School Committee Meeting

Monday, January 8, 2018

6:15 p.m.

The Bromfield School Library

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

Mary Traphagen called the meeting to order at 6:15 p.m.

**Read the Vision Statement** – Nancy Lancellotti

**Public Commentary –** None

**Grant Approval**

The Harvard Schools Trust submitted the following grants for approval:

New Club Supplies, materials and startup for rocket project – Christine Zacharer and Julie Burton - $650.76

State Leadership Conference – Kristin McManus and Josh Thurston - $3,185

The Bromfield Quiz Team – Kathleen Doherty - $740

***Nancy Lancellotti made the motion and SusanMary Redinger seconded to move that we accept the grants of the Harvard Schools Trust for a total of $4,575.76.***

***VOTE 5/0***

Fanfare submitted a donation of $846 to the Tri-M Music Honor Society from their earnings at the last two years’ holiday plant sale fundraisers. These funds will be used for the Tri-M Music Honor Society under the direction of Craig Robbins.

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to move to approve the gift from Fanfare in the amount of $846 as presented.***

***VOTE 5/0***

**Student Update**

Chloe Cushing – reported the snow days were helpful for students to complete projects. A lot of people are getting their license so the parking lot is full. The parking lot is not completely cleared out so cars are getting stuck. Second quarter is coming to a close. Students will be switching classes. The boys’ basketball team is doing well.

**Student Achievement: Data Dashboard Overview**

Chris Boyle presented an overview of the Unified Insights software that the district will be using to collect and store student assessment data. He explained how the software will be used to filter information for teachers and administrators to use to compare and assess data. Once the dashboard is up and running the School Committee would be able to query information that they would find important. Staff will be trained to use the software over the summer.

**Building Project Video and Discussion**

Dr. Dwight shared a video produced by Robert Curran that featured the Hildreth Building Project. Robert attended the meeting to get feedback from the Committee on additional information that may be useful to add.

**Superintendent Report**

***Building project update***

\*Held a School Building Committee meeting on December 14th. The committee members approved the design being sent to the estimators for pricing.

\*On December 19th teacher liaisons, school leaders and tech department members visited Natick to see their model classrooms for the future. General take-aways from the visit confirmed our focus on flexibility, technology as a tool, and providing coaching help for teachers to incorporate the tools.

\*Josh and I consulted with Arrowstreet on the administration area of the building design by conference call held December 20th.

\*I invited nine women from the community to a tea and conversation regarding the school project on December 21st.

\*Met with some members of the working group on December 22nd to further discuss the design elements and to plan for an additional working group meeting in January.

\*Several of us consulted on a video that Robert Curran produced. We posted it to the website, TVs in the school, Facebook, and e-mail.

***Guidance Department Update***

Christine Reale and Dr. Dwight met with Terry Symula regarding the grant written to hold the Challenge Day for our students. Terry asked questions regarding the link to other district initiatives, and we provided the connections and further information.

***Winter Concerts***

Our music department leaders, Becky and Craig, planned two evenings of winter concerts. The first, held on December 7th, included middle school chorus and band students. The second, held on December 14th, included high school chorus and band students. This was a new way of organizing the programs, and most audience members responded positively. For the final song, *Hallelujia,* Becky Ufema and Craig Robbins combined the high school choir and band and welcomed the audience to stand and join them. It was a memorable ending to a quality program.

***Science Lab Update***

Construction in the rooms has steadily continued. The concrete, plumbing and electrical contractors have finished most of their work. The flooring, finishers, and furniture contractors are scheduled to complete the project by the end of January.

***Board of Selectmen Meeting***

The Board of Selectmen met on December 19th to discuss the town budget. Several of School Committee members and Dr. Dwight attended the meeting. The Board of Selectman approved a $100,000 decrease to the school district’s budget. We will discuss potential changes to our proposed budget to include this reduction.

**Policy Updates**

The Committee reviewed Policy ACABA – Harassment by Students along with the action flow chart. The flow chart shows the process followed after a report of harassment has been filed. The flow chart would accompany the policy to allow easier access to the steps involved in the investigation. After discussion, the Committee decided to take Policy ACABA and the flow chart back to the Policy Subcommittee for changes.

**Budget Discussion**

Peter Rowe reported for consideration to the Committee a list of potential reductions to the FY19 budget that would equal the $100K that the Board of Selectmen recommended. In order to implement this reduction, the recommendations for reduction are:

1. Reduce the Professional Development Stipend account by $15K.
2. Reduce the Athletic account by $12,500. The restructuring will not negatively affect Athletic service deliver in FY18 due to saving by restructuring the Athletic Director position.
3. Reduce the proposed .5 FTE increase of a half-time Hildreth School Pupil Services position which would have taken the position from half-time to full-time.
4. Reduce the remaining $35K impact on the Town of Harvard Omnibus Budget by increasing the Devens Offset by $35K.

**After discussion,**

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we reduce our FY19 budget by $100K as outlined in the memo dated January 8, 2018.***

***VOTE 5/0***

**Develop Student Advisory Questions**

Topics to bring to the Student Advisory meeting:

1. Student Achievement feedback.
2. How do the student advisory members collect responses to respond back to School Committee questions?
3. Clubs – how is word getting out so students are able to take advantage of clubs?
4. How to equitably solve the student parking problems?
5. How to get building project information out to the parent community?

**Annual Town Report Assignment**

SusanMary Redinger agreed to write the Annual Town report and will submit a draft for Committee approval at the next meeting in January.

**Agenda Items**

Policy

HES Curriculum - ELA

School Improvement Plan Update

School Building Committee Update

Annual Town Report

Calendar

District Improvement Plan Update

School Committee Goal Update

**Approval of Meeting Minutes**

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the minutes of the December 11th meeting as presented.***

***VOTE 5/0***

**Liaisons**

**John Ruark –** reported that HEAC has decided to abandon the grant money for one of the lighting projects due to receiving no responses to the RFP. HEAC will continue to work on the full lighting project. HEAC meets again on January 10th.

**Nancy Lancellotti** – Bromfield School Council meets tomorrow. A Youth Risk Survey Parent Night is scheduled for Wednesday, January 17th at 6:30 p.m. in the Bromfield School library. There will be a broad overview of the survey data followed by a small group breakout to discuss topics, and then the small group will be returning back to the larger group to finish.

**SusanMary Redinger** – CPIC meets again on January 22nd. The website review is ongoing.

**Mary Traphagen** reported that HES School Council met. The School Nurses attended the meeting due to parent concerns regarding allergies. Josh will meet with them separately. The Council is working on dress code language. Josh will come back with a final draft. The Council still needs to decide which survey will be distributed this year.

**Commentary**

Nancy Lancellotti shared that she had heard from a few parents that favored early release days be held on the same day of the week throughout the year, and preferred not using early release days to accommodate the religious holiday schedule. Nancy offered to start up the Communication letter again to get news out to the parents.

Linda Dwight reported that Mr. Arboleda, a diversity expert who addresses issues of race, culture and identity through live seriocomic presentations, workshops and film, visited the Bromfield School for a full school assembly on January 8th. The assembly was very well received. Mr. Arboleda will use stories he collected from students to create a film to present to Bromfield students at a later date.

Mary Traphagen acknowledged that it can’t be fun for Dr. Dwight to make the snow calls but appreciates the early calls. It was a great decision and a hard call, and it is appreciated.

**Adjournment**

***SusanMary Redinger made the motion and Nancy Lancellotti seconded, to move to adjourn the meeting at 8:39 p.m.***

***VOTE 5/0***

Respectfully Submitted:

Mary Zadroga