.

Superintendent's Update
September 14, 2020

- I have met with the Teaching Assistant's (TAs) and we are problem solving and sharing best practices. We will continue to support the teachers as they improve their remote practice.

IV. HES Remote/Hybrid Student Update

Standard II: Management and Operations

We continue to monitor the number of students in all of the hybrid and remote classes. There are three grade levels where an additional teacher has been hired or added (3rd, 4th, and 5th) The October 9th deadline for making a change from remote to hybrid may create additional needs or adjustments. We will keep you informed as these numbers are updated.

Updated: 9/14/20		
PK	11	Hybrid
	9	Hybrid
K	16	Hybrid
	15	Hybrid
	19	Remote
First	13	Hybrid
	13	Hybrid
	14	Hybrid
	23	Remote
Second	11	Hybrid
	12	Hybrid
	12	Hybrid
	22	Remote
Third	14	Hybrid
	14	Hybrid
	15	Hybrid
	17	Remote
Fourth	18	Remote
	14	Hybrid
	12	Hybrid
	12	Hybrid
	14	Remote
Fifth	15	Remote
	16	Hybrid
	16	Hybrid
	16	Hybrid
	15	Hybrid
	18	Remote

V. Students with Special Education Services

Standard I: Instructional Leadership

Families of students with special education services received a letter from the Director of Students Services and the Bromfield Special Education Coordinator asking them to consider attending 4 mornings of in-person school instead of 2. A family may decide to bring their student in just for their services in their schedule for the extra 2 days or send them to school for the morning. We are setting up a space with 6-foot distancing where the students will receive support to complete their asynchronous work.



R.W. Sullivan Engineering

MEP/FP Engineering . Code . Commissioning

September 9, 2020

Harvard Public Schools
14 Massachusetts Ave.
Harvard, MA 01451

ATTENTION: Patrick Harrigan

**RE: Commissioning Services
BUILDING – Bromfield School
Proposal # 220430**

Dear Patrick:

RW Sullivan is pleased to submit the enclosed proposal to provide commissioning services for the above project. Our proposal is based on the scope of work identified in the RFP dated July, 2020. If the actual scope of work differs from that identified below, we would like the opportunity to revise our proposal. This proposal consists of the following sections: description of the project, description of services, and compensation for services. The expected completion date is End of September / Early October 2020. If the schedule is delayed than additional services may be requested.

1. Description of Project

The description of services is based on the Bromfield School. This HVAC review is to investigate the existing equipment and functionality. RW Sullivan will provide real time data for equipment operations. The scope of work and final commissioning report does not make any claims regarding Covid-19.

2. Description of Services – Basic Commissioning

Scope of work:

- RWS shall review and comment on the following: HVAC Lifecycle, Performance, HVAC evaluation and quality of equipment.
- Conduct an introductory kick off meeting with School District to discuss scheduling and request pertinent documents.
- Coordinate and execute regularly scheduled on site equipment review to lay out commissioning process requirements, plan commissioning events and to track resolution of commissioning action list items.
- Verify installation of commissioned equipment and performance of energy consuming systems meet industry standards.
- Maintain and distribute commissioning action list.
- Review the final balancing report from the most recent renovation and provide comments. School District to provide to RWS.
- RWS will require assistance from the HVAC Maintenance department to verify all the equipment is fully operational.



- Provide a commissioning report which will include at a minimum:
 - An introduction
 - An executive summary
 - Project Directory
 - Cx Process overview
 - List of Systems Commissioned
 - HVAC Review and Evaluation, Lifecycle and Performance
 - Commissioning Action List (open / closed issues)

Systems and equipment to be commissioned:

- HV-1 ~ 8 (Bromfield School)
- RTU-1 ~ 7 (Bromfield School)
- HRU-1 ~ 10, HRU-14 ~ 19, HRU-21, HRU-22
- MAU-1, EF-1
- All HVAC controls shall be reviewed during investigation.

3. Compensation for Services

Basic commissioning

We request a fixed fee of **\$15,000** to provide the commissioning services as described in section 2 above.

Please see our attached standard terms and conditions.

4. Reimbursable Expenses

Reimbursable expenses including travel, printing and couriers to be billed at 1.1 x cost. Upset limit of **\$600**.

If this proposal meets your approval, please sign below and return a copy to our office.

Thank you for this opportunity. We look forward to working with your firm on this exciting project.

