

Harvard Public Schools

Upper Town Hall Meeting; 13 Ayer Road Harvard, MA 01451

School Committee Meeting

Tuesday, May 29, 2018

6:15 PM

- I. Call to Order and Read the Vision Statement (6:15)
- II. Public Commentary (6:16)
- III. Student Update (6:20)
- IV. Club Consideration (6:25)
- V. Field Trip Approval (6:45)
- VI. Review of the School Improvement Plans; HES (6:50)
- VII. Superintendent Update (7:20)
- VIII. School Committee Self-Evaluation (7:30)
- IX. HEAC Presentation (8:00)
- X. Review the Recommendation about Good Friday (8:30)
- XI. Review Liaison and Sub Committee Assignments (8:50)
- XII. Agenda Items (9:00)
- XIII. Approval of Meeting Minutes (9:05)
- XIV. Liaison/Sub-Committee Reports (9:10)
- XV. Open to Interested Citizens' and School Committee Commentary (9:15)
- XVI. Adjournment (9:18)

Attachments: Superintendent Report, Club Information, School Committee Self-Evaluation Tool

Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.

The Bromfield Mirror Job Description – Further Information

Responsibilities:

- Striking a balance between overseeing the work and allowing the students the freedom to produce their own newspaper that accurately reflects the voice of the student body.
- Giving solid advice regarding all aspects of a newspaper, from writing and editing to design and layout.
- Encouraging students to voice their opinions and to let their voices be heard.
- Teaching budding journalist how to properly research facts, give proper credit/attribution, and reference material correctly – responsible journalism.
- Provoking student dialogue about school issues.
- Encouraging staff members to discuss various sides of issues.
- Being the intermediary between staff members when differences of opinions occur.
- Creating a comfort level with Adobe InDesign, the program we use for the layout.

Time:

- Bi-weekly full staff meetings for approximately 1.5-2 hours. Meetings become weekly as issue publication draws near.
- Meetings with editorial staff approximately once a week. Meeting lengths vary from 45 minutes to 1.5 hours.
- Approximately 8-10 hours of outside of school hours per publication for final editing and feedback on all articles. Advisor reads each article before publication.
- Lay-out work for the 1-2 weeks before printing; every day after school for 1-3 hours; similar to production week for drama productions.
- Regular communication with staff all year. Takes about 1 hour a week.
- Tracking of progress and managing student roles within the staff all year. Takes about 1 hour a week.
- Estimated that there would 20 students involved; there are currently 31 students involved.
- providing students with opportunities to extend their journalism studies by regularly informing them of opportunities for workshops, courses, and events in the journalism field. We have already talked about potentially taking a group of students to a weekend workshop in the fall.

2017/2018 PERSONNEL/EXPENSE SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Pam Alexander	1	CO	Clerical	Sharon Schmidt	position change	24093	22911	1,182
Jon Snyder	1	MAINT	Facilities	Mark Force		85342	85264	78
Josh Myler	1.0	HES	Principal	Sue Frederick	resignation	117,693	113,000	4,693
Scott Mulcahy	1.0	HES	Associate Principal	Josh Myler	position change	96,425	94,000	2,425
Mary Lance	1.0	HES	Grade 4 Long term sub	Joan Accorsi	LOA to 12/17	0	16,263	-16,263
Mary Lance	1.0	HES	K Teacher Long term sub	Courtney Cutler	maternity leave	0	23,632	-23,632
Courtney Cutler	1.0	HES	K Teacher		maternity leave	67,844	46,574	21,270
Mandy Ostaszewski	0.5	HES	K-Aide	Alison Thornton	position change	14,198	14,633	-435
Kate Stamm	0.5	HES	K-Aide	Mary Ann Prouty	resignation	14,198	17,401	-3,203
Marie Phillips	1.0	HES	Grade 1	Long Term Substitute	additonal section	49,708	59,474	-9,766
Karen Shaw	1.0	HES	Grade 1	Kristina Lazaro	LOA	85,089	48,732	36,357
Jessica Bethoney	1.0	HES	Guidance	Christine Reale	transfer	93,982	57,184	36,798
Lisa Stone	1.0	HES	Reading Aide	Claire Gribi	resignation	25,529	28,300	-2,771
Sharon Schmidt	1.0	TBS	Guidance	Susan Farnsworth	retirement	42,392	42,392	0
Christine Reale	1.0	TBS	Guidance	Lisa Soldi	Retirement	60,900	93,982	-33,082
Amanda Failla	1.0	TBS	Physical Education	Susan Silver	Retirement	60,900	52,706	8,194
Sara Lamere	1.0	TBS	Guidance	budget column move not made		75,810	70,688	5,122
Rebecca Antes	0.5	HES	Speech/Language	Elisabeth Kranz	resignation	44,631	39,489	5,142
Emily Sterber	1.0	TBS	Speech/Language	Kirsti Gamage	Retirement	87,942	52,706	35,236
Adam Mackie	1.0	TBS	Science Teacher	Glenn Tarullo	Retirement	96,347	66,416	29,931
Ryan Deery	1.0	TBS	Teacher of English	Luke Reynolds	resignation	81,406	72,113	9,293
Dave Boisvert	1.0	TBS	Athletic Director	Pam Alexander	Retirement	26,701	15,000	11,701
Shepherd, Carlucci, Thurston			Add'l Sections			25,500	22,000	3,500
Jesse Shaw	1.0	SPED	Special Education	Mary Ann Conte	Retirement	92,593	66,416	26,177
Matt Russell	1.0	SPED	Learning Assistant	Mary Ann Smith	resignation	25,609	24,517	1,092
Not replacing	1.0	SPED	Learning Assistant	Janet Woodsum	transfer	28,933	0	28,933
Alison Thornton	1.0	SPED	Learning Assistant	Lori Colangelo	new assignment	26,103	31,801	-5,698
Not replacing	1.0	SPED	Learning Assistant	Rebecca Weyedemar	resignation	25,062	0	25,062
Lauren Carchidi	1.0	SPED	Pre-K Teacher	Abby Patriquin	resignation	27,066	28,304	-1,238
Gretchen Gibbs	0.5	SPED	Special Education	Jamie Adams	LOA	38,840	42,264	-3,424
Jean Fitzpatrick	1.0	SPED	Special Education	Gretchen Gibbs	1.0 FTE replacement for gibbs	84,528	47,008	37,520
Cynthia Rainey	1.0	TECH	Technology Support			0	44,304	-44,304
Peter Rowe			School Business Manager	Lorraine Leonard	Retirement	0	65,000	-65,000
					SUB TOTAL			120,890
Maintenance			Snow Removal			20,00	70,000	-50,000
School Choice				2 slots not filled		0	25,000	-25,000
Anya Zulawnik	1.0	TECH	Video Coach			0	5,000	-5,000
Vacant			Building Project stipends			0	5,000	-5,000
Van						0	1,500	-1,500
Athletics offset			Devens funded	up to \$40K		0	40,000	
					SUB TOTAL			-86,500
					TOTALS	1,515,929	1,501,299	34,390

Field Trip Step 1

Field Trip Approval Form 2017-2018

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

The purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Date(s) of Trip: Thurs., June 14 (rain date Mon., June 18)

Advisor(s): Carlucci, Mackie, Miller, Tuttle, Terrio

Students/Class/Grade Level Attending the Field Trip: Grade 6

Destination: Canobie Lake Park in Salem, NH

Departure Time: 8:15 a.m. **Return Time:** 2:20 p.m.

