

Harvard Public Schools
14 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
November 12, 2019
6:15 PM
Upper Town Hall

1. Call to Order and Read the Vision Statement (6:15)
2. Public Commentary (6:17)
3. Student Report (6:20)
4. Field Trip/Grant Approval (6:25)
5. Superintendent Update (6:30)
6. Requested Budget Transfer; Vote (6:35)
7. Class Enrollment Information (6:40)
8. Budget Introduction (6:55)
9. Dashboard Sub-Committee Discussion(7:55)
10. School Building Update (8:10)
11. Policy Review; Vote (8:15)
12. Agenda Items (8:25)
13. Approval of Meeting Minutes (8:30)
14. Liaison/Sub-committee Reports (8:35)
15. Public and School Committee Commentary (8:45)
16. Executive Session (8:50) ; pursuant to Massachusetts General Laws Chapter 30A section 21 (a) and (3) for the following purposes:
 - (a) To discuss strategy with respect to an in preparation for collection bargaining with Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee.

Materials: Budget Documents, Grants, Superintendent Report, Policies, Enrollment Numbers, Minutes

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.

HES PTO CURRICULUM ENRICHMENT REQUEST FORM

The PTO asks to be recognized on all permission slips & email communications sent to parents regarding the enrichment programs we support.

PLEASE NOTE: All checks will be made payable to the Hildreth Elementary School. Contact the school business office to request your approved funds for vendor payment.

Date of Request: Sept. 2019 Amount Requested: \$ 580

Submitted By: Lauren Crittendon Email: lcrittendon@psharvard.org


Program/Project Title: Engineering week Projects


Description: (provide as much detail about your request as possible):

Please see attached.

Approximate number of students impacted: 430

Program/Project Start Date & End Date: February 2020

Signature of Applicant:  Date: 10/21/19

Signature of Principle:  Date: 10/20/19

Email a copy of the completed grant request form to Kate Guthro at kate@guthro.net
Questions, contact Kate Guthro at kate@guthro.net

To: Harvard PTA
From: Lauren Crittendon
Date: September 2019
Re: Grant Request

HES would like to have a celebration of engineering in February of 2020. We will host an "Engineering Week" in which each class will do a special engineering lesson. Kindergarten through second grade would like to read a picture book and then have the kids work on engineering challenges. Third through fifth grade are going to arrange for a parent who is an engineer to come and speak to the class, followed by an engineering project.

I am asking the Harvard PTO to consider funding these activities with a \$580 grant.

All classes will be working on projects from this web site.

<https://frugalfun4boys.com/4-engineering-challenges-kids/> We will share supplies between classes. The supplies can be reused for many future projects. We would need the following -

12 copies of the book Dreaming Up, A Celebration of Building, by Christy Hale

12 x \$15 = \$180

2 boxes of 500 craft sticks 2 x \$10 = \$20

1200 16oz Plastic Cups 6 x \$38 = \$228

800 1" wooden color cube blocks 8 x \$19= \$152

Total = \$580

HES PTO CURRICULUM ENRICHMENT REQUEST FORM

The PTO asks to be recognized on all permission slips & email communications sent to parents regarding the enrichment programs we support.



PLEASE NOTE: All checks will be made payable to the Hildreth Elementary School. Contact the school business office to request your approved funds for vendor payment.

Date of Request: Sept. 2019 Amount Requested: \$ 3500
Submitted By: Josh Myler Email: jmyler@psharvard.org
Program/Project Title: Appleseed Money

Description: (provide as much detail about your request as possible):

I would request that PTO provide \$3500 of Appleseed money.
This money is used for curriculum enrichment, including the following:
-Funding need-based scholarships for the student portion of field trips
-Classroom materials for the start of year
-Materials for special projects or activities in classes
-Supplemental technology so that it does not have to be shared
-Supplemental furniture so that it does not have to be shared

Approximate number of students impacted: 430
Program/Project Start Date & End Date: 2019-2020 School year

Signature of Applicant:  Date: 10/20/19
Signature of Principle:  Date: 10/20/19

Email a copy of the completed grant request form to Kate Guthro at kate@guthro.net
Questions, contact Kate Guthro at kate@guthro.net

HARVARD PTO GRANT REQUEST FORM

The Harvard PTO recognizes the challenges facing administrators and teachers in enhancing the educational and extracurricular experience for our students. A portion of the funds raised by the PTO is, therefore dedicated to supporting these educational projects through our grant process.