Very truly yours,
R.W. SULLIVAN ENGINEERING

Brandon Dervishian CxA, CEM, LEED AP
Commissioning Manager

Approved: _____ Date: _____
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Memo: Additional Technology Request
Date: September 14, 2020
From: Linda Dwight, Superintendent

We are requesting the money to lease 1:World devices for all of our elementary students. This would be an increase of 246 iPads for 313 students. We would reallocate existing classroom iPads to fill in the remaining 67. The cost of this new expenditure would be \$117,695.70 including Apple Care insurance and cases. The lease would be paid over 3 years at an annual amount of \$40,007.44.

The reason for this request is to accommodate an increasing demand for technology and technology support. To date, there are 40 iPads signed out to families of remote students and 24 more iPads sent home with hybrid students to access their daily afternoon and Wednesday remote classes. Others have expressed an interest in school devices rather than having to use their home equipment. Currently, we are prioritizing the devices out to families that do not have other equipment.

Also, when families use non-school-issued devices, they tend to need more technology support. This is difficult for our tech support staff to manage as well as the support that they are providing to the teachers and staff. The tech staff currently has 174 open tickets that they are addressing in a prioritized order.

The additional iPads would be helpful as we look at the potential for periods of remote-only teaching and learning this year.

Student Enrollment	Devices	Costs
313 in grades K – 4	246 new iPads needed	\$117,695.70 (includes Apple Care and cases) \$40,007.44 X 3
	67 already in stock (40 loaned to remote families, 24 loaned to hybrid families)	

\$1 Purchase Option

Thank you for considering Apple Financial Services to fund your technology plan. Please find your \$1 Purchase Option financing proposal below.

Financed Amount	Annual Payments in Advance	Lease Term
\$117,695.70	\$40,007.44	3 Years

Budgetary pricing provided at 1.99% Promotional APR

What is a \$1 Purchase Option?

This is a financing option designed for equipment ownership at the end of the financed term. The \$1 Purchase Option creates predictable payments while enabling universities and schools to deploy years' worth of equipment today using budgeted funds.

Why use a \$1 Purchase Option?

This option is usually recommended for educational institutions that know they want to own equipment at the end of term. Once the financed term ends, ownership will enable flexibility: continue using the equipment or trade it in to recover value toward new gear.

What are my options at the end of the financed term?

End of term options will be detailed in the final documents. The options include:

1. Purchase the equipment at end of term for \$1.
2. Trade in equipment for value toward a new purchase or financed term.

Overall, the \$1 Purchase Option enables administrators to buy more equipment today, while providing the flexibility that ownership allows.

Please do not hesitate to call or email me at the contact information below with any questions.

Amanda Curran

Northeast Area Finance Manager–North US | Apple Financial Services

T: 610.392.3629 | E: amandac@apple.com

Pricing Notes and Conditions

This proposal is for informational purposes and does not constitute a legally binding obligation of either party. Subject to the satisfactory completion of the Lessor's standard credit approval process and the completion of documentation acceptable to the Lessor, Apple Financial Services is not a financial advisor and does not have a fiduciary duty to you under federal securities laws. Consult with your financial advisor regarding the options offered.

Lease Discount Disclosure Statement: Apple Inc. through the Apple Financial Services program may provide an equipment discount to certain third-party investors. The discount may be applied to facilitate a lease rate discount. The actual interest rate paid on any resulting lease may be reflected in an amortization table provided with lease documents. The quoted payment amount does not include amounts that may be due for taxes or fees, if applicable.

The lease charge portion of the payments can be determined by applying to the total adjusted cost the rate which will amortize the total adjusted cost down to the purchase option amount. The lease charge rate may be higher than the actual annual interest rate because of the amortization of certain costs and fees incurred by the third-party investor. Rates may be subject to verification that the Lessee is a state or political subdivision as defined in Sec. 103 of the IRS Code, 1986.