Mode of Transportation: Bus

(If travelling by private car, the 'Registration Form For Student Transportation In Private Vehicles' should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Russell D. Wass

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Out of State/Overnight Field Trip Request Form

Advisor(s): Carlucci, Mackie, Miller, Tuttle, Terrio

Grade Level(s) of Students Attending Trip: Grade 6

Trip Destination: Canobie Lake Park in Salem, NH

Date of Departure: Thurs., June 14 (rain date Mon., June 18) **Time of Departure:** 8:15 a.m.

Date of Return: Same Day **Time of Return:** 2:20 p.m. (in time for dismissal)

Travel Company (if applicable): N/A

Name of Contact Person: Miranda Miller

Address: 14 Massachusetts Ave., Harvard, Ma 01462

Phone: work: 978-456-4152 Ext. 234 cell: 508-868-4318

Cost of Trip: Approximately \$40

Plan to address overnight stipend for professional staff: N/A

Deposit Method and Due Dates: N/A

Date of Parent Meeting(s): N/A

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

The purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Trip Itinerary:

Leave Bromfield at 8:15 a.m.

Arrive at Canobie at 9:00 a.m.

Spend the day at Canobie.

Leave Canobie by 1:30 p.m.

Arrive at Bromfield by 2:20 p.m. for regular dismissal.

The Hildreth Elementary School Improvement Plan

2017-2018

Update of Progress May, 2018

Vision Statement

The Harvard Public Schools community, dedicated to educational excellence, guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national and global communities.

Core Value: 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.

Hildreth School Goal

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Next Generation Science Standards	To ensure K-5th grade science is aligned with the DESE new Science Standards	<p>Administration, Vertical Team Leader, and teachers will use summer curriculum time to align changes to science standards at each grade.</p> <p>Vertical Team time will be used to evaluate/discuss progress toward integration of new units.</p> <p>Materials will be ordered to arrive prior to the start of the school year to allow Vertical Team Leader, Teachers, and Administration to review/preview.</p> <p>Monitor need for consumable materials</p>	2017-18	<p>Summer curriculum professional development monies and time.</p> <p>Vertical Team Leader summer work commitment time.</p> <p>Atlas Rubicon will be used to input updated lessons and resources (two year goal completed by 2019)</p> <p>ER Days during school year.</p> <p>Budget</p>	<p>By June 2018, All K-5 science units will be aligned with new DESE standards.</p> <p>Review of product from summer work.</p> <p>Review of Atlas Rubicon lessons, collection of sample lessons from each grade. By end of 2017-18 school year, grades (K-5) will have new unit sequence entered into Atlas Rubicon.</p> <p>Collection of meeting notes to ensure we are reviewing new science standards at each meeting.</p>	<p>100% Alignment</p> <p>-Ongoing work to update Atlas Rubicon and further develop new units.</p> <p>-Met with Representative from Carolina Biological. Provided new edition of Teacher Guides, additional digital resources.</p>

Differentiation and Curricula Supplements	To develop differentiation strategies in each grade level to address enrichment, specifically in the area of math	Use summer curriculum time to continue alignment and development supplemental materials	2017-18	Professional development and collaboration time	By June 2018, each grade level has developed differentiation strategies to provide enrichment within the area of math.	60% -All grades making progress, documentation is at varying stages. -Each grade piloting additional differentiation resources in math. -Piloting a standards-based differentiation database (moby max) through math intervention.
		Use Vertical Team Time and Faculty meeting to discuss strategies for differentiation PLC will continue to research best practices for differentiation and create a "bank" of strategies and report out to faculty during at least one faculty meeting.	2017-18	Software (Atlas Rubicon) Budget monies for curriculum materials	Review of Atlas Rubicon Review meeting notes for Vertical Team Meetings to ensure differentiation is discussed at each meeting. Record dates of meetings of PLC as well as review differentiation strategies collected. *Note this goal will span multiple years in order to create resources for prek-5 th grade.	

Title	Goal	Strategies	Time-line	Resources	Measurement	% Complete
Homework	To review research and HES practices to ensure homework is meeting its intended goals	<p>Use School Council time to review/discuss research.</p> <p>Meet with PLC to review research and discuss current practice.</p> <p>Create a list of current homework practices by grade.</p> <p>Use Faculty Meeting to discuss homework/research /current practice</p> <p>Use feedback from 2016-17 student survey regarding homework to create more detailed survey to gather additional data. Use this data when discussing homework research and practices.</p>	2017-18	Time: School Council Meeting, PLC meetings, Faculty Meetings	<p>By June 2018, meet with staff to review research and discuss how changes to homework last year are impacting student achievement.</p> <p>Review notes from School Council and PLC meetings</p> <p>Review results of student survey.</p> <p>Record meetings with grade levels re: homework.</p> <p>Collect homework practices at start and end of school year to determine what if any changes have been made.</p>	<p>60%</p> <p>-Ongoing meetings with grade levels (each month)</p> <p>-Survey in development with School Council</p> <p>-March/April Staff meeting to discuss homework</p> <p>-Met with each grade level to discuss homework changes.</p>
Technology	To develop a reflection tool for use with teachers	Support the teachers, parents, and students with a 1:World pilot program in the 4th	2017-18	Hardware, software, and professional development as funded by the	By December 2018, develop a reflection tool based on the SAMR model.	<p>80%</p> <p>-Work with Instructional Technology Specialist to develop draft, which will then be further developed</p>

<p>based on the SAMR model.</p> <p>To expand on our digital citizenship instruction for students and provide parents more resources regarding digital citizenship</p>	<p>year</p> <p>Create a list of the technology integration that is occurring at HES to provide teachers with in- building resources to use to expand their own technology use.</p> <p>Provide time for teachers to observe other teachers as well as visit other schools and attend professional development</p> <p>The Educational Technology Coordinator, Library/Media teacher, and classroom teachers will work together to expand digital citizenship lessons in 3rd-5th grade.</p> <p>Administration will work with Educational Technology Coordinator to provide opportunity for parents to learn</p>			<p>Omnibus budget and outside funding sources as detailed in the technology plan</p> <p>Summer curriculum time to offer trainings</p> <p>Time to allow for outside professional development and in-house classroom visits</p> <p>Use Atlas Rubicon to update new digital citizenship lessons</p> <p>DA and police offices as resources for information and training</p>	<p>By June 2018, compile list of new digital citizenship instruction and parent resources.</p> <p>Annual survey of stakeholders will be completed, analyzed, and shared</p> <p>Collect samples of project- based learning using technology</p> <p>Update list of technology integration and tech sharing opportunities at the end of the school year</p> <p>Dates of parent events/information re: digital citizenship.</p>	<p>with teachers.</p> <p>-Draft is complete. Considering rollout/implementation plan now.</p> <p>-Screenagers event and follow up parent coffee to discuss</p> <p>-student self-reflection in development for use in end of January</p> <p>-Assembly and PSA scheduled for beginning of Feb. in conjunction with internet safety day (Feb. 6th)</p> <p>-ReThink app added to school devices</p> <p>-expanded lessons in media/technology class</p> <p>-Media/Technology twitter account established and linked to HES account to share parent resources.</p> <p>-Addition of family Tech tips to HES newsletters</p>
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		<p>about digital citizenship (including partnering with local resources)</p> <p>Provide all teachers at HES with Macbook and related training</p> <p>Repurpose an iPad cart within the district to supply additional iPads to classrooms for center work</p>			Dates of Macbook training with staff.	
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Core Value: Personal Growth

We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident and caring citizens.

