

Harvard Public Schools
14 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
January 27, 2020
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; Vote (6:25)
5. Field Improvements (6:30)
6. District Improvement Plan Update (7:00)
7. Superintendent Update (7:30)
8. School Building Update (7:40)
9. Town Annual Report Review; Vote (7:45)
10. Continuous Improvement Discussion (8:00)
11. Agenda Items (8:15)
12. Approval of Meeting Minutes (8:20)
13. Liaison/Sub-committee Reports (8:25)
14. Public and School Committee Commentary (8:35)
15. Executive Session (8:40) ; 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: District Improvement Plan Update, Annual Report Draft, Continuous Improvement Brainstorming, Grants, Field Trip Approvals, Superintendent Report, Minutes

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

January 15, 2020

Dr. Linda Dwight
Harvard Public Schools
39 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

The Harvard Schools Trust approved the following recent grants:

Submit Date	Request	Title	Submitter	Amount
11/13/19	20-05	Save a Life Tour	Coleen Nigzuz	\$1,600
12/23/19	20-06	Bromfield Speech and Debate Club	Cynthia Fontaine	\$1,000
1/2/20	20-07	Annual 9th Grade DC Trip	Julie Horton & Scott Hoffman	\$2,445

We hope all is going well.

Very truly yours,

Lindsay Burke & Terry Symula
Harvard Schools Trust

Cc.
Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

Field Trip Approval Form 2019-2020

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 field trip is for the State Conference for Youth in Government. At this conference, students will simulate MA state government, playing the role of various governmental bodies, including: legislative, executive, judicial, lobbyists, and the press corp.

Date(s) of Trip: Wednesday, March 18-Friday, March 20 **Advisor(s):** Matthew Lynde and Kate Keane

*Students will be in school on Wednesday
this is for Wed + Thurs nights*

Students/Class/Grade Level Attending the Field Trip: 9 students from grades 9-12

Destination:

MA State House, 24 Beacon Street, Boston, MA and Hyatt Regency, One Avenue de Lafayette, Boston, MA

Departure Time: 6:00 PM on Wednesday, March 18

Return Time: 6:00 PM on Friday, March 20

Mode of Transportation: Parents will provide student transportation.

(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.

*not social studies dept. secretary
this is a copy*

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Youth and Government Overnight Field Trip

March 18-20, 2020

Tentative list of students

Name	Grade
Brooke Caroom	11
Taylor Caroom	11
Analee Carroll	10
Mackenzie Hoover	10
Arianna Thornton	11
Lauren Walling-Sotolongo	11
Perla Walling-Sotolongo	11
Bridget Kennedy	12
Sarah Sobalvarro	11

ANN LEES FIELD, SITE DEVELOPMENT PLAN

<u>Description</u>	<u>Total</u>	<u>Extended</u>
2020		
Must haves (Prior to April, 2020)	\$ 2,800	
Very much needed	<u>\$ 22,200</u>	
Total Calendar Year 2020		\$ 25,000 *
Calendar 2021 - Proposed Budget		\$ 35,000
Beyond 2021 - Future Wish List		\$ 115,000

*Reasonable Minimum to achieve parity with:
 (1) other sports in Harvard and (2) Softball in other towns

DRAFT ANN LEES FIELD, SITE DEVELOPMENT PLAN

Description	Need Type	In-place When?	Cost Estimate			Comment
			Materials	Install*	Total	
Reasonable Minimum (Parity with others in Harvard, other towns)						
Bases, Plate and Pitching rubber installed	A-Must Have	1-Apr-20			\$ -	Owed by N-Turf
Clearing out of some brush on first base side	A-Must Have	1-Apr-20		\$ 500	\$ 500	Owed by N-Turf?
Temporary outfield fencing	A-Must Have	1-Apr-20	\$ 1,500	\$ 500	\$ 2,000	School?
Fill in the ruts and holes in the parking lot	A-Must Have	1-Apr-20	\$ 100	\$ 200	\$ 300	DPW
Covered dugouts (Low Cost Option)	B-Want	1-Apr-20	\$ 1,000	\$ 1,000	\$ 2,000	
Bleachers	B-Want	1-Apr-20	\$ 1,400	\$ 200	\$ 1,600	
Scoreboard	B-Want	1-Apr-20	\$ 800	\$ 500	\$ 1,300	
Real GRASS outfield	B-Want	1-Nov-20	\$ 500	\$ -	\$ 500	Mats + Labor from NYBSA
Higher backstop and fencing to keep balls from woods, first base side	B-Want	1-Nov-20			\$ 3,000	
Opening in fence for access to home plate, both sides	B-Want	1-Nov-20	\$ 300	\$ 400	\$ 700	
Fence protected bullpens, both sides	B-Want	1-Nov-20			\$ 4,000	
Foul poles	B-Want	1-Nov-20	\$ 1,600	\$ 500	\$ 2,100	
Moveable pitcher's rubber	B-Want	1-Nov-20			\$ 300	
Contingency	B-Want	1-Nov-20			\$ 3,000	
					\$ 25,000	