**Harvard Public Schools
2019/2020
Draft #1 Budget**

Central Office					
			<i>Proposed FY20 Budget</i>	<i>FY20 Actual</i>	
Salary Accounts	Object				
Superintendent Salary	51691	\$	170,655	\$ 170,664	100%
Sup't Administrative Asst	51702	\$	75,702	\$ 75,712	100%
School Business Manager	51915	\$	60,000	\$ 84,999	142%
Business Coordinator Salary	51731	\$	54,972	\$ 54,974	100%
Transportation Clerk Salary	51742	\$	-	\$ -	
Stipends/Wellness/Retirement/SC Secretary	51110	\$	8,000	\$ 2,500	31%
HTA Salaries	51151	\$	-	\$ 7,800	
TSA Match	51100	\$	62,000	\$ 91,441	147%
Professional Development Stipends	51941	\$	47,715	\$ 42,164	88%
Other Stipends	51130	\$	20,000	\$ 20,000	100%
Offset to salaries - Bldg. rental	OFS	\$	(10,000)	\$ -	0%
Offset to salaries - Devens (Sch. Bus. Mgr.)	OFS	\$	(60,000)	\$ -	0%
Offset to salaries - Devens (Other Stipends)		\$	(20,000)	\$ (20,000)	100%
Total Salaries		\$	409,044	\$ 530,256	130%
Non-Salary/Ordinary Accounts					
Legal Fees General	52713	\$	18,000	\$ 6,788	38%
Office Expense	52715	\$	16,350	\$ 14,110	86%
Equipment Lease/Repairs	52914	\$	4,903	\$ 889	18%
System-wide Professional Development	52954	\$	95,765	\$ 82,746	86%
Dues and Subscriptions	52957	\$	9,874	\$ 10,230	104%
Regular Transportation	53214	\$	405,000	\$ 371,249	92%
Offsets to Non Salary - Bus Fees	OFNS	\$	(15,000)	\$ (15,000)	100%
Offset to Non Salary-Title IIA/IV grant	OFNS	\$	(45,000)	\$ (30,410)	68%
Offset to Salary - Title I grant	OFS	\$	(9,000)		0%
Offset Control					
Total Non-Salary		\$	480,892	\$ 440,602	92%
Salary Accounts		\$	409,044	\$ 530,256	130%
Non-Salary/Ordinary Accounts		\$	480,892	\$ 440,602	92%
		\$	889,936	\$ 970,857	109%

**Harvard Public Schools
2019/2020
Draft #1 Budget**

School Facilities					
		<i>Proposed FY20 Budget</i>		<i>FY20 Actual</i>	
Salary Accounts	Object				
Director of Facilities	51374	\$ 87,130	\$ 84,365		97%
Custodial Salaries	51372	\$ 421,345	\$ 435,633		103%
Overtime/snow removal Salaries	51300	\$ 30,000	\$ 1,107		4%
Total Salaries		\$ 538,475	\$ 521,105		97%
Non-Salary/Ordinary Accounts					
Telephone	52380	\$ 7,000	\$ -		0%
Supplies/Maintenance/Building	52381	\$ 114,224	\$ 87,504		77%
Water	52382	\$ 25,000	\$ 35,896		144%
Electricity	52385	\$ 200,000	\$ 201,727		101%
Fuel	52383	\$ 120,000	\$ 82,983		69%
HVAC/Preventative Maintenance	52387	\$ 64,261	\$ 47,100		73%
Cleaning Contract	52388	\$ -	\$ -		
Snow Removal (Equipment rental)	52393	\$ 25,000	\$ 12,000		48%
Trash Disposal	52390	\$ 14,500	\$ 16,292		112%
Contracted Services	52391	\$ 68,650	\$ 60,836		89%
Offsets to Non salary - Food Svc	OFNS	\$ (10,000)	\$ -		0%
Offsets to Non salary - Community Ed	OFNS	\$ (80,000)	\$ (40,000)		50%
Offset Control					
Total Non-Salary		\$ 548,635	\$ 504,337		92%
Salary Accounts		\$ 538,475	\$ 521,105		97%
Non-Salary/Ordinary Accounts		\$ 548,635	\$ 504,337		92%
		\$ 1,087,110	\$ 1,025,442		94%