Hildreth School Goal

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Physical/Emotional/Social Well-being	To increase programs focused on physical, emotional, and social well-being of students and staff	<p>Continue to implement the health/wellness curriculum and activities K-5</p> <p>Continue to use movement breaks during the day and increase the use of the Move to Learn Stations in the</p>	2017-18	<p>2nd Step and Steps to Respect Curriculum materials</p> <p>Guidance from: School Counselor, School Adjustment Counselor, School Psychologist, BCBA, Health Teacher, PE</p>	<p>By June 2018, hold at least 6 events for staff community building.</p> <p>By June 2018, compile list of expanded student leadership programs.</p> <p>Review of Atlas</p>	<p>100%</p> <p>Staff Community Building: -Staff nature walk -Staff scavenger hunt -Staff Secret Snowman -Staff Potluck -Staff Bowling Tournament -Staff Bocce Tournament -Staff Amazing Race</p> <p>Expanded Student</p>

		<p>building</p> <p>Increase the use of alternative furniture for seating in classrooms (i.e. yoga balls, wobble chairs, standing desks, fidget bars etc)</p> <p>Continue to consistently implement the 2nd Step and Steps to Respect Programs. Train 5th grade students to support instruction of 2nd Step at the earlier grades</p> <p>Create a PLC that will research new DESE SEL standards and best practices in the area of social/emotional learning</p>		<p>Teacher supporting 2nd Step</p> <p>Budget/grant monies for furniture</p> <p>Time for PLC to meet and time at faculty meetings to discuss SEL</p>	<p>Rubicon re: health/wellness curriculum</p> <p>Observations of 2nd Step/Steps to Respect lessons by administration.</p> <p>Collect data on number of classrooms using some alternative furniture.</p> <p>Collect the number of 5th graders trained to support 2nd Step and number of classrooms they support.</p> <p>Record date of PLC and review findings</p>	<p>Leadership Opportunities: <u>Student Safety Patrol</u></p> <ul style="list-style-type: none"> -Arrival/Dismissal assistance -Recycling and lost and found -Support office, specials, classrooms, and lunch/recess -Visit to Council on Aging <p>Student Leadership Group</p> <ul style="list-style-type: none"> -Hurricane Relief -Veterans Day Ceremony -Holiday Food drive -Care Cancer Challenge -Cradles to Crayons -Town Clean-Up <p>Review of health/wellness curriculum:</p> <ul style="list-style-type: none"> - Completed by HES P.E. and health teachers <p>Observations of 2nd Step/Steps to Respect:</p> <p>Direct Observations - 8</p> <p>Co-taught/Targeted Lessons - 8</p> <p>Alternative Seating: 19 of 25 classrooms</p> <p>5th Grader Support Classrooms: 20 students - digital citizenship 29 students - classroom and</p>
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						student support <u>SEL PLC Dates and Findings:</u> 10/18/17 10/30/17 11/2/17 12/12/17 1/26/18 3/29/18 5/24/18 Next steps: a. Student Service b. Second Step/Habits of Mind c. Movement Breaks/Extra Recess
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Core Value: Partnership

We believe that students are best served when schools, families, and the community share a common vision and are committed to open communication, mutual respect, and collaboration.

Hildreth School Goal

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Partnership	To communicate and collaborate with teachers, parents and community members	<p>Ensure school website is updated on a regular basis.</p> <p>Use social media (Twitter) to "tweet" events</p> <p>Provide opportunities for grade level groups of parents to meet with administration</p>	2017-18	<p>Website</p> <p>Twitter account</p> <p>Time to meet</p> <p>PTO funding</p> <p>PowerSchool Alert Solutions</p>	<p>By June 2018, compile list of communication and collaboration events.</p> <p>Data will be collected regarding the number of times administration offers parent grade level group meetings. Goal 1</p>	<p>90%</p> <p>Principal Coffees: 11/15/17 (8) 11/20/17 (4) 2/5/18 (5) 2/27/18 (11)</p> <p>SBC Parent Tours/Forums 3/14/18 (am and pm) 3/15/18 3/20/18 3/21/18</p>

		<p>Utilize Power school parent portal to disseminate report card and alert solutions to share out email updates</p> <p>Continue to partner with the PTO for enrichment and events</p> <p>Partner with local resources to provide parent information on digital citizenship</p> <p>Continue to support teachers in their ongoing contacts with parents</p>		<p>meeting per grade. Data will be collected regarding the number of parents attending group meetings</p> <p>Goal-2 parent information emails per month from administration</p> <p>Date of PTO events will be recorded</p> <p>Dates of parent info session re: digital citizenship</p>	<p>3/22/18 3/27/18 4/7/18 4/10/18 4/19/18 4/24/18 5/1/18 (additional meetings prior in the fall)</p> <p><u>Parent Email</u> Communication: 36 Parent Newsletters</p> <p>PTO Events: - K coffee - Book Fair - Gala: Spring</p> <p>PTO enrichment events: Sept: Cartographer (3rd) Oct: Discovery Museum Weather Program (K) Nov: Kosmic Kelly (1st) March: Physical States of Matter (2nd) April: Lowell Mills Field Trip (5th) May: Mass Audubon Wetland Habitats at Pond *NEW (1st) May MOS Weather (3rd) May 11 Discovery Museum Trip (K) May Colonial Day Dance (3rd)</p> <p>Parent Info Sessions: - <u>Parent Digital Cit Fall Event</u> - <u>School-Wide Digital Citizenship Presentation</u></p>
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						- MCAS Information Night
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Core Value: School Climate

We believe that the Harvard Public Schools strive to create a safe and inclusive environment that values diversity and fosters respect for learning, self, and others.

Hildreth School Goal

Title	Goal	Strategies	Timeline	Resources	Measurement	% Complete
Maintain and Improve School Climate	To improve the School Climate for students and staff.	<p>Continue to meet with Behavior Committee to monitor plan. Use 2016/17 Student survey to gather information and update implementation</p> <p>Update staff to ensure consistent implementation of behavior system</p> <p>Work with School Council to conduct additional student climate survey for 2017-18 using data collected from 2016-17 student survey</p> <p>Continue to utilize meeting norms, vision statement,</p>	2017-18	<p>Time for PLC's to meet</p> <p>Time for School Council to meet</p> <p>Create 4th and 5th grade groups to increase ownership and leadership (i.e. Flag Committee, Lost and Found Committee)</p> <p>Provide PDP's for staff attending PLC</p>	<p>By June 2018, compile survey data and compare to prior years to inform the development of the 18-19 SIP.</p> <p>Collect data of office behavioral referrals as compared to previous years</p> <p>Analyze survey results to determine area of improvement</p> <p>Dates that PLC meet with review of product from meetings</p> <p>Collect number of</p>	<p>100%</p> <p>-Survey in development with School Council for delivery in Feb/March</p> <p>-Survey results will then inform SIP development</p> <p>Behavior Referrals: 2016-17: 60 2017-18: 65</p> <p>Results:</p> <ul style="list-style-type: none"> •19 Positive Changes •Climate •Teacher Engagement •Collegiality •Trust •Openness to change •29 Neutral •6 Questions with room for growth •Use of Vision Statement •Defined role of School