Really Nice to Have

Batting cage	B-Want	1-Nov-21	\$ 4,000	\$ 1,000	\$ 5,000	
Covered dugouts	B-Want	1-Nov-21			\$ 30,000	Did low cost approach work?
					\$ 35,000	

Wish List

Permanent outfield fence	C-Wish List	1-Nov-20	\$ 4,000	\$ 500	\$ 4,500	Unlikely?
Practice infield behind shed	C-Wish List				\$ 10,000	Needed?
Snack shack with electricity	C-Wish List				\$ 25,000	I am told that these are extremely unlikely to be approved.
Sprinkler system & Water fountain	C-Wish List				\$ 15,000	
Lights	C-Wish List				\$ 60,000	
PA system	C-Wish List		\$ 500	\$ -	\$ 500	
Total					\$ 115,000	

Summary

A-Must Haves	\$ 2,800	\$	2,800	
B-Wants (2020)	\$ 22,200	\$	25,000	In 2020
B-Wants (2021)	\$ 35,000	\$	60,000	
C-Wish List (i.e., Future)	\$ 115,000	\$	175,000	

*Reasonable Minimum to achieve parity with (1) other sports in Harvard and (2) Softball in other towns

HARVARD BASEBALL/SOFTBALL FIELD COMPARISONS

Ryan Land baseball fields services:

- 2 minor teams
- 2 major teams
- 1 Tball program that practices SAT mornings for 90 minutes.
- The fields have attracted AAU teams, which pay to use the field. With similar softball fields, Harvard could also attract AAU softball teams with a decent field (to recoup maint costs).

As it stands, Ann Lees offers one field, which will service more teams:

- 3 softball teams (8U, 10U, 12U)
- 2 Rookie teams
- Middle school softball
- JV softball / Varsity softball
- Adult Softball League (which really needs a much longer OF)

RYAN LAND

2 regulation Little League fields

LARGE Covered dugouts with alum, Seats

Sprinkler system

2 Sheds

Snack shack

Tons of parking

2 Batting Cages

2 pitching areas

All necessary equipment to line/rake fields

BROMFIELD BASEBALL

This regulation field is on campus and features a scoreboard, batting cages, and a shed. It services MS, JV, and varsity.

QUESTIONS

Is there electricity, or can it be set up from nearby transformer? It would be great to wire this to a snack shack behind home plate, where one could wire in a PA and scoreboard.

Is there a well? Can you put a well there?

FIELD EQUITY

- Smooth Parking for at least 25 cars
- Scoreboard
- Covered dugouts
- Batting cage
- Equipment to rake/line the field
- Proper size fencing, with high fencing on right side to keep balls out of woods
- Out field fence to stop OF grounders from going into the wetlands
- Foul poles
- Moveable pitcher's mound

OFF CAMPUS OFFSET OPTIONS

- Sprinklers
- Lights
- Fenced in Bull pen on each side just past the dugouts.

NECESSARY

- Cut trees in right field 50 feet back to put in seating, save balls
- Put a fenced in pitching practice area on each side, just past dugouts for bullpens

OVER THE TOP

- Snack shack with PA to make money for programs, allow us to host all-star games and tournaments.
- Behind shed, make a practice infield, there is enough room to create an infield for practice purpose

Strategic Plan Development
District Improvement Plan
2017 - 2020

Introduction: A committee of fifteen members representing students, faculty, administration, community members, school council, and an outside consultant met over the course of eight months in 2013 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 endorsement of the Vision, Mission, and Core Value Statements. We are committed to use the plan as a guide for future decisions.

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.

Mission Statement: Our mission is to provide an outstanding educational experience for all students and to help them develop curiosity, perseverance, and social responsibility.

Core Value Statements:

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.

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.

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

Resources – We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those resources.

School Climate – We believe that the Harvard public schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.

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.