**Harvard Public Schools
2019/2020
Draft #1 Budget**

Hildreth Elementary					
			<i>Proposed FY20 Budget</i>	<i>FY20 Actual</i>	
Salary Accounts	Object				
Principal Salary	51851	\$	118,312	\$ 118,312	100%
Associate Principal Salary	51852	\$	98,411	\$ 91,751	93%
Secretary Salaries	51862	\$	88,334	\$ 82,644	94%
Dept. Coord./Team Leader Stipends	51872	\$	121,199	\$ 116,197	96%
Guidance Salary	51320	\$	68,463	\$ 43,668	64%
Nurses' Salaries	51811	\$	65,458	\$ 66,928	102%
Teachers' Salaries	51891	\$	2,475,901	\$ 2,458,254	99%
Clerical Aide	51902	\$	8,021	\$ 6,799	85%
Reading Tutors	51906	\$	82,920	\$ 42,269	51%
Substitute Teachers' Salaries	51892	\$	51,900	\$ 68,492	132%
Library Media Coordinator Salary	51976	\$	68,549	\$ 73,249	107%
Kindergarten Aides	51941	\$	122,634	\$ 137,303	112%
Math Tutor	51943	\$	93,696	\$ 89,978	96%
Recess Aide	51942	\$	24,799	\$ 25,761	104%
Student Activity	51944	\$	5,000	\$ 4,052	81%
Offset To Salaries - K Tuitions	OFS	\$	(170,000)	\$ (170,000)	100%
Offset To Salaries /Title I Reading Tutor	OFS	\$	(51,500)	\$ (10,849)	21%
Offset To Salaries/Title I Director	OFS	\$	(60,000)	\$ (32,000)	53%
Offset to Salaries-Math Tutors	OFS	\$	(29,005)	\$ (25,287)	87%
Offset to Salaries - Devens Tuitions	OFS	\$	(400,000)	\$ (300,000)	75%
Offset Control					
Total Salaries		\$	2,783,090	\$ 2,887,522	104%
Non-Salary/Ordinary Accounts					
Office Expense	52874	\$	1,452	\$ 1,391	96%
Equipment Lease/Repairs	52914	\$	21,706	\$ 21,490	99%
Pupil Supplies	52915	\$	38,204	\$ 23,742	62%
Dues and Subscriptions	52957	\$	2,744	\$ 2,215	81%
Textbooks/Curriculum Materials	52965	\$	31,886	\$ 15,820	50%
Library Media Books/Materials	53004	\$	6,465	\$ 6,133	95%
Devens Offset	OFNS				
Small Capital Equipment	58500	\$	8,691	\$ 1,890	22%
Shaw Trust Offset		\$	(8,691)		0%
Total Non-Salary		\$	102,456	\$ 72,680	71%
Salary Accounts		\$	2,783,090	\$ 2,887,522	104%
Non-Salary/Ordinary Accounts		\$	102,456	\$ 72,680	71%
		\$	2,885,546	\$ 2,960,202	103%

**Harvard Public Schools
2019/2020
Draft #1 Budget**

The Bromfield School					
		<i>Proposed FY20 Budget</i>		<i>FY20 Actual</i>	
Salary Accounts	Object				
Principals Salary	51852	\$ 133,806	\$ 133,806		100%
Associate Principal Salary	51851	\$ 110,256	\$ 110,261		100%
Dean of Students (Stipend)	51130	\$ 6,500	\$ 6,500		100%
Secretary Salaries	51862	\$ 105,504	\$ 104,229		99%
Clerical Aide	51902	\$ 8,021	\$ 6,745		84%
Dept.Coord./Team Leader Stipends	51811	\$ 47,825	\$ 50,238		105%
Guidance Salary	51872	\$ 271,148	\$ 271,147		100%
Guidance Secretary Salary	51905	\$ 44,701	\$ 41,090		92%
Nurse Salary	51882	\$ 99,867	\$ 93,568		94%
Teachers' Salaries	51891	\$ 4,310,124	\$ 4,260,744		99%
Substitute Teachers' Salaries	51892	\$ 52,000	\$ 62,134		119%
Library Media Coordinator Salary	51991	\$ 81,149	\$ 77,548		96%
Instructional Aide Salaries	51993	\$ 28,175	\$ 40,075		142%
Athletics	51100	\$ 39,437	\$ 15,000		38%
Student Activity Salaries	51321	\$ 72,744	\$ 72,508		100%
Offset to Salaries - Title I	OFS	\$ (28,175)	\$ (39,865)		141%
Offset to Salaries - School Choice	OFS	\$ (310,000)	\$ (310,000)		100%
Offset to Salaries - Devens	OFS	\$ (500,000)	\$ (286,582)		57%
Offset Control					
Total Salaries		\$ 4,573,081	\$ 4,709,146		103%
Non-Salary/Ordinary Accounts					
Office Expense	52874	\$ 3,637	\$ 1,382		38%
Equipment Lease/Repairs	52914	\$ 26,445	\$ 37,516		142%
Pupil Supplies	52915	\$ 50,799	\$ 48,421		95%
Dues and Subscriptions	52957	\$ 15,365	\$ 13,878		90%
Textbooks/Curriculum Materials	52965	\$ 42,152	\$ 25,548		61%
Library Media Book/Materials	53008	\$ 9,916	\$ 7,735		78%
Virtual High School Expense	53009	\$ 18,000	\$ 16,925		94%
Student Activity Expenses	53344	\$ 12,697	\$ 4,795		38%
Small Capital Equipment	58500	\$ 34,025	\$ 34,025		100%
Offset to Small Capital - Shaw	OFNS	\$ (35,000)	\$ (34,025)		97%
Total Non-Salary		\$ 178,037	\$ 156,200		88%
Salary Accounts		\$ 4,573,081	\$ 4,709,146		103%
Non-Salary/Ordinary Accounts		\$ 178,037	\$ 156,200		88%
		\$ 4,751,118	\$ 4,865,346		102%