Date of Request: October 2019 Total Amount Requested: \$3500

Submitted By: Scott Hoffman Email: shoffman@psharvard.org

Program/Project Title: Field Trip/Student Support

Description: (provide as much detail about your request as possible):

This money will be to support students who need financial assistance in being able to go on Field Trips. In particular, the Washington DC trip for the 9th graders. We also use the money for curriculum or club costs that arose after the budget was submitted. Thank you so much for considering this request. The PTO has been incredibly generous in ensuring our students can have these experiences and we hope you are able to continue in this vein.

Approximate number of students impacted: 625

Program/Project Start Date & End Date: October 23, 2019 – June 30, 2020

Program Sponsor/Payee: The Ponfield School Principd Account

Signature of Applicant: [Signature] Date: 10/23/19

Signature of Principal: [Signature] Date: 10/23/19

Please email a copy of the completed grant request form to Laura Thomas at thomasl01@hotmail.com and place completed grant application with attached estimate in a sealed envelope. Please mark the front of envelope "PTO" and return to the main office. Any questions, please contact Laura Thomas, PTO President, at thomasl01@hotmail.com.

Field Trip/Student support grant

2 messages

Thomas <thomasl01@hotmail.com>

Tue, Oct 29, 2019 at 5:19 PM

To: "shoffman@psharvard.org" <shoffman@psharvard.org>

Cc: "ldwight@psharvard.org" <ldwight@psharvard.org>, "jenslavin@yahoo.com" <jenslavin@yahoo.com>, "lgushue@verizon.net" <lgushue@verizon.net>, "kshuttle@psharvard.org" <kshuttle@psharvard.org>

Good afternoon,

The Harvard PTO is pleased to fully fund the field trip/student report grant submitted by Scott Hoffman for \$3500.

A check made out to the Bromfield school in the amount of \$3500 will be delivered shortly.

We are so pleased to be able to continue to fund such a worthwhile endeavor.

Warm Regards,

Laura Lawton-Carson Thomas
PTO President

Sent from my iPad



SBromfield_19102312480.pdf
51K

Scott Hoffman <shoffman@psharvard.org>

Tue, Oct 29, 2019 at 5:47 PM

To: Thomas <thomasl01@hotmail.com>

Cc: "ldwight@psharvard.org" <ldwight@psharvard.org>, "jenslavin@yahoo.com" <jenslavin@yahoo.com>, "lgushue@verizon.net" <lgushue@verizon.net>, "kshuttle@psharvard.org" <kshuttle@psharvard.org>

Dear PTO:

Thanks so much for this money. The PTO donation will insure that all students that wish to go on field trips will be able to do so. In particular, this money will allow all 9th grade students to participate in the Washington DC trip.

Thanks so much for your continued generosity.

Best,

Scott Hoffman

[Quoted text hidden]

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Scott Hoffman
Principal
The Bromfield School

CONFIDENTIAL MATERIAL: This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If received in error, please notify sender by return e-mail and destroy all copies of the original transmission and any attachments. Thank you. If you wish to view information about the Harvard Public Schools, please visit our website at <http://www.psharvard.org>.

Superintendent's Update
November 12, 2019

I. Start Time Advisory Met Again

Standard IV: Professional Culture

The advisory group met and finalized an initial survey to be used at the upcoming parent conferences. Members of the advisory will be gathering information and passing out research articles at tables in the lobbies of both schools. Meanwhile I am in communication with the bus company about the cost of different scenarios. Also, I wrote a Chalk Talk about the issue and invited members of the public to join me at the General Store for a discussion on November 20th at 9 AM.

II. Dashboard Training

Standard I: Instructional Leadership

The early release time on October 31st gave us the chance to introduce the teachers to the data in the district warehouse. After hearing an introduction to the potential use of the data and reasons for the districts' use of this tool, teachers self-selected different levels of training in facilitated sessions. They ran queries and discussed ways for their departments or grade levels to use the data for individual students growth and overall curriculum changes and adjustments.