Title	Goal	Measure of Year One	Measure of Year Two	Progress as of June 2019	% Complete
Technology Integration	Technology use in most classrooms across the district will be at the level of redefinition as defined in the SAMR model.	<p>By 6/30/2018 a measurement tool has been created to assess the level of technology use on the SAMR model.</p> <p>By 6/30/2018 an action plan has been developed and implemented to meet the goal.</p> <p>By 6/30/2018 a self-assessment by all teachers has been done to identify their level of proficiency against the SAMR model.</p>	By 6/30/2019 30% of all classrooms will be at the level of redefinition and a plan is in place to ensure that a majority of classrooms are at redefinition by 2020.	<p>The technology team has aligned on a tool of measurement and developed the self-assessment form.</p> <p>Professional Development day held technology with Alan November and educators from Littleton and Ayer-Shirley.</p> <p>Teachers have taken the self-assessment for our base-line data. The results were shared with the School Committee. We are analyzing the data and planning professional development accordingly.</p> <p>41 teachers have completed the year long coaching</p>	100%

				<p>course Teach21. This course required teachers to use technology at the redefinition level.</p> <p>41 teachers out of 80 self - assessed that they had reached the redefinition level with the use of technology with their students.</p> <p>https://docs.google.com/presentation/d/1AgSpPbIRkakUnWb7i2cOVLrPtDYPT27Rm639XQQTvCs/edit#slide=id.g4ba1a430f3_0_73</p> <p>We have planned next year's professional development with a tech integration with Ayer-Shirley and Littleton and summer PD is being offered to advance the use of technology to engage students at the redefinition level.</p> <p>The technology sophistication is evident in the PD offerings in 2019 vs. 2016. Our collaborative PD with Littleton and Ayer</p>	
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				began with a 100% tech focus and now 13:24 workshop sessions were technology focused and the 13 tech sessions were mostly redefinition level integration.	
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Title	Goal	Measure of Year One	Measure of Year Two	Progress as of June 2019	% Complete
Data Informed Instruction	To increase the use of data by teachers and staff to inform instruction.		<p>By 6/30/2019 principals have defined with their curriculum leaders the current use of data to inform instruction and have determine a base-line measure.</p> <p>By 6/30/2019 principals have identified additional ways to use data to inform instruction and develop</p>	<p>The leadership team reviewed the baseline data in the dashboard. They are identifying first round participants in the trainings to access the data.</p> <p>The first round of training has been completed. Principals are using the data for Response to Intervention. The plan is to train the entire</p>	100%

			an action plan for increased use.	<p>staff on the dashboard in the fall and continue to enter data.</p> <p>Staff were trained in the fall of 2019 to use the data tool and they are using it in the RTI process and to focus their instruction.</p>	
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Title	Goal	Measure of Year One	Measure of Year Two	Progress as of June 2019	% Complete
Differentiated Instruction	Improve student learning in the regular education classroom for students typically needing additional support services.	By June 30, 2018 a baseline measure has been established to quantify the current support services and the number of students involved.	By June 30, 2019 a plan has been developed to increase the number of students receiving quality differentiation in their classrooms as	<p>We will use the data collected by the Title I coordinator as our baseline measure.</p> <p>Current data has 74 HES students receiving additional reading</p>	100%

			<p>determined by principals observations.</p>	<p>support and 96 HES students receiving math support.</p> <p>The teacher leadership team worked over the summer to update the District Accommodation Plan. The resource was shared with teachers at the beginning of the year. Principals are noting the use of accommodations in their observations.</p> <p>A plan has been developed to pair teachers and special educators in a co-teaching/cooperative teaching model for the 2019-20 school year. HES teachers have participated in a training and Bromfield teachers will attend the training in the summer. The goal of this model</p>	
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				<p>is to better meet students differentiated needs within the classroom setting.</p> <p>Co-teaching training occurred for Bromfield teachers and staff. Observations from principals note DCAP strategies in use. A survey is under development to assess the success of the co-teaching.</p>	
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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.

Title	Goal	Measurement of Year One	Measurement of Year Two	Progress as of June 2019	% Complete
Health/Wellness Focus	To provide health and wellness instruction aligned with the State and National Health Standards to our students from grades PreK - 12.	<p>By June 30, 2018 a detailed study has been completed indicating current practice in our district regarding health/wellness classes.</p> <p>By June 30, 2018 a recommendation has been made to the School Committee for any increased staffing and class offerings needed.</p>	By June 30, 2019 the health/wellness curriculum has been updated to include the new offerings and the recommended standards are aligned across the district.	<p>Our Health and Wellness Department Chair completed this research and study and presented the results to the district leaders.</p> <p>The department recommended the combination of middle school health taught within the physical education course. The newly hired teacher is health certified and began the curriculum transition during the 2017-18 school year.</p> <p>The health/wellness department met during the summer to begin the</p>	100%

				<p>curriculum update. They continue to work on this during professional development times in the year.</p> <p>The Omnibus budget has the HES health teacher moving from .5 to .8 to increase instruction according to the state standards and district needs.</p> <p>Middle school students are receiving health instruction and there is a proposed schedule change at TBS to increase the opportunity for increased health lessons.</p>	
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Title	Goal	Measurement	Conditions	Progress as of June 2019	% Complete
Attendance	To increase student attendance and decrease the number of times students are tardy for school.	By June 30, 2019 we have compiled three years of attendance data showing current absenteeism and	By June 30, 2020 a plan has been developed and implemented that addresses the root cause of the problem	We are using Power School Data for this analysis. Three years of data showed no significant improvement.	100%