**Harvard Public Schools
2019/2020
Draft #1 Budget**

Pupil Services

		<i>Proposed FY20 Budget</i>		<i>FY20 Actual</i>	
Salary Accounts	Object				
Director of Pupil Services Salary	51811	\$	122,082	\$	122,096 100%
Secretary Salary	51822	\$	44,706	\$	46,154 103%
Bromfield Teachers' Salaries	51891	\$	641,182	\$	587,279 92%
HES Teachers' Salaries	51893	\$	366,097	\$	352,165 96%
System-wide Teachers' Salaries	51890	\$	495,297	\$	498,953 101%
Bromfield Learning Assts.' Salaries	51902	\$	220,678	\$	280,940 127%
HES Learning Assts.' Salaries	51903	\$	245,679	\$	235,662 96%
ELL Salaries	51852	\$	99,144	\$	98,422 99%
Preschool Teachers' Salaries	51000	\$	105,818	\$	151,612 143%
Preschool Learning Assts. Salaries	51021	\$	30,974	\$	33,489 108%
Home Instruction Salaries	51072	\$	20,675	\$	16,148 78%
NURSE/VAN MONITOR	51905			\$	1,952
PROF DEVMENT SAL D3495	51906			\$	3,365
Offsets to salaries - Preschool Tuition	OFS	\$	(55,000)	\$	(90,000) 164%
Total Salaries		\$	2,337,332	\$	2,338,237 100%
Non-Salary/Ordinary Accounts					
Office Expense	52834	\$	3,887	\$	1,476 38%
Legal Fees SPED	52714	\$	28,000	\$	11,854 42%
Equipment Lease Repair	52914	\$	1,518	\$	- 0%
Pupil Supplies	52915	\$	17,501	\$	9,171 52%
SPED Transportation	53214	\$	367,440	\$	277,884 76%
Other Professional Services	53805	\$	78,415	\$	45,241 58%
Homeless Transportation	53216	\$	10,800	\$	32,527 301%
Out of District Tuitions	54810	\$	621,937	\$	1,102,180 177%
Collaborative Tuitions	54820	\$	1,060,615	\$	574,255 54%
Preschool Expenses	52430	\$	1,549	\$	4,513 291%
Other Small Equipment	58500	\$	3,840	\$	428 11%
Offset 262 grant carryforward	OFNS				
Offset to Non Salary - Circuit Breaker	OFNS	\$	(510,000)	\$	(502,788) 99%
240 Grant Offset	OFNS	\$	(248,308)	\$	(254,345) 102%
Devens Transportation Offset	OFNS	\$	(54,240)	\$	(62,927) 116%
Devens OOD Offset	OFNS			\$	(88,110)
Homeless transportation Grant		\$	-	\$	(17,294)
Offset Control					
Total Non-Salary		\$	1,382,954	\$	1,134,065 82%
Salary Accounts		\$	2,337,332	\$	2,338,237 100%
Non-Salary/Ordinary Accounts		\$	1,382,954	\$	1,134,065 82%
		\$	3,720,285	\$	3,472,301 93%

