School Committee Minutes

Upper Town Hall

Tuesday, October 11, 2016

6:00 p.m.

Members attending: Mary Traphagen, Nancy Lancellotti (arrived 6:19), Jon Green, Patty Wenger, Maureen Babcock, Peter Rowe and Linda Dwight . Absent: SusanMary Redinger

Mary Traphagen called the meeting to order at 6:00 p.m.

Linda Dwight read the vision statement.

**Public Commentary –** None

**Student Presentation** – Tabled until next meeting

**Approval of Grants**

The Committee reviewed for approval the Harvard Schools Trust gifts to HES and TBS as follows:

Model UN – Bryce Mattie - $3,705

KORE Wobble Chairs – Grade 1 Team - $1,119.20

Outdoor Equipment – Luke Reynolds/Janis Dyer - $75.00

Bromfield Green Team Composting system – Bryce Mattie/Josh Clarke - $625.52

Natures Classroom Scholarship – Rob Cullinane - $1,730.00

HES Library Self -Check-out scanner – Marybeth Quaadgras - $275.00

First Lego League and Grade 4 Robotics Program start-up - $5,600.00

Reading/Writing work rugs – Chris Burns -$249.98

Mancala Boards – Lauren Crittendon - $147.00

Reading Area rugs – Lauren Crittendon - $189.99

Patty Wenger made the motion and Jon Green seconded to accept the Harvard Schools Trust grants with great appreciation.

VOTE 3/0

Dr. Dwight will send a letter of thanks.

**Superintendent Report**

Dr. Dwight reported on the following:

\*The interview committee met with the NV5 team including the new member assigned to our project. After approval by the sub-committee, NV5 joined our School Building Committee (SBC) meeting on September 29th. During that meeting we reviewed the Request for Services (RFS) for the architect/design firm and the timeline.

\*Following that meeting, members of the SBC continued to provide edits to the RFS that will be sent to the Central Registry later this week.

\*A walkthrough the Hildreth Elementary School by interested architect/design firms will occur October 18th after school hours. Applications are due on October 28th, and the SBC member will help review them. An architect will be hired in November.

\*Moving forward with the Substitute Teacher Program Manager we are pleased to announce that Gretchen Henry, former Associate Principal of Hildreth Elementary School, has been hired to fill this new part-time position. She is visiting other districts to learn from them. She also wrote ads to be published in local papers to increase our pool of substitute teachers. She is working on the training materials**.**

**\***In order to reach more people with the good news about our district, we have started a Facebook page. Please visit: [https://www.facebook.com/Harvard Public School/](https://www.facebook.com/Harvard%20Public%20School/).

\*Students spent a week at Nature’s Classroom in CT learning about teamwork, cooperation and science in nature. This tradition provides lasting memories for students and builds bonds that transfer back to the classroom. Thank you to the staff members and parents that made this experience possible. Thanks to Rob Cullinane for his leadership and organization of the event.

**Trip Approval**

Holly Hatten presented to the Committee for approval two overnight/out of state trips planned for the Acton-Boxborough Rowing Team. The Head of the Fish Regatta in Saratoga Springs, NY held October 29-30, 2016 and the Saratoga Invitational in Saratoga Springs, NY held April 28 -30, 2017. These regattas are open for participation by varsity and selected experienced novice athletes.

Patty Wenger made the motion and Nancy Lancellotti seconded to accept the request for the overnight field trips for the Bromfield Acton Boxborough Rowing team for October 29th – 30th and April 28th – 30th as presented.

VOTE 4/0

Holly Hatten discussed a fund raiser held at the Cronin Auditorium. The presentation coupled the free showing of the “Boys on the Boat” and a talk on “The Power of Team Work”. As part of the presentation there were two Olympic gold medalists who shared their experience of competing in the Olympics. Proceeds from the fundraiser will go toward a scholarship in honor of Peter Ginouves.

**Review Policy Review Cycle**

The Policy Subcommittee presented a recommendation to change the schedule in order to even out the number of policies to be reviewed each year. Dr. Dwight indicated that any time a change is recommended by the state or if something comes up to initiate a review prior to the schedule that would take precedence.