		<p>tardy rates. The leaders have aligned on the measure of attendance and tardy reduction.</p>	<p>and assessment measures are updated.</p>	<p>The leadership team discussed the root cause analysis at our summer 2018 retreat. A plan was developed that includes piloting grade impact to attendance, vacation day approval withdrawn from policy, van availability for student pick-up, and increased collaboration between nurse, counselors, school leaders and parents on chronic issues.</p> <p>We will analyze our data at our summer retreat.</p> <p>We added an attendance component to the policy. Improvement to student attendance is indicated in the data.</p>	
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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.

Title	Goal	Measurement of Year One	Measurement of Year Two	Progress as of June 2019	% Complete
Colleges and Universities	To increase the district's connections to colleges and universities through research opportunities, classes on-site and student teacher placements.		By June 30, 2019 the leadership team will determine the current status and develop a plan for increased connections to colleges and universities.	<p>The leadership team identified limited cooperating teacher placements and limited dual enrollment participation.</p> <p>Principals at both schools encouraged teachers to consider student teachers for next year.</p> <p>We are supporting on-line coursework through John Hopkins University for classes that we do not offer.</p> <p>Parents were asked to participate in a survey collecting data on virtual digital learning. The results of the survey will</p>	100%

				<p>be shared with us as well as the research study findings.</p> <p>We are participating in a longitudinal early education research project with Harvard University.</p> <p>We have student teacher placements at TBS and HES.</p>	
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Title	Goal	Measurement of Year One	Measurement of Year Two	Progress as of June 2019	% Complete
Local Connections	To increase volunteer participation in our schools and take advantage of local resources.		By June 30, 2019 the leadership team has determined the current number of volunteers participating in our district and a plan has been developed on ways to increase participation.	<p>We would like to move the volunteer focus to next year.</p> <p>Partnerships with the Healing Garden, Loaves and Fishes, Council on Aging continue through the HES student leadership program, NHS, and other</p>	90%

			<p>June 30, 2019 the leadership team has identified current partnerships with local resources and developed a plan to increase local partnerships.</p>	<p>existing and increasing connections.</p> <p>Hildreth to Hildreth will join together leaders from different organizations to fundraise for items for the new building and the COA.</p> <p>Senior volunteers are working in both schools through the tax relief program.</p> <p>The fundraising organization has completed the 501C3 paperwork and awaits approval.</p>	
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Core Value: Resources

We value and respect that the Harvard community provides the necessary resources to best serve our students.

Title	Goal	Measurement of Year One	Measurement of Year Two	Progress as of June 2019	% Complete
Elementary Building Project	To design and implement a new building that is educationally exciting, safe, attractive, and environmentally efficient that is consistent with the district Vision and within the financial capacity of the town.	By June 1, 2018 the town of Harvard has approved the plans and funding for a new elementary school.	By June 30, 2019 ground has broken for new construction of the elementary school.	Progress continues with potential April ground breaking. The project began in April. Work was done to inform the community about traffic changes. We communicated the changes in bus fees and new ridership was coordinated with the bus company.	100%

Title	Goal	Measurement of Year One	Measurement of Year Two (new)	Progress as of June 2019	% Complete
Bromfield Renovations	To provide necessary renovations and upgrades to the Bromfield School to allow for a safe and high-quality educational environment for students in the Harvard Public School District.	By June 30, 2018 we will have secured funding and procurement bids for the science lab and prep rooms, Cronin Auditorium, middle school ramp, and bathrooms.	By June 30, 2019 we will have secured funding and procurement bids for the cafeteria upgrades, roof repairs, gym bleacher replacements, and Cronin Auditorium upgrades.	<p>Year one work completed except for middle school ramp. Year two projects approved by CPIC and await further approval.</p> <p>All four projects for the FY20 budget approved at Town Meeting. We have started the procurement process.</p> <p>Projects underway and new projects proposed. We continue to prioritize improvements to the Bromfield School.</p>	100%

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.

