School Committee Minutes

Upper Town Hall

Monday, September 12, 2016

6:00 p.m.

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

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

Nancy Lancellotti read the vision statement.

**Public Commentary –** None

**Trip Approval**

Ms. Bryce Mattie and student Ariel Jones-Mollad – came before the Committee to seek approval to attend three overnight conferences – BUSUN in Providence, RI at Brown University (11/11/16 through 11/13/16) CIMUN International in Chicago, IL (12/7/16 thru 12/11/16) and HMUN in Boston at Harvard University (1/26/17 thru 1/29/17).

Mary Traphagen made a motion and Nancy Lancellotti seconded to approve the three Model UN trips as presented by Ariel Jones- Mollad and Bryce Matte.

VOTE 5/0

**HES School Improvement Plan**

HES Principal, Sue Frederick presented the School Improvement Plan for the 2016/2017 school year. Ms. Frederick shared goals, strategies, time-lines, resources and measurements for the following: Core Values - Student Achievement, Personal Growth, Partnership, and School Climate. The Committee thanked Ms. Frederick and the School Council for their hard work in putting the improvement plan together

**Superintendent Report**

Dr. Dwight reported on the following:

**Hildreth Elementary building project update**

Here is a list of the actions completed in the past two weeks:

Worked with MSBA on final revisions of the OPM process report

Gained needed signatures and mailed the packet off to the MSBA office in Boston

Communicated with NV5s Jeff Luxenberg about the next steps in the process

Set the agenda and posted the meetings on the 14th and the 22nd.

Attended the MSBA presentation by NV5 on September 12th in Boston

# Curriculum Night at Hildreth Elementary School

The teachers and leaders decided to try a different format to this event by “flipping the classroom”. Instead of having parents sit through a presentation of the curriculum, the information was sent home electronically and parents conversed with the teachers and other parents. Also, the Special Education Department all gathered in the library; making themselves more easily available for drop- in by parents. The atmosphere seemed friendlier and more open than prior years. The informal feedback was overwhelmingly positive. See the Principals’ flipped video by following this link: https://[www.youtube.com/watch?v=Nj9o7K76p7I](http://www.youtube.com/watch?v=Nj9o7K76p7I) or visit the Hildreth Elementary School homepage.

**Recent Professional Development at Bromfield**

The teachers at Bromfield used the Early Release time to share and gain information about the use of technology in the classroom. Faculty members were encouraged to either offer sessions for their colleagues or attend sessions. Topics included more information about the use of MacBooks, Noodle Tools, Google Suite for Educators, and website design and other communication tools. Teachers were also able to collaborate together on specific projects or technology initiatives.

**Leadership Networking**

I recently met with leaders from Westborough, Natick, and Wrentham to begin a networking group. During our first meeting we discussed professional development, negotiations, and school calendar design. We will continue to meet once a month to continue learning from each other.

**5 Year Capital Plan Review**

Dr. Dwight reviewed the Capital submissions for the fiscal year 2018 which includes

1. Replacing locks on all classroom doors at a cost of $110,000.
2. Upgrades to science rooms at TBS at a cost of $175,000.
3. Repair /replace ramp to middle school at a cost of $150,000.
4. Half of the cost to renovate the middles school bathrooms at a cost of $40,000 ($20,000 from capital and $20,000 from Devens’ capital).

 In addition, the Devens’ account will fund capital projects for science room upgrades at $175,000. The out year submissions have not been changed from previous years, but will be re-vetted when the time gets closer. The Committee would like to add an architectural plan for the Central Office renovations and painting of the Bromfield House exterior to the list of our out year requests.

**Update on Science Lab HVAC and Funding Needed for Overage**

The HVAC renovation project at TBS was voted to be funded for $235,000. The actual cost is $266,196 resulting in an additional $31,196 not including an additional change order to install furniture. Dr. Dwight asked the Committee to vote $31,196 for the additional cost to the HVAC project and up to $5,000 to fund the additional change order for a total of $36,196. The Committee discussed funding sources to cover the increase.

Patty Wenger made a motion and Nancy Lancellotti seconded to approve the amount of $36,196 to be appropriated from Shaw Trust for the overage of the science lab project.

VOTE 5/0

**Finalize School Committee/Superintendent Goals and Outcomes**

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

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

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| Contract Negotiations | To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district. | By February 1st a new Teacher's Contract has been ratified by the School Committee and the HTA. | Teacher’s needs are balanced with the financial goals of the town.Contract conditions support optimal student learning and achievement. | School Committee HTAAdministrationSchool Business ManagerBoard of SelectmanFinance Committee |
| HES Renovations | To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town. | By Town Meeting of 2018 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction | Must meet MSBA requirements. Building must address student learning needs and possible future expansions. Community involvement at all stages. | School Building & Visioning CommitteeSchool CommitteeAdministrationSchool CommunityCapital Committee/Finance Committee |

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| --- | --- | --- | --- | --- |
| User Fees | To have a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years. | By June 30, 201 7 a funding plan/structure has been implemented that ensures that athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years. | Finance committee is in agreement.Parent/student input will be considered.Must not negatively impact services already being provided. | School Committee Parents/Students Finance Committee AdministrationHarvard Athletic Advisory Harvard community |

Patty Wenger made the motion and Mary Traphagen seconded to accept the Joint School Committee/Superintendent goals for the 2016/2017 school year as amended.

VOTE 5/0

**Review Superintendent Goals and align on Evidence**

Dr. Dwight presented her goals for the 2016/2017 school year.