		<p>and core values in meetings</p> <p>Continue to involve 4th and 5th grade students in the ownership of the building.</p> <p>Develop staff-led Professional Learning Committees (PLC) during the year focused on math differentiation, homework, and SEL</p>			<p>4th and 5th graders involved in committees</p>	<p>Council</p> <ul style="list-style-type: none"> •Social/Emotional Needs •Timely Feedback •Time for collaboration •Communication <p>-Survey Feedback used in Focused SIP development</p> <p>Math PLC: 11/2/18, 1/24/18 SEL PLC: 10/18/17, 10/30/17, 11/2/17, 12/12/17, 1/26/18, 3/29/18, 5/24/18, 6/14/18 Reading PLC:</p> <p>4th and 5th Grade Committees: - Safety Patrol - 29 students - Leadership Group - 25-35 students depending on initiative</p>
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HARVARD SCHOOL COMMITTEE 2018

HARVARD, MASSACHUSETTS

SCHOOL COMMITTEE SELF ASSESSMENT INSTRUMENT

Scoring is done as follows:

- | | |
|---------------------|--------------|
| 1 Unsatisfactory | 3 Proficient |
| 2 Needs Improvement | 4 Exemplary |

Governance

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.3
1	3.5	3.0	2.5	3.0	3.0	4.0	3.5	3.2
2	3.0	4.0	3.0	3.0	2.0	4.0	4.0	3.3
3	3.0	4.0	3.0	3.0	3.0	3.0	3.0	3.1
4	3.0	4.0	4.0	3.0	4.0	4.0	4.0	3.7
5	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Operations

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.2
1	3.0	4.0	4.0	3.0	4.0	3.0	3.0	3.4
2	3.0	3.0	3.0	3.0	1.0	3.0	3.0	2.7
3	3.0	4.0	4.0	2.0	3.0	3.0	3.0	3.1

Member Relations

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.6
1	3.5	4.0	4.0	4.0	4.0	4.0	3.5	3.9
2	3.5	4.0	4.0	3.0	4.0	3.0	3.5	3.6
3	3.5	4.0	4.0	3.0	4.0	4.0	3.5	3.7
4	3.0	4.0	4.0	3.0	4.0	3.0	3.5	3.5
5	3.0	4.0	3.5	3.0	3.0	4.0	3.5	3.4
6	3.0	4.0	4.0	3.0	4.0	4.0	3.0	3.6

Committee/Superintendent Relations

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.5
1	2.8	4.0	4.0	3.0	4.0	4.0	3.5	3.6
2	2.5	4.0	4.0	3.0	3.0	3.0	3.0	3.2
3	3.5	4.0	4.0	4.0	4.0	4.0	3.5	3.9
4	3.0	4.0	4.0	3.0	4.0	4.0	3.0	3.6
5	3.5	4.0	4.0	3.0	4.0	3.0	3.0	3.5
6	3.5	4.0	4.0	4.0	4.0	3.0	4.0	3.8
7	3.0	4.0	4.0	3.0	3.0	3.0	3.0	3.3

Strategic Planning and Fiscal Management

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.5
1	2.5	4.0	4.0	3.0	2.0	3.0	3.0	3.1
2	3.0	4.0	4.0	3.0	3.0	2.0	3.5	3.2
3	3.0	4.0	4.0	4.0	3.0	4.0	3.5	3.6
4	3.0	4.0	4.0	4.0	4.0	4.0	4.0	3.9
5	3.0	4.0	4.0	3.0	4.0	4.0	3.0	3.6
6	3.0	4.0	4.0	3.0	4.0	4.0	3.0	3.6

Community Relations

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	
								3.0
1	2.0	2.0	2.0	2.0	2.0	2.0	0.0	2.0
2	3.0	4.0	3.0	3.0	3.0	2.0	3.0	3.0
3	3.5	4.0	3.0	3.0	4.0	4.0	3.5	3.6
4	3.0	3.0	4.0	3.0	4.0	3.0	3.5	3.4

Conduct of Meetings

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	3.3
1	2.5	3.0	2.5	2.5	3.0	2.0	3.0	2.6
2	3.0	4.0	4.0	3.0	4.0	3.0	3.5	3.5
3	3.5	4.0	4.0	3.0	3.0	4.0	3.5	3.6
4	3.0	4.0	4.0	4.0	4.0	3.0	3.5	3.6
5	3.0	4.0	2.0	2.0	3.0	4.0	3.0	3.0
6	3.0	4.0	3.0	3.0	3.0	3.0	3.0	3.1
7	2.8	4.0	3.0	3.0	3.0	4.0	3.5	3.3
8	3.0	4.0	3.5	3.0	3.0	3.0	0.0	3.3

Student Achievement

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	2.9
1	2.8	3.0	4.0	3.0	4.0	3.0	3.5	3.3
2	1.0	3.0	4.0	2.0	1.0	2.0	3.0	2.3
3	2.5	3.0	3.0	3.0	2.0	2.0	3.0	2.6
4	3.5	3.0	4.0	2.0	2.0	3.0	3.5	3.0
5	2.0	4.0	3.0	3.0	3.0	3.0	3.0	3.0
6	3.0	3.0	3.0	3.0	2.0	3.0	3.0	2.9

Outcomes

	Jon	Linda	Mary T	SusanMary	John	Nancy	Maureen	2.9
1	2.5	3.0	3.0	2.0	3.0	2.0	2.5	2.6
2	3.0	4.0	4.0	4.0	4.0	4.0	4.0	3.9
3	2.5	2.0	3.0	1.0	0.0	2.0	2.5	2.2

**HARVARD SCHOOL COMMITTEE
HARVARD, MASSACHUSETTS
SCHOOL COMMITTEE SELF EVALUATION INSTRUMENT**

Scoring is done as follows:

- | | |
|---------------------|--------------|
| 1 Unsatisfactory | 3 Proficient |
| 2 Needs Improvement | 4 Exemplary |

2012 2013 2014 2015 2016 2017 2018

Overall Score 3.3 3.3 3.4 3.3 3.3 3.4 3.3

Governance

The committee's policies are clear and up-to-date.
The committee has adopted a mission statement.
The committee regularly evaluates its progress relative to the goals and objectives that have been adopted.
The committee refrains from involvement in the administration of the school system.
The committee members take part in educational workshops and conferences to help them make informed decisions

3.1	3.1	3.3	3.4	3.3	3.4	3.3
3.4	3.4	3.6	3.4	3.3	3.3	3.2
2.3	2.3	2.9	3.9	3.6	3.9	3.3
3.5	3.2	3.4	3.4	3.2	3.2	3.1
3.4	3.4	3.3	3.4	3.6	3.8	3.7
2.9	2.9	3.2	2.9	2.9	2.8	3.0

Operations

3.2

Roles of committee officers are defined in committee policy and understood by all members.
New members receive introductory training and orientation when they join the committee.
Procedures and protocols for committee operations are published and understood.