Title	Goal	Measurement of Year One	Measurement of Year Two (new)	Continued Progress as of June 2019	% Complete
Inclusion	To increase students sense of safety and connectedness by impacting the culture of inclusion across the district.	By June 30, 2018 an appropriate measure to determine students sense of safety and connectedness has been identified and baseline data has been compiled.	Programs have been added to positively impact students connectedness and inclusion. Professional development focuses trainings on this topic.	Inclusion survey data shared with leadership team, teachers, students, and school committee members. Programs such as Challenge Day, Focus Your Locus, Reality Fair and Refresh Days added. More offerings for electives such as mindfulness, yoga, and sign language. Increased health and wellness lessons at HES and in the middle school. Collaboration with the town's Arm in Arm Committee for speakers and multi-cultural events such as the dance.	80%

				<p>We continue to focus our PD and student initiatives on this goal. Recent offerings include workshops on diversity in literature, difficult conversations, and understanding bias and privilege.</p> <p>We will be surveying students in March 2020 to measure the improvements.</p>	
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Title	Goal	Measurement of Year One	Measurement of Year Two	Progress as of June 2019	% Complete
Digital Citizenship	Students are making safe and responsible choices regarding the use of technology.	By June 30, 2018 the technology team has agreed upon a plan to positively impact student choices regarding the use of technology and a baseline of infractions has been established.	By June 30, 2019 the number of infractions has decreased by a set percentage (TBD).	We have a digital citizenship curriculum. The instruction is done by the classroom teachers as an integrated aspect of their teaching all subject areas, and some lessons are taught by our Educational Integration Specialist or outside presenters such as local police officers. The	100%

			<p>elementary school held a cyber safety week.</p> <p>We continue to offer presentations for parents and guardians on digital safety. In November 2017 we showed the movie Screenagers and facilitated a discussion afterwards. Family tech tips are included in the HES newsletters.</p> <p>We have infractions recorded as part of a larger discipline record.</p> <p>When students picked up their technology at the start of the 2018 year we included a mandatory video for parents and students.</p> <p>We plan to add a middle school seminar on this topic for the 2020-21 school year.</p>	
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School Committee

The Harvard School Committee is pleased to provide this report for the Town. We would first like to take the opportunity to thank and appreciate the countless individuals and organizations that support the schools. It truly does "take a village" to make a school district successful. Whether you are a member of one of the School's Councils, coach a sports team, contribute to the Harvard Schools Trust, Fanfare and/or the PTO, volunteer for Celebration, the Science Fair, Senior Projects or to chaperone a field trip, attend a drama production, music concert, or watch a sports event, you are a vital part of the schools' community. Thank you for the gift of your time and resources and your passion for empowering our students.

The success of our schools also relies upon the quality and dedication of our administration and faculty. Dr. Dwight has consistently received proficient to exemplary performance ratings during her annual review by the School Committee. She and her leadership team continue to grow and improve through leadership development and mentorship opportunities as the lead our district with ~~She is now in her fourth year as our Superintendent and has put in place a solid leadership team for the district which is focused on achieving~~ the following vision:

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 School Committee is composed of six members: five elected residents from Harvard and one representative from Devens. The Committee typically meets on the second and fourth Monday evenings of each month with other meetings scheduled as needed. Agendas and materials are available on the town website at least 48 hours in advance, and meetings are usually televised on the local cable access channel. The public is encouraged to attend. Time for public commentary is provided at regularly scheduled meetings for comments, questions, and statements.

Each year, the School Committee establishes strategic goals jointly with the superintendent. These goals help to prioritize our efforts and resource allocation as a committee. This year, our goals include:

1. Contract Negotiation. We are currently engaged in negotiations with the Harvard Teachers Association for a new three-year contract cycle.
2. Dashboard Query Definition. The district has been implementing internally a set of data analysis tools for teachers and administration. The committee is defining its own dashboard using aggregated data to provide queries to support committee decision making.

3. Continuous Improvement Analysis. We are committed to continuous improvement practices, and are identifying several opportunities for changing committee operations to improve our processes, communications, and effectiveness.

The School Committee is at work on the following multi-year goals:

1. ~~HES Building Project: Harvard's new elementary school is educationally exciting, safe, attractive, and environmentally efficient; is consistent with the district Vision; and is within the financial capacity of the town.~~
2. ~~Bromfield House: The ultimate use and management of the Bromfield House is approved of by the town of Harvard.~~

Construction on the new HES building is moving quickly, as assembly of the steel structure and wrapping of the shell followed a thorough site preparation period. Construction completion is still planned for spring of 2021, with staff and students moving in to the new school prior to the end of the school year. ~~As of this writing, the HES Building Committee is in the final stages of reviewing designs and plans for the new school and will be seeking bids in February of 2019. Ground breaking and initial site work is set to begin in April of 2019 and construction will be completed by the spring of 2021. Once the new school is occupied the old building will be torn down. New fields and landscaping will be in place by the start of the 2022 school year. Regular pPublic information sessions will be held to keep the community informed of the traffic impacts, construction progress and opportunities to see the work in progress. We extend our heartfelt thanks to the community for supporting this exciting and vital project.~~

~~Once the new school is operational, the district staff and operations will relocate there from the Bromfield House, leaving that building unoccupied. The School Committee has committed to partnering with the Select Board and the Bromfield Trustees in determining the ultimate disposition of the Bromfield House and the property. The goal for 2019 is to determine a plan for that process. The School Committee will be seeking input from all stakeholders on the best use of this town resource which has been well-used by the school administration for the past 38 years.~~