III. Tri-District Professional Development

Standard I: Instructional Leadership, Standard IV: Professional Culture

For the third year, we collaborated together with Littleton and Ayer-Shirley for professional development on election day. Throughout the year, the district leaders gather together to plan the day around a joint theme, incorporating the feedback from prior years. On a rating scale of 1 – 5 (5 being the most valuable) 198 teachers out of 235 rated the day a 4 or 5 (84%). Here are some of the comments we collected:

Thank you! I'm excited about some of the tools I learned in the sessions and looking forward to implementing them in the classroom.

I thought it was a very well organized, helpful, and motivating day. I liked the course selection.

I really enjoyed meeting with and presenting to my colleagues. I felt encouraged and inspired to continue the work of making the kind of change that will impact students in the broadest and deepest ways.

Thank you for organizing this day. It was positive and meaningful.

The pacing was great. There was enough choice and opportunity to collaborate. I loved the theme, which was open enough to meet a lot of interests (not only technology).

IV. Budget Meetings with Cost Center Managers

Standard II: Management and Operations

We met with cost center managers at Upper Town Hall to encourage attendance by other SC members and members of other committees and the public. There were pros and cons to this effort

Superintendent's Update November 12, 2019

and I would welcome members feedback on this. The pros were that the setting encouraged attendance and committee members were invited from across town government. The cons were that members who attended were unable to ask questions directly, the setting was less convenient for managers, and the formality made discussions less natural. Should we continue this practice, modify it to something else, or go back to the previous way?

V. **Preschool Teacher Hired**

Standard II: Management and Operations

We hired a preschool teacher to begin with us in January. Megan has over five years of experience and made the hard decision to leave her current position half way through the year to come to work in Harvard. She was the strongest candidate who secured our decision when we watched her teach a whole group lesson and work with a small group of our current preschool students. Her resume is attached.

VI. **Superintendent Group Met**

Standard IV: Professional Culture

A small group of superintendents in the area met for the first of monthly meetings. This support group provides an opportunity for us to discuss and collaborate on complex district issues in a safe space. Two facilitators offer wisdom and provide a broader context.

VII. **Students Shine!**

There has been much to celebrate for students in the past two weeks. The drama productions at both HES and Bromfield gave our students the opportunity to shine! Both shows were amazing with convincing acting, beautiful singing, quality sets, and evidence of lots of practice and effort. These programs allow our student to pursue their individual dreams.

Also, our student athletes worked hard in post season successes. The varsity girls' and boys' soccer teams advanced to the finals in hard fought wins. The girls' cross country team and one member of the boys' team advanced to state's.



School of Rock



Girls' Varsity Soccer Team



Memo: Revolving Account Transfer Request
Date: November 12, 2019
From: Linda Dwight, Superintendent

I am requesting that the School Committee transfer 100K into the lunch account and 50K into the athletic account, temporarily to be repaid as revenues enter the accounts throughout the year. These two cost centers struggle with deficits due to the delayed payments into their areas of the budget. The lunch account and athletic account count on collected revenues, and in the case of the lunch program, federal and state reimbursements.

We received the following e-mail from the Finance Director, Lori Bolasevich, on November 7, 2019:

The invoices have been processed - please see attached document from Dept of Revenue - 3rd paragraph at top of Page 1: "The board or officer with authority to spend from a revolving fund can only incur liabilities and spend from the available, unspent and unencumbered balance of actual collections"

A transfer needs to be done now in order to keep paying payroll and bills because there are no "available" funds from "actual collections" - at year-end you can reconcile the fund by transferring money back to the source you'll borrow from if there's any extra left.

*Thank you,
Lori*

File: JB - EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the School Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC February 2019

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR 26:00

BESE regulations 603 CMR 28.00

The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015

CROSS REF.: AC, Nondiscrimination; School Handbooks

▼
ADOPT: TBD

Deleted: NOTE: The cross reference is to a related statement in this manual.⁶

File: AE - COMMITMENT TO ACCOMPLISHMENT

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, the Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.
- Evaluation of operations, and instructional and staff development programs, to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

SOURCE: MASC

ADOPT: TBD

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School Committee Minutes
Upper Town Hall
Tuesday, October 28, 2019
6:15 p.m.

Members attending: John Ruark, Shannon Molloy, SusanMary Redinger, Sharlene Cronin, Suzanne Allen, Maureen Babcock, Linda Dwight and Aziz Aghayev. Absent: Maureen Babcock. Remote: SusanMary Redinger

John Ruark called the meeting to order at 6:16 p.m.