						3.4
						2.7
						3.1

Member Relations

3.7	3.6	3.3	3.6	3.4	3.6	3.6
-----	-----	-----	-----	-----	-----	-----

Members treat each other with courtesy and respect.							
	3.9	3.9	3.2	4.0	3.6	3.7	3.9
All members are encouraged to voice opinions and take positions on issues							
	3.9	3.9	3.6	3.9	3.3	3.8	3.6
Members respect the will of the majority and support decisions once they are made.							
	3.9	3.8	3.7	4.0	3.8	3.8	3.7
Members share pertinent information with each other to prevent surprises and promote informed decision making.							
	3.5	3.4	3.1	3.3	3.4	3.3	3.5
Members "do their homework" and come prepared to make decisions.							
	3.3	3.3	3.3	3.2	3.2	3.3	3.4
Members understand the role of the individual as part of the whole group.							
	3.6	3.4	3.2	3.5	3.4	3.5	3.6
<u>Committee/Superintendent Relationship</u>	3.8	3.6	3.7	3.7	3.8	3.7	3.5
The committee regularly evaluates the superintendent using a mutually agreed-upon process.							
	3.6	3.7	3.6	3.6	4.0	3.8	3.6
The types and frequency of communications are agreed to in advance.							
	3.3	3.3	3.4	3.1	3.0	3.6	3.2
The superintendent is accessible to committee							
	3.9	3.9	3.9	4.0	4.0	3.9	3.9
Committee members contact the superintendent when							
	3.9	3.6	3.6	3.5	4.0	3.8	3.6
The superintendent informs the committee of major personnel decisions.							
	4.0	3.9	4.0	3.9	4.0	3.8	3.5
The superintendent and committee treat each other with mutual respect and professionalism							
	3.9	3.8	3.8	4.0	4.0	3.8	3.8
Both the committee and the superintendent operate on a "no-surprises" model.							
	3.8	3.4	3.7	3.6	3.5	3.4	3.3
Strategic Planning and Fiscal Management							3.5
A long term, strategic plan exists and is regularly reviewed.							3.1

All constituencies of the school district are involved in the strategic planning process.							3.2
The budget process is documented and published.							3.6
Budgets are developed based on needs, from the "bottom-up."							3.9
The committee, as a group, presents and advocates the budget to the community.							3.6
The committee receives regular reports with budget and financial status for the school system.							3.6
<u>Community Relations</u>	3.3	3.5	3.4	3.2	3.3	3.5	3.0
The committee has a public relations plan for the school	2.1	2.4	2.3	2.4	3.2	2.7	2.0
The committee upholds the mandates of Massachusetts Open Meeting Law, fostering transparency and community input.	3.6	3.6	3.5	3.3	3.0	3.5	3.0
The committee works cooperatively with other branches of municipal	3.5	3.4	3.8	3.4	3.0	3.6	3.6
The school system regularly reports its own progress and	3.1	3.2	3.4	3.6	3.0	3.4	3.4
<u>Conduct of Meetings</u>	3.4	3.2	3.3	3.4	3.4	3.5	3.3
Committee members receive sufficient information far enough in advance to prepare	3.2	3.3	3.5	2.9	3.2	3.2	2.6
Public input is welcomed, and is done according to an established policy	3.1	3.3	3.8	3.8	4.0	3.8	3.5
Full and sufficient debate is allowed.	3.8	3.8	3.5	3.6	4.0	3.6	3.6
Discussion is focused on issues, not personalities	3.8	3.7	3.2	3.9	4.0	3.9	3.6
The physical setting is conducive to productive	3.6	2.9	3.1	2.9	3.0	3.3	3.0
Meetings are frequent enough to prevent overcrowded agendas.	3.0	2.8	2.9	3.5	3.0	3.5	3.1
Meetings are focused and easy to follow with sufficient supporting documents available to the public.	3.4	3.2	3.3	3.4	2.6	3.4	3.3
Presentations, discussions and commentary are easily heard and seen by viewers watching broadcasted or	3.0	2.8	3.1	2.9	3.3	3.3	3.3

Student Achievement

The committee devotes sufficient time for informed discussion about student achievement and continued improvement in student achievement. The committee evaluates the effectiveness of professional development for improving student learning and achievement.

The committee monitors the progress of student learning in relation to improvement goals. The committee mobilizes the community to support the goals for improving student learning and achievement. The committee ensures there is strong leadership for improving instruction in ways that result in improved student learning. The committee discusses/reviews legal mandates and rules related to improving student learning.

2.9	2.9	3.0	3.1	2.6	3.1	2.9
2.8	3.0	2.9	3.5	3.0	3.2	3.3
2.6	2.5	2.9	2.9	3.0	2.8	2.3
3.1	3.3	2.9	3.3	3.0	3.1	2.6
2.6	2.6	2.8	2.6	2.0	3.2	3.0
3.0	2.9	3.3	2.9	1.5	3.0	3.0
3.1	3.3	3.3	3.4	3.0	3.1	2.9

Outcomes

n/a

3.1	3.5	2.9	3.0	3.1	2.9
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HARVARD SCHOOL COMMITTEE
SCHOOL COMMITTEE SELF EVALUATION INSTRUMENT - 2018

Scoring is done as follows:

1- Unsatisfactory

3- Proficient

4- Exemplary

Governance

The school committee is a governing body, charged with setting the educational goals and objectives for the school system, adopting policies that enable the administration to achieve these goals and objectives, adopting a budget to provide necessary resources, the hiring and evaluation of the superintendent, and the ongoing review and evaluation of the school system's performance in fulfilling its mission.

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
The committee's policies are clear and up-to-date.	We fell a little behind on the updates due to other priorities such as the building project.	The sub-com, which I am a member of, has fallen off the review cycle. This will improve going forward	We have a schedule to ensure policies are reviewed on a regular and timely basis and when a need is identified. Policies are mostly clear and work is ongoing. The policy subcommittee works hard, takes its responsibilities seriously, and is open to feedback.	We have a good system of regularly reviewing and updating policies		The Committee has made great efforts to develop a harassment policy, and to bring numerous other policies up to date.	
The committee has adopted a mission statement.	The Vision Statement is our Mission Statement.	We use the vision statement as our mission statement. We could look at adopting our own.	The committee consistently references the district mission statement and has recently updated it in response to feedback	We have one and it is read at every meeting	Is this a mission statement for the committee or a mission statement for the district to complement the district vision?		Equating "vision statement" with "mission statement"
The committee regularly evaluates its progress relative to the goals and objectives that have been adopted.		Yes, but we could do better	The agenda setting process usually includes checking in on goals and objectives. Our goal setting process is improving and so are our goals.	twice a year review	We could stay more on top of our annual goals.	More work is needed in evaluating the progress of guiding all students to realize their highest potential.	
The committee refrains from involvement in the administration of the school system.							
The committee members take part in educational workshops and conferences to help them make informed decisions	Several members attended the fall conference.	Some members attend conferences and some do not.	Members are encouraged to attend the MASC conference.	more members attending annual conference this year.	Would be beneficial to attend beyond MASC annual.		

Operations

Any group or team functions best when the norms, rules and dynamics are spelled out, easily understood, and agreed upon. Aside from certain Massachusetts General Law and Robert's Rules of Order, the school committee generally develops its own ways of doing things. Town by-laws may also provide direction for the committee. The more that is discussed up front, the smoother the process for making decisions can be.