Each year, the School Committee oversees the creation and implementation of the schools' budget. The proposed FY201 School Budget presented in January to the Finance Committee and ~~Select Board of Selectman on January 26th was was~~ \$13,923,061,370,920. This figure represents an increase of \$582,860,32,543 (4.233-98%) over the FY2018/19 Budget. The larger than usual increase is due to a variety of factors, including expected pupil services increases, necessary curriculum updates, fewer retirements than expected, and harmonization of certain roles with their current or anticipated level and scope of work. ~~was expected and is derived mainly from a negotiated increase in teachers' salaries given in exchange for them paying a larger share in their health care premiums. The resulting cost savings to the town for health insurance has been \$280,000 over the past two years and is expected to increase moving forward. This year's school budget has actually decreased in non-salaried expenses.~~ Supplementing the omnibus budget is an additional \$3.61M from grants and fees, school choice, and Devens, up \$500K from the prior year. The schools continue to rely on the

revenues from the contract with Mass Development to pay for salaries, technology, and capital expenses, and has increased the amounts offset from Devens Funds in this proposed budget. The School Committee also approved the use of Devens Funds up to \$1M to be used for the new school project, thereby reducing the tax impact to residents.

Capital improvements to the Bromfield School remain a priority for the District. Since FY17 over \$1.3M has been spent on repairs and upgrades to the building including: kitchen equipment updates; new bleachers in the gym; upgraded/safer door locks; upgraded lighting with Green Community grant funds; the new parking lot and front sidewalk/entrance; upgraded science labs and prep rooms; renovation of all the bathrooms; initial upgrades to the Cronin Auditorium; repairs to the HVAC controls; roof repairs; and purchases of new furniture.

For FY21~~0~~ the School Committee has committed \$200k from the Devens account ~~to upgrade the Bromfield kitchen and make repairs to the roof~~ for a study of the Bromfield locker rooms. The FY20~~1~~ capital projects approved by the Capital Planning and Investment Committee which will be voted on at ATM include replacing the structurally unsound and unsightly Bromfield middle school ramp with a new ramp that includes a learning stair down towards the library side and bathrooms under the ramp for public use, replacing the bleachers in the Bromfield gym, additional upgrades to the Cronin auditorium and the addition of air conditioning for about a third of the school, phase 3 of the renovations to Cronin Auditorium, and replacing certain HVAC systems at Bromfield. Planned projects for FY22~~4~~ include further upgrades to the Cronin Auditorium; replacement of the exterior Middle School ramp; added air conditioning of the building; a key card access system; and renovation of the locker rooms ~~beginning renovations of the locker rooms, replacing aging lockers, further HVAC work, and improving security with a card access system.~~

This year, a revitalized SEPAC (Special Education Parent Advisory Committee) has launched thanks to significant efforts from parents and School Committee members. We are glad to see the enthusiasm and energy being applied towards this effort to assist the Committee and the District with guidance and support in serving our students.

The School Committee, working with administration, faculty, staff, and community organizations, continues to make special efforts to recognize and address the needs of individuals that are at risk of discrimination. The Committee approves grants that support inclusion activities such as the Arm in Arm group. We have been working for several years to remove specific binary gender references from our policies and other documents, and we formally approved a letter in support of Question 3 of 2018 that upheld Senate Bill 2407 to add gender identity to the list of protected groups. We have updated our equal opportunity and anti-discrimination policies to include more protections, and we renamed Columbus Day to Indigenous Peoples' Day in the school calendar. We are working with various groups and boards in town on developing long-term plans for improving the use and equity of availability of fields in town for all athletics. ~~Providing students with technology has been another financial commitment endorsed by the School Committee. 2018 marks the second year that students in grades 8-12 have had laptops,~~

~~while students in grades 5-7 continue the use of iPads. Recently the School Committee received an update on how technology is being used in the classrooms to assess the progress being made at all grade levels in the use of technology to support teaching and learning. Both students and teachers showed examples of how the devices have increased their ability to plan, research, organize, collaborate and demonstrate their work. Teachers continue to learn new skills in advancing their use of technology while balancing traditional and non-technical applications as well. It is exciting for Committee members to see things happening in the classrooms that are preparing students for an ever-changing world.~~

The School Committee would be remiss if we did not also acknowledge the faculty and staff throughout the district for their dedication to providing the highest level of education and service possible for our students. From our newest additions to our valued veterans we have witnessed countless examples of passion and dedication that are so essential to the success of our schools.

Again, we thank the citizens of Harvard for their generosity and support and look forward to our continued partnership in fulfilling the vision of the Harvard Public Schools.