**Harvard Public Schools
2019/2020
Draft #1 Budget**

Technology					
		<i>Proposed FY20 Budget</i>		<i>FY20 Actual</i>	
Salary Accounts	Object				
Network Manager	51021	\$	99,741	\$	99,741 100%
Computer Services Salaries	51021	\$	52,922	\$	52,879 100%
Computer Services Salaries P/T	52021	\$	9,751	\$	9,751 100%
Educational Technology Coordinator	51100	\$	99,114	\$	105,824 107%
Technology Support	51021	\$	46,818	\$	46,818 100%
Technology Coordinator	51021	\$	5,000		0%
Total Salaries		\$	313,346	\$	315,014 101%
Non-Salary/Ordinary Accounts					
System-wide Hardware	52050	\$	55,900	\$	26,143 47%
System-wide Software	55100	\$	68,066	\$	77,676 114%
Internet Service Provider	52380	\$	22,008	\$	29,973 136%
HES Software	55200	\$	4,900	\$	6,198 126%
Bromfield Software	55340	\$	8,500	\$	7,250 85%
Maintenance	52875	\$	18,427	\$	13,278 72%
Supplies	55400	\$	22,000	\$	18,906 86%
Technology Leases		\$	324,717	\$	324,470 100%
HCTV Stipend		\$	20,000	\$	20,000 100%
Offset to non salary Devens (HCTV Stipend)		\$	(20,000)	\$	(20,000) 100%
Offset to non salary Devens	OFNS	\$	(380,000)	\$	(324,470) 85%
Offset to Title I	OFNS	\$	(8,800)	\$	(5,528) 63%
Total Non-Salary		\$	135,718	\$	173,896 128%
Salary Accounts		\$	313,346	\$	315,014 101%
Non-Salary/Ordinary Accounts		\$	135,718	\$	173,896 128%
		\$	449,064	\$	488,910 109%

Harvard Public Schools
2019/2020
Draft #1 Budget

OMNIBUS BUDGET BY COST CENTER			
	<i>Proposed FY20 Budget</i>	<i>FY20 Actual</i>	
Central Office	\$ 889,936	\$ 970,857	109%
School Facilities	\$ 1,087,110	\$ 1,025,442	94%
Hildreth Elementary	\$ 2,885,546	\$ 2,960,202	103%
The Bromfield School	\$ 4,751,118	\$ 4,865,346	102%
Special Education	\$ 3,720,285	\$ 3,472,301	93%
Technology	\$ 449,064	\$ 488,910	109%
Budget Totals	\$ 13,783,059	\$ 13,783,059	100%

OMNIBUS BUDGET TOTALS			
	<i>Proposed FY20 Budget</i>	<i>FY20 Actual</i>	
Salary Accounts	\$ 10,954,369	\$ 11,301,279	103%
Non-Salary/Ordinary Accounts	\$ 2,828,691	\$ 2,481,781	88%
OMNIBUS TOTALS	\$ 13,783,060	\$ 13,783,060	100%

HARASSMENT

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Harvard Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. 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 sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

1. A presumption of innocence throughout the grievance process, with the burden of proof on the school;
2. A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
3. The clear and convincing evidence or preponderance of the evidence, subject to limitations;
4. The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
5. Written notice of allegations and an equal opportunity to review the evidence;
6. Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
7. Equal opportunity for parties to appeal, where schools offer appeals;
8. Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the (Name of District) School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator

List the appropriate party by name and phone number to receive a complaint in each District School

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601

Boston, MA 02108.
Phone: 617-994-6000.

- Office for Civil Rights (U.S. Department of Education)

5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,

John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A
 Title IX of the Education Amendments of 1972
 BESE 603 CMR 26:00
 34 CFR 106.44 (a), (a)-(b)
 34 CFR 106.45 (a)-(b) (1)
 34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC July 2020

September 9, 2020

Dr. Linda Dwight
Harvard Public Schools
16 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants:

Submit Date	Request	Title	Submitter	Amount
9/7/20	20-27	“Dewey the Document Camera Stand”	Cristin Hodgens	\$85.95

We hope all is going well.

Very truly yours,

Lindsay Burke & Terry Symula
Harvard Schools Trust

Cc.
Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

THE BROMFIELD SCHOOL

14 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4152 • FAX (978) 456-3013

Mr. Scott Hoffman
Principal

Mrs. Robin Benoit
Associate Principal

September 3, 2020

Dr. Linda Dwight
Harvard Public Schools
39 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard PTO gave a check to us for \$1000 to defray the cost of the sound system for the Class of 2020 graduation ceremony.

Enclosed please find the check #2335 in the amount of 1000 dollars.

If you have any questions please feel free to contact me.

Thank you,



Scott Hoffman

School Committee Minutes
Virtual Meeting
August 24, 2020

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

Others in attendance Brooke Caroom, Taylor Caroom, Aziz Aghayev, Cristin Hodgen, Katy Covino, Colleen Nigzus.

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

Abby Besse 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:

Felicia Jamba reported that students are excited for classes to start. Summer work is due this week and work is being passed out to AP students. Taylor Caroom reported that the Senior Class held a class meeting today. About 30 students attended. It was a great opportunity for students to talk about ideas for the upcoming school year.

Superintendent Update

See Attached.