Sharlene Cronin read the Vision Statement.

Public Commentary – None

Student Update: Olivia Ren gave the following report:

The Bromfield Golf team is competing in the state championship today.

The Bromfield Field Hockey lost their playoff game by 1 point, ending a terrific season.

Boys' Cross-Country took the runner-up spot in this year's Mid-Wach D League championship.

Girls' Cross-Country too first place in the Mid-Wach D League championship.

Both Boys and Girls Cross-Country will complete in the MIAA Central Division 2 district championships on November 9th in Gardner.

Students in grades 10 and 11 took PSAT tests last week.

The Class of 2023 held a Halloween dance last Friday for grades 7 through 9.

Curriculum Review; HES Social Emotional Wellness

Josh Myler and Dori Puluzzi presented on the Social Emotional Learning (SEL) program at HES. The top priorities identified by the SEL Committee are self-management (self-control), self-awareness (relating feelings to thoughts and behaviors), social awareness (empathy and perspective taking), relationship skills (working cooperatively), and responsible decision making (making constructive, safe choices for self, relationships, and school). Mr. Myler and Ms. Puluzzi shared examples of direct instruction, school-wide practices and structures, infusion into the curriculum. Events and family engagement that are used to help students acquire and apply knowledge, attitudes and skills were also identified.

HEAC

Brian Smith from Harvard Energy Advisory Committee presented an annual status report on the school's energy use, energy costs, energy projects (past and future) and energy initiatives and concerns.

Environmental Assessment

Ellen Leicher and Brian Smith presented a draft of the Environment Review form for the Committee to review. The form will be used to provide an environmental assessment review when planning and approving major or minor projects. The environmental impact information will be used to inform the boards, Town government and the public. It will ensure opportunities for environmental protection, re-use, and energy conservation when making decisions. Ms. Leicher asked for input on the review form and will take the information she gains back to the Board of Selectmen. The Committee agreed that conversation around energy impact versus costs will be made whenever possible. The Committee will also

commit to reviewing School Committee policies around energy conservation and making any necessary updates.

School Improvement Plan for TBS; Vote

Dr. Dwight shared the changes made to The Bromfield School Improvement Plan as a result of the School Committee's review of the plan at a previous meeting. The Committee will approve The Bromfield School Improvement Plan as is with flexibility to decide how the base line information will be gathered.

Shannon Molloy made a motion and Sharlene Cronin seconded to approve the School Improvement Plan as presented without the need to add a baseline survey.

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye), Redinger (Aye).

Superintendent Update – See attached

Enrollment Numbers

Dr. Dwight shared the details of current enrollment numbers for the 2019/2020 school year. John Ruark shared the Enrollment Projections Report for 2019 prepared by SusanMary Redinger. The projection shows an increase in enrollment in the coming years.

Grant Approvals

The following grants were presented to the School Committee for approval:

The Magic of Maps - \$685 – Joan Accorsi

Discovery Museum Traveling Workshop - \$955 – Erin Newbould

Native American Drumming & Dancing - \$500 – Amy Bassage

Politics Club magazine - \$500 – Kate Keane

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

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye), Redinger (Aye).

School Building Update

SusanMary Redinger reported that the School Building Committee along with members of the School Committee toured the new school building. Sharlene Cronin shared that it was really exciting to be in the building and really wonderful to hear about the process and the materials being used. The building is taking shape. The Committee affirmed the selection of the colors for the exterior stone. It will have a great look. The Committee will share the renderings with the historical committee. A top off ceremony is scheduled for November or December. The easement for Nation Grid was approved at the Special Town Meeting.

Move to authorize the School Committee to sign the grant of easement for National Grid which has previously been approved.

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye) Redinger (Aye).

Policy Review; Vote

Shannon Molloy presented the following policies for first read, replacement or elimination:

Policy AE – Accomplishment – First Read

Policy ADFA – Life Threatening Allergy Policy – Eliminate – redundancy
Policy ADDA – CORI requirement (MASC Background Checks) – replace with MASC policy
Policy ADDA-E – Info Process Correcting CHSB – eliminate for redundancy
Policy ADDA-R – DCJIS Model CORI Policy – First Read
JA – Student Policy Goals – eliminate - redundancy
JB – Equal Educational Opportunities - First Read
JB-R – Opportunities – eliminate – redundancy

Shannon Molloy made the motion and Suzanne Allen seconded to move to eliminate policy ADFA, amend policy ADDA as presented, eliminate ADDA-E and eliminate policy JA and JB-R.