Respectfully submitted,
John Ruark, Chair
Shannon Molloy, Vice Chair
Suzanne Allen
Sharlene Cronin
SusanMary Redinger
Maureen Babcock, Devens Representative

Continuous Improvement Subcommittee

Ideas from Brainstorming Session for Review 2020-01-27

1. More visibility to the policy subcomm review schedule - policy web page announcements
2. Improving budget process: changing order of events, SC giving priorities, full comm vs. subcomm?
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7. Use MASC resources more consistently
8. More detailed SOP on interactions than we have now to help launch new members
9. New member manual/guide-book
10. Publish in advance year-long agenda, set schedule at start of year
11. Environment impact assessment process for this committee
12. Create document library of past presentations for review, curriculum, tech, teacher eval

School Committee Minutes
Upper Town Hall
Monday, January 13, 2020
6:15 p.m.

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

John Ruark called the meeting to order at 6:15 p.m.

Shannon Molloy read the Vision Statement.

Public Commentary – None

Student Update: Vivien Jamba and Felecia Jamba attended the meeting and gave the following report:

This Friday the Student Council ran the Snow Flake dance for grade 7 and 8. Everyone had a great time.

The Bromfield School boys' and girls' basketball teams are doing very well and there is a lot of spirit around that.

Both the boys and girls swim teams are doing well. They continue to win the majority of their meets.

The Robotics team made it to the semi-finals and missed making it to the finals by 1 point.

Field Trip Approval

Cynthia Fontaine and Joanne Williams Co-Chairs for the Debate Team are seeking permission to attend the National Forensics Tournament in Cambridge on Friday, February 14th, through Monday, February 17th. The Committee would like to know how many students will be attending and if the co-chairs/staff chaperones will be compensated for the overnight stipend. There was also a question if the total cost of the trip is \$199 per person.

SusanMary Redinger made the motion and Shannon Molloy seconded to move to approve per Dr. Dwight signing off on the unknowns (number of students attending, cost per student and how the overnight stipend will be compensated).

VOTE 4/0

Curriculum Update: Engineering

Julie Burton presented a curriculum update on the Engineering course being taught at Bromfield called "Engineering Your World". The course is a collaborative, student directed project-based course. The course pursues engineering disciplines for the betterment of our local and global communities. Students can obtain dual college-credit enrollment through the University of Texas at Austin. Ms. Burton shared group projects that the students have worked on. Student Emma Leonard shared with the Committee her pinhole camera project, and explained the work involved in creating it. Emma enjoys the hands-on experience of this class.

Superintendent Update

See attached.

Any CASE Agreement change requires a vote from the School Committee of the member towns. There are three updates proposed by the Executive Director and the CASE Board members; (1) extending the notice of withdrawal, (2) non-discrimination addition, and (3) extending the notice of withdrawal from transportation services.

Sharlene Cronin made the motion and SusanMary Redinger seconded to approved the changes to the CASE agreement as presented.

VOTE 4/0

Side Letter with HTA for Start of Year Change; Vote

Dr. Dwight shared a draft of the 2020/2021 calendar. It is preliminary but the possibility would be to have a separate calendar for HES and TBS, allowing the three teacher professional days to be held on different days at HES and TBS, and using professional days in June at HES to move to the new building. The other change would be to back-up the school start date to August 24th due to the fact that Labor Day is late. This change would be for one year only and would be a side letter of agreement since the HTA/SC contract stipulates school will begin no earlier than the Monday preceding Labor Day.

Shannon Molloy made the motion and SusanMary Redinger seconded to authorize the generation of a side letter of agreement that gives the School Committee and the HTA to change the start date of school to the Monday before the Monday before Labor Day should the calendar committee approve to do that.

VOTE 4/0

Ramp Study Final Payment

Due to delays in the middle school ramp project, there is a need to allocate funds from a revolving account to pay the 2nd installment to Abacus, the architects who completed the middle school ramp study for the Harvard Public Schools. The bill for services is \$14,980.

SusanMary Redinger made the motion and Sharlene Cronin seconded to move that we approve the cost of \$14,980 for the middle school ramp to be appropriated out of the Devens fund.

VOTE 4/0

Goals Review

The Committee reviewed the Superintendent and the Joint School Committee/Superintendent Goals for the 2019/2020 school year.

Superintendent goals

Goal #1 Curriculum Development – have collected job descriptions for Curriculum Coordinator positions– 30%.

Goal #2 Feedback Improvement and Calibration – have used an online calibration tool provided by DESE for leadership teams. Completed 4 modules so far and have evidence of improvement– 80%.

Goal #3 Community Involvement – offered special education workshop prior to conferences, met with parents at The General Store, gathered input through conversations and surveys on

conference days, met with the Student Advisory student reps prior to the School Committee meetings – 50%.