MIAA Sports Participation for Remote Learners; VOTE

There is a possibility that students who attend school remotely will need approval by the School Committee to participate in sports. Dr. Dwight ask the Committee to vote before the season potentially starts in mid-September.

Shannon Molloy made the motion and Suzanne Allen seconded to move that we allow students who elect to attend school remotely this year be allowed to participate in MIAA sports.

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

Rental Fees for Facility for Town Employee Childcare; VOTE

Cristin Hodgins spoke as the leader of the Childcare Committee to explain the general idea on how the Childcare Committee evolved and ways they are working towards partnering with the school and town. Currently there are five families with a total of nine students interested in attending.

Sharlene Cronin made the motion and Suzanne Allen seconded to approve the childcare plan as detailed by Dr. Dwight and to allocate up to \$500 per month for rental fees to the Unitarian Church Fellowship Hall.

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

Remote Learning Update

Katy Cavino – leader of the Remote Advisory Council explained that the goal of Advisory Council is to work collaboratively with school administration to maintain equity of access and engagement for remote learners. Once school starts the Advisory will help administration know what is working and what needs to be changed or improved.

Student Schedules Presentation (Graphic)

Dr. Dwight shared information on the TBS and HES Remote Learning schedules.

Personnel Increase Request; VOTE

Dr. Dwight requested that the Committee approve the hiring of 2 long term substitute teaching positions in order to cover the hybrid and remote re-entry plan. At this time, we are able to fund these positions through personnel changes within the current budget and will come back if additional funding is needed.

Suzanne Allen made the motion and Abby Besse seconded to authorize the Superintendent to hire up to two new positions for this one contract year.

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

BOH Testing

Colleen Nigzus clarified that Tamara Bedard from the Nashoba Board of Health will be the contact person to report any COVID related issues. Dr. Dwight and Colleen Nigzus will conduct the contact tracing within the school for staff and students. That information will be passed to Tamara Bedard at the Board of Health for follow up. Dr. Dwight will communicate to families any positive cases in the schools.

Colleen Nigzus explained that the Department of Public Health released a memo regarding rapid response testing. If we have a cluster in the school district DPH will send a mobile response team out to do testing with quick results. Parent permission is required. Call from administration to BOH who will then call DPH.

Sharon McCarthy – cautioned people that a cluster has very specific guidelines and must meet requirements. Screen testing can be counterproductive because of the false positive rates. Shannon Molloy reported that there is a parent group working with a lab to possibly provide testing in the schools.

COVID Budget Impact

Aziz Aghayev presented the updated COVID Budget spreadsheet that presented expenses, purchases, inventory and assumptions as of August 10th.

Year End Financials; VOTE

Aziz Aghayev gave an update of the FY20 year-end financials by cost center. He will be back to a future meeting to give an update on the revolving fund accounts.

M/S Ramp Submission; VOTE

David Pollack from the Abacus Architect firm attended the meeting to explain the changes to the Middle School ramp project with the directive to renew the ramp to be safe, low maintenance and at the lowest cost that is reasonable. The members are in general agreement about the approach, but will wait for estimates to take a formal vote. The estimates will be brought to the CPIC meeting and then SusanMary Redinger will work with Abacus to arrange another meeting with School Committee in order to take a formal vote to approve the project.

COVID Related Policy Review; VOTE

Suzanne Allen read through a first read of the proposed COVID Travel Policy. The policy requires a 96 hour wait time for testing if someone travels to a restricted state.

Shannon Molloy made the motion and Sharlene Cronin seconded to adopt the COVID Travel Policy as reviewed by legal counsel and amended by the Committee.

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

Shannon Molloy presented amendments to Policy File JH. The amendments will clarify student absences and excuses as they pertain to the COVID-19 pandemic.

SusanMary Redinger made the motion and Suzanne Allen seconded to approve policy JH as amended.

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

Suzanne Allen read through the COVID Exposure/Symptom Guidelines adapted from DESE and amended by the Committee. The Exposure/Symptom flow chart was also amended.

Suzanne Allen made the motion and Shannon Molloy seconded to approve the policy and flowchart as amended.

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

Future Meeting Dates

August 31st –

Saturday – September 26th for retreat

September 14th

Agenda Items

Handbooks
Policy
Devens sheet
Anti-Racism update
COVID-19 testing
PreK and K tuition

Minutes

Without objection, SusanMary Redinger considered the minutes approved as amended.