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye) Redinger (Aye).

Agenda Items

Budget review
Policy
Class enrollment
Dashboard Subcommittee Report
Title IX
Executive Session
Debrief MASS/MASC

Approval of Meeting Minutes

With no objection, the Chair approved the minutes of the October 15th meeting as amended.

Liaison/Subcommittee Reports

Sharlene Cronin reported that the Field Subcommittee is meeting tomorrow. They are working to put shape to a full report. They are planning to meet with the Board of Selectmen at the later part of November. At Special Town Meeting, Parks and Rec put forth an article for \$15K to provide general field maintenance. After a friendly amendment, the funds were appropriated to the Department of Public Works rather than the Parks and Rec Department.

Suzanne Allen reported that SEPAC held a meeting with a lot of positive responses from community members. They continue to work towards having a parent support group and fulfilling some of the needs of SEPAC including providing speakers that will speak on the topic of special education law.

Suzanne Allen reported that the Wellness Subcommittee met and reviewed the Wellness policy, matching it with MASC and bringing it up to date with the DPH standard for policy. Hope to come out with a strong revised policy. There was discussion around the Angst movie and some vaping conversation. Scott Hoffman is looking in to how to outreach to students to have them come to adults to ask them for support before they get themselves into trouble.

Suzanne Allen reported that the Start Time Subcommittee meets tomorrow. It is exciting to be working on the details of how we will communicate and get feedback from community members regarding a possible change.

Suzanne Allen reported that she, John Ruark, and Shannon Molloy met with five members of the Student Advisory Committee. Students gave feedback about the Angst move. Members lead a discuss into real life skills/solutions for anxiety. Student talked about the new attendance policy and although they were skeptical at first, it seems to be working out. Students were positive about the plans to rebuild the Middle School ramp.

John Ruark – the students want to make sure there is ongoing discussion around anxiety and that it won't end with the movie. Students feel that the new attendance policy wasn't communicated well. They feel as

though the changes/expectations should be announced in layman's terms with some startup efforts to streamline any bugs in the system.

SusanMary Redinger reported that School Council met on October 16th. Scott Hoffman gave an update of all things happening at Bromfield including sporting events. The ramp was well received. More conversation about the Angst movie. The conversation is making the topic relevant. People appreciated the board of experts at the end of the movie. It is great that the conversation is continuing. The Council subcommittees for Balance and Climate have begun to meet. The next meeting is November 6th.

SusanMary Redinger Capital met and approved the library roof and are now working on meeting with individual boards and committees to review their capital request. Still looking for more information on the school projects. There is a total of 16 capital project requests to be funded for the 20/21 fiscal year.

Shannon Molloy– reported that the Policy Subcommittee is moving forward.

Shannon Molloy reported that the HES School Council has not met.

Shannon Molloy reported that the Budget Subcommittee will be busy for the next seven days as a kick off to the season.

Shannon Molloy reported that at the Student Advisory meeting it came through loud and clear that the excused college visit component of the excused absence policy that was triggering a lack of trust. Hopefully that can be worked on.

Shannon Molloy reported that SEPAC held their kick off meeting at Volunteer's Hall with 25 people attending. Folks came out to show support for the new group getting going. A significant number of parents with kids that are grown came to offer support.

John Ruark reported that DEAC is meeting tonight and we will get an update from Maureen Babcock at the next meeting.

Dr. Dwight reminded members that the Budget Subcommittee would be meeting on Friday and Monday and extended the invitation to all School Committee members who wished to attend. Dr. Dwight reminded members to confirm their attendance to the MASS/MASC conference by November 1st.

John Ruark shared with members that at the MASS/MASC conference that there are several good sessions on Social Emotional Learning.

Public and School Committee Commentary

The musical Seussical Junior will be held this weekend at Hildreth Elementary School.

John Ruark made the motion and Suzanne Allen seconded to move to convene into executive session pursuant to Massachusetts General Law Chapter 30A, sections 18-25 for the purpose of discussing strategy with respect to an in preparation for collective bargaining with Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee. We will not enter back into open session.

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye), Redinger (Aye).

Respectfully Submitted,

Mary Zadroga