Superintendent Goals School Year 2016 – 17

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| --- | --- | --- | --- | --- |
| Strengthen the new Leadership Team by providing training, feedback, and collaboration to improve adult and student learning. | By June 2017 a minimum of 8 specific trainings have occurred. | Evidence of training content incorporated in faculty meetings and classroom practice. | Time and finances exist to support the trainings.Content is relevant to current needs and interests. | Leadership TeamTeacher Leadership TeamPresentersFaculty and studentsSchool Committee |
| Innovation | Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the area of STEAM, global learning, and project based learning. | By June 2017 we will have visited 5 school districts to discuss their innovative programs. We will have read and discussed at least 5 sources of research or literature articles. We will develop plans to move innovation forward in our district. | Time and finances to visit other districts.Interest in moving these innovative ideas forward.Student and community involvement. | Leadership TeamTeacher Leadership TeamStudents and Community MembersSchool Councils |
| Networking | Network with other districts to learn from them and strengthen the relationship of our leaders and teachers with educators in other districts. | By June 2017 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event. | Time and finances exist to visit other districts and plan collaboration meetings. | Leadership TeamTeacher Leadership TeamOther district leaders and teachers |

The Committee agreed to the Superintendent’s goals as presented. The Committee will work with Dr. Dwight when she does her initial review of the goals to establish what and how the evidence will be presented.

**Review Athletic Uniforms Replacement Cycle and Possible Funding Sources**

Dr. Dwight reviewed the data collected on athletic uniforms which indicates that some uniforms are over ten years old. A possible solution would be to look at an estimated cost of the uniforms that athletes compete in and came up with a four year replacement cycle at a cost of approximately $8K per year. Dr. Dwight is suggesting using the building rental account to fund the uniform replacement cycle.

Mary Traphagen made a motion, seconded by Nancy Lancelotti to fund the athletic uniform replacement cycle by using the funds available in the building rental account.

VOTE 5/0

**Substance Abuse Policy (JICH) Review**

The Committee reviewed and approved the Substance Abuse Policy (JICH) as amended by the Policy Subcommittee.

Jon Green made the motion and Patty Wenger seconded to approve the Substance Abuse Policy (JICH) as amended.

VOTE 5/0

**Substitute Teacher Recruitment/Training/Evaluation Job Description Review**

The Committee reviewed a pilot job description to hire a substitute teacher program manager. The cost would be covered by the savings in the personnel. The cost would be $500 per day for up to $15,000 per year. The goal of the position would be to research, implement and supervise an effective program for substitute teachers.

Mary Traphagen made the motion and Patty Wenger seconded to move that we approve the substitute teacher manager job description as presented for up to $15,000 per year.

VOTE 5/0

**Review proposed MOU for the Fin. Dir./School Bus. Mgr. Shared Position**

The Committee reviewed for approval the revised Memorandum of Understanding between the Harvard Board of Selectman and the Harvard School Committee with regard to the shared position of the Finance Director. The revised MOU was drafted by Stu Sklar and Linda Dwight. Dr. Dwight has agrees with the implementation plan contained in the MOU as it gives the school a part-time School Business Manager until such time that a town Finance Director takes on the responsibility of both positions. The Committee will need to approve this MOU so the town can move forward in hiring a Finance Director.

Mary Traphagen made the motion and Nancy Lancellotti seconded to move that we approve the Memorandum of Understanding between the Harvard Board of Selectmen and the Harvard School Committee sharing the Finance Director.

VOTE 5/0

**Review meeting minutes**

 SusanMary Redinger with no objection approved the School Committee minutes as amended.

VOTE 5/0

**Liaison/Subcommittee Reports**

Maureen Babcock reported that DEAC is expected to cancel their meeting schedule for this Wednesday and reschedule to next week. Maureen Babcock reported that Phase 1 of the Grant Road residential housing project is nearing completion. Phase 2 will begin in the spring.

Mary Traphagen – HES School Council will meet next week. Mary is looking forward to attending the Parks and Recreation Committee meeting next week. The Policy Subcommittee met and approved the Substance Abuse Policy. The Visioning Subcommittee is meeting this Wednesday after school.

Jon Green reported that SEPAC has not met because the committee still needs to be formed.

SusanMary Redinger reported that she along with members of the Harvard Energy Advisory Committee, Mark Force, and Dr. Dwight met with Department of Energy personnel who explained their cost saving energy program to us. There is interest in having Bromfield be part of their program. A company called EnerNOC will access our usage and efficiencies to see how this program could benefit us. There may be grants available at no cost to us. We will be asked to sign a contract at some point which will need School Committee approval in order to officially commit to the program.

Patty Wenger reported that CIPIC met and discussed the process for reviewing capital expense items submitted for consideration by various town departments, boards or committees and determine if the proposed item represents a genuine need and if the proposed cost is reasonable

Nancy Lancellotti –reported that the TBS School Council is meeting next Wednesday at 3:00 p.m.

The Committee will need to decide for the next meeting who will serve on the negotiating team.

**Suggest Future Agenda Items**

TBS School Improvement Plans

TBS Class Sections and Enrollment by Course

Achievement Data

Enrollment figures

Policy Review

MCAS/AP Data

Professional Development Review

Capital Plan

**Commentary**

Nancy Lancellotti inquired about the a la carte lunch prices, the bus fee policy and the HVAC – Science Lab project.

Mary Traphagen hopeful the HES Building project will be approved by MSBA. We will be notified within 72 hours.

Patty Wenger – so happy that Nancy is taking the lead on doing a newsletter.

Linda Dwight – thanked the Committee for taking risks on new ideas.

**Adjourned**

SusanMary Redinger with no objection adjourned the meeting at 9:14 p.m.

Respectfully submitted: Mary Zadroga