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
Roles of committee officers are defined in committee policy and understood by all members.			As defined in policy BDB.			Perhaps address these as an annual agenda item?	
New members receive introductory training and orientation when they join the committee.		Right now, charting the course is the only orientation new members attend. I'd like to see us offer new members orientation focused on our school Committee.	New members take the required "Charting the Course" orientation.	Would be great to have a training other than MASC conference	We should create a handbook similar to what other districts in MA are doing. Superintendent and chair should meet with new members.	The training sometimes lags behind the date of joining.	
Procedures and protocols for committee operations are published and understood.			Defined in policy BA	I don't think this is written down anywhere and easily accessible			

Member Relations

Group dynamics and teamwork are an extremely important part of school committee success. Members can have strong opinions on issues yet still remain open-minded and willing to work out differences. How committee members treat each other goes a long way in affecting the

Members treat each other with courtesy and respect.	The members of the SC are very respectful of each other.		I have always felt respected and done my best to respect others	I think we are very respectful and form a cohesive board.			
All members are encouraged to voice opinions and take positions on issues	The members of the SC are very respectful of each other.		It is our practice for the chair to call upon members who have not yet contributed to the conversation before calling for a vote.				
Members respect the will of the majority and support decisions once they are made.			I am not aware of any instances where the will of the committee wasn't supported by all members.		Better than other groups I believe.		
Members share pertinent information with each other to prevent surprises and promote informed decision making.	This was evident on the building project.		This is improving		As much as possible within the restrictions of the OML.		

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
Members "do their homework" and come prepared to make decisions.		Within OML guidelines	This happens most consistently when expectations are clear		Sometimes this isn't possible b/c information is provided only at the meeting. Sometimes we are just reading quietly during meeting to get up to speed.		
Members understand the role of the individual as part of the whole group.			This can take time for new members to internalize but expectations and feedback are clear				

Committee/Superintendent Relations

The superintendent is a critical member of the management team, implementing school committee policies and leading the school system in the direction set by the school committee.

The relationship between the committee and the superintendent is an area that deserves the

The committee regularly evaluates the superintendent using a mutually agreed-upon process.		Annually	Our goal making process is improving and producing goals that are more specific and measureable and with predetermined evidence of effective effort.				
The types and frequency of communications are agreed to in advance.		As much as can be agreed upon in advance.	We regularly get superintendent reports at the meetings. I do not have a good sense of what types of events would warrant an immediate call.		Aside from the update each meeting, this is more ad-hoc.		
The superintendent is accessible to committee members. Committee members contact the superintendent when seeking information.				Dr. Dwight is extremely responsive and available.			
					Can only speak for myself. I would recommend that superintendent follow the policy if sending out answers to questions from one member to all members to equalize information sharing.		
The superintendent informs the committee of major personnel decisions.	This was true when we needed to make a change of facilities director.						

The superintendent and committee treat each other with mutual respect and professionalism. Both the committee and the superintendent operate on a "no-surprises" model.

Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
	As much as is possible.	This has improved		Not really sure what this means, but there have been a few surprises at committee meetings. Could be due to timing of when superintendent found out news.		

Strategic Planning and Fiscal Management

The school committee is accountable to the community for the responsible management of the school system's finances. It is also responsible for providing the resources necessary to enable the school system to perform its mission. Solid planning is needed to maximize short-term and long-term allocation of resources.

A long term, strategic plan exists and is regularly reviewed.

This is referred to as the District Improvement Plan.	As a District, we need to do a new strategic plan.	The strategic plan on the website is 2014-2017 and needs to be revisited	I think we could review 3x year	Possible area of focus for FY19.		
All review it.		From the Introduction of the Strategic Plan: A committee of fifteen members representing students, faculty, administration, community members, school council, and an outside consultant met over the course of eight months to craft the Strategic Plan document. The committee sought input by reaching out to stakeholder groups using personal contact and survey technology. They researched the work of other school systems, identified the themes for our plan, and collaborated towards a draft. The School Committee reviewed the draft and provided their endorsement of the Vision, Mission, and Core Value Statements. We are committed to using the plan as a guide for future decisions.			This is a good new objective to be explored going forward.	

All constituencies of the school district are involved in the strategic planning process.

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
The budget process is documented and published. Budgets are developed based on needs, from the "botttom-up." The committee, as a group, presents and advocates the budget to the community. The committee receives regular reports with budget and financial status for the school system.	The zero based budget is very detailed and very transparent. (thanks to Joe Connelly's methods)		Policy DB and sub policies	Very detailed budget is done on time and with full transparency.	The town's process is documented and now enshrined in a town charter. I'm actually not sure if the school budget process is documented aside from SC policies.		
	Peter provides these regularly.		This has improved with more regular financial reports				

Community Relations

The school committee is the chief advocate for students in the community. As such, it needs to strive for a positive relationship between the community and the school system. The perception of the school system's quality impacts nearly all facets of the system, and is an integral component of school committee success in advocacy.

The committee has a public relations plan for the school system.		Working on it	This is a goal for this year	Still needs work	Still an area for improvement.		
The committee encourages the inclusion of community member in as much decision making as	The number of public forums about the building project put us above proficient in this area.		Public input is solicited at the start and end of every meeting				
The committee works cooperatively	There was great cooperation		The joint work of the BOS, SC, CPIC, and FinCom to mitigate the				

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
The school system regularly reports its own progress and accomplishments.			District and school improvement plans, Superintendent reports, curriculum reports, are regularly presented.	The newsletter Nancy put out was great, but not consistent.	Better this year with numerous outlets of information		This is done especially well. Between the school improvement plans and updates from the school administrators - committee members have an excellent understanding of where each of our schools are at.

Conduct of Meetings

The quality of school committee meetings affects not only the quality of committee decisions and committee credibility, but also the level of confidence the community has in the committee. School committee decisions can be made only at these meetings, which often provide the public its only "window" into the school system. The meeting agenda is planned jointly by the

Committee members receive sufficient information far enough in advance to prepare for meetings		This could be better. Agendas and packets could be mailed earlier, but meeting on Mondays makes that difficult, we are working on this.	Receiving an agenda and supporting packet on Friday for a Monday meeting does not provide enough time for research, examination of data, questions, and conversations with community members, especially when voting money for initiatives and expenditures outside the budget process. Sometimes the packet does not contain sufficient context, data, or analysis on which to base an informed discussion, and not all documents are available in electronic format before the meeting. This is improving as we now feel comfortable discussing items over multiple meetings before voting.	I think we should have materials go out on Thurs when available	Some things aren't available until the meeting. Some things are tough to process just over the weekend.	A lot of information is presented directly at the meetings.	
Public input is welcomed, and is done according to an established policy	We have added a public input section to the beginning of the meetings as well as at the end to help encourage this input.	Public comment is offered at the beginning and end of our meetings.	This happens through hearings and commentary periods at the start and end of every meeting.				
Full and sufficient debate is allowed.			Debate has been allowed to run its course.		More topics might benefit from the "discuss one meeting, vote the next" approach		

	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
Discussion is focused on issues, not personalities. The physical setting is conducive to productive discussion and decision making.							
		Upper Town Hall is not a great space for our meetings.		The town hall meeting room is not a great setting for meetings. People walking through meetings are distruptive, as are people coming and going.	I'm told I'm either too loud or too quiet, so perhaps my voice doesn't play nice with the room acoustics.		
Meetings are frequent enough to prevent overcrowded agendas.			I would appreciate having an outline for the year's meetings at the start of the year.		I can't imagine meeting more than twice a month, and yet agendas can get very full, and time for discussion on some topics feels very short.		
Meetings are focused and easy to follow with sufficient supporting documents available to the public.			This is improving and most presented documents and some presentations are available to the public at the meeting but not always in electronic format and not always included in the packet.	Some documents are not included in the packet.			
Presentations , discussions and commentary are easily heard and seen by viewers watching broadcasted or taped meetings.		Seen yes, but the acoustics in UTH are not good. Not sure about the broadcasting: I've never watched.	Thanks to HCTV! (and we're getting better with the projector.)	I haven't seen a broadcast.			