Patty Wenger made the motion and Jon Green seconded to accept the policy review schedule as presented.

VOTE 4/0

**Policy Review – Section D**

The Committee reviewed the following policies that were amended by the Policy Subcommittee:

DBD – Budget Planning, DBG – Budget Adoption Procedures, DBJ – Budget Transfer Authority, DJ – Purchasing

The Committee reviewed the following policies that were proposed for elimination by the Policy Subcommittee:

 DIC – Financial Reports and Statements, DJD – Cooperative Purchasing

 Policy DID – Inventories – was slated to be eliminated but the Committee would like the Policy Subcommittee to review for comparison with the MASC policy and suggested as part of the policy, technology and capital equipment be inventoried.

Patty Wenger made a motion and Nancy Lancellotti seconded to approve Policy DBD, DBG, DBJ, DI, DIC, DJ and DJD as amended and return Policy DID back to the Subcommittee for further evaluation.

VOTE 4/0

**5 Year Capital Plan Approval**

The Committee reviewed the capital submissions for fiscal years 2018-2022. Since the last draft was submitted to the Committee an item was added for FY19 to create architectural plans for the Bromfield House for $20K. The Committee agreed to add painting the Bromfield House as an FY18 request with an estimated cost of $30K.

Patty Wenger made a motion and Nancy Lancellotti seconded to move to approval the capital submission requests as presented contingent upon the estimate to paint the Bromfield House.

VOTE 4/0

**Share October 1 Enrollment Numbers**

Dr. Dwight shared the October 1st enrollment numbers. Total enrollment is 1,143 students. Total enrollment is down by 23 students as compared to the October 2015 enrollment. This is due to a reduction in school choice students as well as school choice families becoming Harvard residents.

**Report of Summer Professional Development**

Dr. Dwight presented a list of teachers along with topics for summer professional development work completed over the past summer. Dr. Dwight reviewed the process for approving summer professional development work and explained that the district’s leaders put out a request in the spring asking teachers for professional development topics with an explanation for why we should consider their request. The expectation is that department leaders and vertical team leaders work alongside their colleagues and that a work product will be developed for each topic.

 **Discussion of Topics for Student Advisory Committee Meetings**

The Committee brainstormed the following list of topics to discuss with the Student Advisory at upcoming meetings:

* Reaction to new Physic and Chemistry classrooms/labs
* New line up of Bromfield Administration
* Macbooks
* TV Studio – TV production class
* Athletics – (specifically less girls competing in sports)
* Athletics – (specifically new uniforms proposed)
* Providing bus to prom

**Review of Minutes**

Patty Wenger made a motion and Nancy Lancellotti seconded to approve the minutes of the September 26th meeting as presented.

VOTE 4/0

**Liaison/Sub-committee Reports**

Nancy Lancellotti – reported that the TBS School Council is working diligently and continues to work on their School Improvement Plan to be presented at our next meeting.

Jon Greene - reported that HCTV meets tomorrow. There is no update on SEPAC. Dr. Dwight will check with Marie to see the status and the plan on what to do next.

Patty Wenger - attended the Athletic Advisory meeting. They are a very enthusiastic group. They are very happy about the new uniform purchase plan and happy with the School Committee goal to work on user fees.

Mary Traphagen reported that the Policy Subcommittee met last Friday and reviewed policies in Section D. The HTA negotiation team will be meeting on October 20th.

Maureen Babcock – distributed an updated newsletter that she will present to the MassDevlopment Board of Directors on Thursday. The newsletter highlights results of the survey, the 1: world initiative, the school lunch program and Bromfield ranked #7 in the September 2016 issue of Boston Magazine. DEAC met two weeks ago and proofed the survey that will hopefully be approved at the next DEAC meeting.

**Future Agenda Items**

TBS School Improvement Plan

Student enrollment by course

PD Committee Presentation

Enrollment Projections

MCAS Results

Technology Plan

Student Presentations

DEAC Survey presentation

Executive Session –contract negotiations

**Open to Interested Citizens Commentary**

None

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

 Time was 7:36 p.m.

Patty Wenger made a motion and Jon Green seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association.

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

Respectfully submitted: Mary Zadroga