Liaison/Subcommittee Updates

None

Grant Approval

Apple Pencil 1st Generation Stylus –Lisa Terrio - \$558.00
Remote Learning Science Tools for High School – Jackie Travers, Julie Burton, Kristen Vanderveen - \$1,745.50
PebbleGo Additional Modules – Marybeth Quaadgras, Erin Sintros - \$1,299.00

Sharlene Cronin made the motion and Suzanne Allen seconded to approve the gifts as presented.

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

Public Commentary-

Kerri Green – Oak Hill Road – remote learning

SC Commentary

Suzanne Allen – screen testing can be a useful tool and should not be dismissed. Would like more details on the hybrid model and how it will look for students.

Adjourn

With no objection, SusanMary Redinger consider the meeting adjourn at 10:30 pm.

Respectfully submitted,

Mary Zadroga

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School Committee Minutes
Virtual Meeting
August 31, 2020

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

Others in attendance Scott Hoffman and Josh Myler

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

SusanMary Redinger 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

Superintendent Update

See Attached.

Dr. Dwight asked permission to hire an additional 4th grade teacher and to have the ability to add additional teachers if the number of remote students in a grade level exceed 24 or 25.

Sharlene Cronin made the motion and Suzanne Allen seconded to authorize the superintendent to hire an additional 4th grade teacher to manage the remote class.

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

Suzanne Allen made the motion and Charlene Cronin seconded to Allow Dr. Dwight to hire an additional teacher if the class size should rise to 24 or 25 in any grade level.

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

Handbooks (VOTE)

Josh Myler and Scott Hoffman shared changes that have been made to the 2020-2021 handbook for Hildreth Elementary School and The Bromfield School. The School Committee asked for some clarification on pick up and drop off information and updated information on immunization requirements be included in the handbooks.

Shannon Molloy made the motion and Sharlene Cronin seconded to move to approve the HES handbook as amended.

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

Shannon Molloy made the motion and Sharlene Cronin seconded to approve the TBS handbook as amended.

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

MS Ramp Project Review

SusanMary Redinger presented the cost estimate prepared by North Bay Construction Consultants for a less costly plan to replace the middle school ramp at Bromfield. The school will submit the proposed plan with a cost of \$514,000 to CPIC for approval.

Suzanne Allen made the motion and Abby Besse seconded to support the ramp project as presented and bring to capital with the request to fund the project at \$514,000.

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

PreK and K Tuition

Dr. Dwight shared with the Committee a proposal to reduce the tuition for full day PreK and K families to half for the 2020/2021 school year. The half payment would allow us to collect from families of hybrid and remote students approximately \$80,625 toward the kindergarten and \$44,250 towards the PreK budgeted offsets. The reserve funds in both accounts could be applied to cover the difference as needed.

Suzanne Allen made the motion and Abby Besse seconded to allow the superintendent to charge half tuition for PK and K for the coming school year and for the superintendent to communicate the changes to remote families.

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

Devens Revolving Account Update

Dr. Dwight shared the Devens revolving account balances.

Anti-Racism Initiative Update

Following up on the “Open letter” response, Shannon Molloy explained that TBS students are meeting to fine tune the best approach to take in order to achieve their goal. The idea that is being worked out would have the current Bromfield students writing an addendum to the open letter and making a video. In the video the former students would read their letter and current students would read their addendums to share what is being done differently. The School Committee would like to have at a future meeting an update on what the district is doing in commitment to diversity, inclusion equity and anti-racism initiatives.

Future Meeting Dates

September 14th unless we need a meeting prior to the 14th to approve any policies.

Retreat – Saturday September 26th

Agenda Items

Update on Ventilation

SC Retreat

Minutes

Tabled to next meeting.

Liaison/Subcommittee Updates

Shannon Molloy reported that SEPAC met and talked about ways to further their goals and mission for the coming year. They will continue to meet monthly.

Maureen Babcock –checking in to be sure there are supports in place for transition students.

SusanMary Redinger reported that the school building project is moving along as planned. We are on budget and the expected move in date is May 18th.

Public Commentary - None

SC Commentary

Suzanne Allen – attended first convocation. The silver lining to the remote presentation was that she was able to attend. Thanked SusanMary for representing the School Committee with her inspirational message. Loved Linda's lesson on team work as it relates to geese and how each one has a job in order to make the team successful. It was really a great message.

Abby Besse – In her experience convocations are not usually as uplifting as was this 2020/201 convocation in Harvard. It was a wonderful message of self-care and gratitude. Thank you to SusanMary for speaking on behalf of the Committee. The convocation is just one of the ways that makes our district special.

Without no objection SusanMary Redinger considered the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Mary Zadroga