Student Achievement

The Harvard School District has a tradition of high performing students. The school committee is responsible for maintaining and building upon the proper foundations for students to learn and achieve at the highest level possible. A critical role of the committee is to establish high quality standards and systems priorities focused on enhancing student achievement. It is essential that the committee keeps itself aware of student achievement, make corrections as necessary, keep the community informed of the status of the districts progress and to ensure

The committee devotes sufficient time for informed discussion about student achievement and continued improvement in student learning.	This area has improved by regular presentations from department leaders and vertical team leaders.	Improving this was one of our goals and the subcommittee will soon be presenting its work to clarify what student achievement means.	This is an oingong challenge but will be greatly helped with the impending dashboard	Much better this year with the curriculum updates, discussion of new MCAS, etc.	More time has been spent this year informing the Committee about student learning. More work is needed.	
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	Linda	Mary T	Jon	SusanMary	John	Nancy	Maureen
The committee evaluates the effectiveness of professional development for improving student learning and achievement. The committee monitors the progress of student learning in relation to improvement goals	The SC does not do this, but I think that is ok.	To the best that we can given all the variables.	This has not happened that I'm aware of.	I think we hear a lot about it, but I don't think we have any input into the effectiveness of it.	This isn't something we do, nor perhaps should we.	Still not clear that we've evaluated the effectiveness of p.d. in improving student learning.	
	This is done through SIP presentations and the data presentation of MCAS and AP results.		This is improving as as our goal setting and measuring processes are improving. Better progress indicators are being provided to the committee during the semi-annual updates, but more data showing the effectiveness of the work should be provided.		When this happens, it is ad-hoc rather than intentional.	Work in progress	
The committee mobilizes the community to support the goals for improving student learning and achievement. The committee ensures there is strong leadership for improving instruction in ways that result in improved student learning. The committee discusses/reviews legal mandates and rules related to improving student learning.		Because of the HES project, this year, an absolute yes!	Votes to build new school	I don't think we "mobilize" the community as a board.	The schools and school council probably do this more and better than we do or even could.		An exceptional year for this with the HES school building project.
			I would expect this to look like an ongoing focus on evaluating and improving the processes for hiring, supervising, and evaluating employees.		This happens as a by-product of other decisions we make.		
					Reviewed as part of curriculum updates, but that's it.		

Outcomes

Student Achievement Dashboard	Work has been done towards this goal, but slow downs from the dashboard vendor have impacted the completion of this goal.	Possibly by June.	Not yet but May isn't over.	I think we are behind on meeting this goal. However, the majority of some board members' time and certainly that of othe superintendent has been occupied by the school buidling project.	Report to be provided, might be in June.		May's not over yet, but this goal has certainly had to wait while the town-wide HES building project took precedent.
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	Linda	Mary T	Jon	Susan Mary	John	Nancy	Maureen
HES Building Project	A lot of time and energy has gone into this project and making sure that the community understood every aspect of the project development.	This has been resoundingly achieved. In retrospect, and I take responsibility as Chair, this should have been our one and only goal this year.		This goal was met and done so with significant resistance from some citizens. The process has been well managed and communicated to the committee along the way. This is no small achievement and congratulations to Dr. Dwight for leading us through this process!			Success!!
Communication Plan	This goal took a back seat to Goal 2. We have to look back at some of the documentation of the communication	In progress	Not yet but there's still time	Nothing has been done to date given the pressures of the HES building project.	Can't judge yet since there is still a month to go!		I am not up to speed on this goal. Again, the HES building project has been a top priority and



Memo: School Committee Members

Topic: Day of Low Attendance

Date: April 9, 2018

From: Linda Dwight

Please consider adding Good Friday as a day of low attendance and ensuring that the date is scheduled as a day off from school in future years. The current contract allows teachers to take two religious holidays plus their personal days. Many have used Good Friday as one of these given days off resulting in 36 professional staff absences on March 30, 2018. This number is increased by 17 more when you include professional staff that took off a .5 day. This totals 53 professional staff members who were absent from school either a full day or .5 of the day.

Large numbers of students were also absent from Bromfield on March 30th. There were 40.79% or 270 students absent from Bromfield. Much fewer students were absent from Hildreth Elementary School; 31 or 7%. Holding school in the district with such differences in attendance across the grades impedes on the educational experience for all.

Absenteeism on Good Friday

	2016-2017	2017-2018
District Professional Staff full day	19	36
District Professional Staff .5 Day	20	17
Bromfield Students	193; 33%	270; 41%
HES Students	75	31

LIAISON AND SUBCOMMITTEE ASSIGNMENTS

Assignments	
Board of Selectman	Mary Traphagen
FinCom	SusanMary Redinger
DEAC	John Ruark
SEPAC	Jon Green
TBS School Council	
HES School Council	Mary Traphagen
CPIC	SusanMary Redinger
HEAC	John Ruark
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
Subcommittee Assignments	
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/John Ruark
Middle School Ramp	Mary Traphagen/John Ruark
Website Review	SusanMary Redinger and Jon Green
Superintendent Review	SusanMary Redinger and Mary Traphagen
School Committee Advisor	
Athletic Advisory	Mary Traphagen/John Ruark
Wellness Committee	Mary Traphagen
Building Committee	SusanMary Redinger
Science Labs	Shannon Molloy/SusanMary Redinger

School Committee Meeting
Monday, May 14, 2018
6:15 p.m.
Upper Town Hall

Attendance: Mary Traphagen, Shannon Molloy, Jon Green, John Ruark, SusanMary Redinger (left meeting at 6:50 p.m.), Maureen Babcock, Peter Rowe and Linda Dwight.

Superintendent Dr. Linda Dwight called the meeting to order at 6:15 p.m.

Mary Traphagen read the Vision Statement.

Dr. Dwight welcomed new Committee member Shannon Molloy.

Elect New Officers

John Ruark made a motion and SusanMary Redinger seconded to nominate Mary Traphagen as Chair of the School Committee.

VOTE 5/0

Mary Traphagen made a motion and Jon Green seconded to nominate SusanMary Redinger as Vice Chair of the School Committee.

VOTE 5/0

Mary Traphagen made a motion and SusanMary Redinger seconded to nominate John Ruark as Clerk of the School Committee.

VOTE 5/0

Public Commentary – None

Student Update – None

SusanMary Redinger made the motion and John Ruark seconded to move Agenda Item VIII (Review Operating Norms) to Agenda Item VI.

VOTE 5/0

Review Operating Norms

The Committee reviewed the Harvard School Committee Operating Norms and it was recommended that the Norms be updated to make all pronouns gender neutral to be consistent with other policies.

SusanMary Redinger made the motion and John Ruark seconded to move that we affirm and adopt our operating Norms as amended.

VOTE 5/0

Club Consideration

Ivy Wang and Kate Selig spoke to the Committee seeking Club approval for the Bromfield Mirror Club. The Club produced their first newspaper in April and is in the process of producing a second edition before the end of the school year. Principal Scott Hoffman requested that the club advisor receive a stipend for the current year. The requested stipend for this year would be approximately half of the full year recommended stipend of \$2,300. Although the Committee was in support of the Club they felt they needed more time to decide on the stipend request and will take it up at their next meeting. The Committee asked for a more concrete timeline of the advisor's responsibilities and a recommendation for funding.

SusanMary Redinger made the motion and Jon Green seconded to move to approve the Bromfield Mirror Journalism Club.

VOTE 5/0

Bromfield School Survey Results

Scott Hoffman, Robin Benoit and Julie Horton presented the results of the 2017 Parent and Senior Students Climate Survey. The key take-aways from the survey were to continue to provide a safe environment, support engaged teaching and learning, promote interpersonal connections, offer trip and extra-curricular activities. Also, to work to improve school spirit, add new electives, support balance, investigate amount, pace and purpose of homework, enforce rules more consistently, consider more freedom for older students and upgrade facilities.

John Ruark made the motion and Jon Green seconded to move Agenda Item XII (Senior Class Activities) to Item IX.

Senior Class Activities

Scott Hoffman reviewed the Senior schedule and activities for 2018. Upcoming events include Friday, May 18th Prom and Celebration, May 23rd through June 1st Senior Finals, June 5th, 6th and 7th – Graduation practice, June 5th Senior Athletic Awards, June 6th Scholarships and Awards Night, June 7th Distribution of Caps and Gowns, June 7th Class Day and June 8 Graduation.

Superintendent Update

*List of action completed in the past two weeks regarding the Hildreth building project.

- Held public forums on 4/24 and 5/1.
- Met with the Working Group and the School Building Committee (SBC) to discuss the meetings and encouraging voter participation.
- Met with presents to plan for ATM.
- Met with the SBC following the votes to plan next steps.
- Interviewed with the Press.

*The Inclusion Committee met on 4/24 to look at the student survey results. The information collected was the first part of the District Improvement goal.

* On the early release day added for the election, teachers at Bromfield heard our school attorney, Liz Valerio, shared information on sensitivity training. The topics she covered included dress code, bullying, cyber communications, and mandated reporting. She used case

studies to encourage dialogue and reflection. At HES teachers focused on using literature to increase knowledge and understanding of diverse perspectives and cultures. Teachers used a rubric to evaluate their current materials and materials brought in by the presenter.

*Science Lab Update – A meeting is planned for Monday, May 14th at 2:30 p.m. to review the modified drawings prepared by Longo after they took input from teachers and school leaders. We will create the paperwork to advertise the project work so that construction may begin soon after school is out.

*David Gilfix held a series of concerts for grades 3, 4, and 5. Fifth grade had the addition of band led by Craig Robinson and a volunteer choir that met with David Gilfix before school. The students and families seemed to enjoy the performances.

*WBZs Eye on Education visited this week to feature the work done by our students and counselors in the area of student wellness. The SWAT club will be featured in the highlight. We will let you know when it will be aired. The Press wrote an article about the Building Bridges exhibit on display at the elementary school. This display, which seeks to challenge damaging myths and stereotypes, is paired with a guest speaker who survived the Rwandan genocide and will speak in the Bromfield Library on May 23rd at 7 PM. These events were planned by teachers Kathleen Doherty and Bryce Mattie-Brown and funded by a Harvard Schools Trust Grant.

*This past week parents treated teachers to a wide variety of treats including a popcorn bar, deli sandwiches, milk and cookie and cupcake trays. While only a few parents coordinated the efforts on site many parents contributed to the festivities by signing up to contribute. The teachers really felt appreciated and looked forward to the surprises.

*Mr. Reynolds, our prior band director, successfully defended his dissertation this week at UMass Amherst and became Dr. Reynolds.

Student Achievement Committee Update

John Ruark will be collecting material from Nancy Lancellotti in the next week and will have a full report ready for an upcoming meeting.

School Committee Self-Evaluation

John Ruark made the motion and Jon Green seconded to table Agenda item XI (School Committee Self-Evaluation results) to a future meeting.

VOTE 4/0

Brainstorm Questions for Student Advisory Committee Meeting on May 25th

The Committee came up with the following topics to discuss with the Student Advisory Committee on May 25th.

1. What are the social trends at Bromfield. What was the reaction to the word cloud created from the Student Climate Survey. What are the issues around safety, bullying and inclusion at Bromfield.
2. Do you feel like the SAC is representative of a wide range of student opinions?
3. How was Prom and Celebration?

Personnel Updates

Jonathan Snyder was hired as the Facilities Director for the Harvard Public Schools.
Dawn French will become the full-time school nurse at Hildreth Elementary School, replacing Jenny Eklund.

Review Kindergarten and Preschool Enrollment

Kindergarten enrollment is currently at 48 students.
Pre-K is fully enrolled at full day.

Review Time/Day of the Week for Future Meetings

The School Committee will continue to meet on the second and fourth Monday of the month at 6:15 p.m.

Review Liaison and Sub Committee Assignments

The Committee will revisit the Liaison and Subcommittee Assignments at the next meeting. In the meantime, John Ruark agreed to serve as Middle School Ramp Liaison and Shannon Molloy agreed to serve as the Science Lab Liaison.

Agenda Items

Student Achievement
Survey Results
Good Friday issue
Summer PD Review
District Improvement plans
School Improvement plans
Superintendent review
SC Self Evaluation
Compensation for the Newspaper Club
HEAC

Approval of Meeting Minutes

John Ruark made the motion, and Jon Green seconded to approve the minutes of the April 24th 2018 meeting as amended.
VOTE 5/0

Liaison/Sub-committee Reports

Mary Traphagen – Happy to report the good news about the School Building Project. The Committee will continue to meet weekly and keep you informed of next steps. HES School Council meets next Tuesday. They have been working on the School Improvement Plan.

Jon Green – No update

John Ruark – Athletic Advisory – the MIAA recognized Tom Hill by giving him a Coach of the Year Award. Sixth graders will be offered participation in Cross Country, Track and Field Hockey

next year. The Advisory group would like feedback on the van usage for the past year. Would it be feasible to purchase a second van? Turf field efforts are continuing.

John Ruark – HEAC - receive 4 bids for the classroom lighting project. Will look to award the project soon. HEAC will be attending an upcoming School Committee meeting to share information.

Maureen Babcock DEAC – working to finalize the survey and hoping to get it out soon. Second phase of the Grant Road housing development project has been approved. Phase 1 was 17 homes, Phase 2 is 81 units of housing, 41 single family duplexes and 40 apartments. Infrastructure work will begin soon. Will keep you updated. Maureen shared information about the Devens Eco Efficiency Center and the “Great Exchange” program that facilities reuse and redistribution of excess materials. We may want to consider this option if we are getting rid of school furniture etc.

Reminder to Sign Diplomas

Interested Citizens Commentary – Jennifer Finch – Codman Hill Road – questions about the survey.

Mary Traphagen read a letter from a family sharing their thanks and excitement about the building project.

John Ruark – thank you and congratulations to everyone involved in the School Building Project. There was lots of energy in the community and I am hopeful that the expressed interest for finding ways to support people who will have a hard time paying for the additional taxes will continue. Senior projects were awesome. It is great to sit in on the presentations. It is great to see what they do and also how they present. It fills me with pride that we have this project in our community. The upcoming Prom and Celebration activities are very exciting as well. Welcome to Shannon!

Mary Traphagen welcomed Shannon. Mary Traphagen offered a great big thank you to HES Ballot Committee for their efforts and really making a difference. They stepped up and filled a gap. They were motivated and motivating!

Adjournment

John Ruark made the motion and Jon Green seconded to adjourn the meeting at 9:08 p.m.
VOTE 4/0

Respectfully submitted:

Mary Zadroga