Joint goals – Joint School Committee/Superintendent goals

Goal #1 Contract Negotiations – The Committee has met 12 times and updated the School Committee in executive sessions – 50%.

Goal #2 Dashboard Query Definition – The Data Subcommittee has met 3 times – 20%.

Goal #3 Continuous Improvement Analysis – The Continuous Improvement Subcommittee has met 3 times – 30%.

The Committee discussed the possibility of changing the completion date for the Dashboard Query at their next meeting.

SusanMary Redinger agreed to assist Sharlene Cronin to come up with an action plan and an accountability list of outcomes, measures and conditions and decide if the Committee will make the field study work a School Committee goal.

School Building Update

The completion of the permanent power hookup by National Grid has been delayed, but we are on their schedule. We may need to bring in a temporary gas/power source to heat the building. The contractors were able to take advantage of the warmer weather over the last week. The School Building Committee will meet next week and will give an update of the entire project. Contractor parking will be moved Pond Road for the winter.

Town and Annual Report Assignment

John Ruark agreed to write the Annual Report and bring it back to the next meeting for approval.

Science Fair

The Science Fair will be held on March 6th from 3 to 5 p.m. There will be high school projects only. The School Committee will award be awarding a prize. Ellen Leicher is looking for judges and will need to know by next Monday who can participate in judging. Shannon Molloy, SusanMary Redinger and Sharlene Cronin agreed to judge. SusanMary Redinger will be the point person and get back to Ellen Leicher.

SusanMary Redinger sked the Committee to consider acknowledging Ellen Leicher for the work she does for the district. She is a huge gift and resource to our community and we should recognize her. John Ruark and SusanMary Redinger will take the details off line and expand on the idea.

Agenda Items

Policy

Dashboard

Fields

Annual report

Budget follow-up

Curriculum update

District improvement plans

The Committee is invited to the Finance Committee/BOS meeting January 29th at 7:10 p.m. to go over the FY21 budget and budget questions.

Approval of Meeting Minutes

SusanMary Redinger made the motion and Shannon Molloy seconded to approve the minutes of the December 9th meeting as amended.

VOTE 4/0

Liaison/Subcommittee Reports

Shannon Molloy reported that the Continuous Improvement Subcommittee met – they are in the process of generating a list of possible items to focus on that will be presented to the full Committee at a future meeting.

Shannon Molloy reported that the HES Council did not meet in December. They are scheduled to meet next Tuesday.

Shannon Molloy members of the Start Time Advisory Subcommittee, Abby Bessie, Mr. Myler and Shannon Molloy held an informational parent meeting. Five parents attended and were very supportive of the potential change. Good feedback was given that will be brought back to the next Subcommittee meeting. The Subcommittee is working on putting together information and following up with an evening informational event for parents.

Shannon Molloy reported that the Policy Subcommittee has been focusing on the Booster policy and considering input from the public and circumstances around Ann Lee field. The Subcommittee has paused on their regular review schedule and have been digging into policies, practices and guidelines surrounding this topic. They hope to bring recommendations back to the full committee once that work is complete.

Shannon Molloy reported that the December SEPAC board meeting was cancelled. The parent support group is working on programming, and are getting the communication out there about available programs.

Shannon Molloy reported as the State Representative liaison that she read an article that will be of potential interest to discuss with the Committee. New health education legislation and a recess bill, which aims to take recess minutes and count them as learning minutes.

Linda Dwight reported that Athletic Advisory has a meeting next week.

Linda Dwight reported that the Garden Club is interested in being involved in the ramp project. John Ruark and Linda Dwight attended the Garden Club meeting and talked through possible partnering ideas. If the project is approved at town meeting they will meet again in the spring. The Garden Club is also interested to see if they could be of help with the new school project.

Maureen Babcock reported that the Emerson Green building project is under way with houses going up and six families have moved in. She will give a more in-depth report at a future meeting. Jessica Strunkin, the new senior vice president for Devens Operations, has confirmed that the development of Vicksburg Square will be taken up again in the spring.

SusanMary Redinger – reported that the TBS School Council will meet this week to discuss Subcommittee reports of school climate, balance and careers. They will be discussing the change in start time and the School Improvement Plan.

SusanMary Redinger – reported on CIPIC updates – all school projects were all approved which include air conditioning, the locker room study, the Cronin auditorium phase 3 and the ramp. The ramp project was approved, which will include the ramp, the stairs and the bathroom, and landscaping at \$20,000. They will recommend funding the ramp with debt and the stairs, bathroom and landscaping with capital funds.

Sharlene Cronin – reported that Bob O’Shea from Parks and Rec is taking the lead on implementing a scheduling software that will be used to schedule all of the fields in Harvard. Parks and Rec has set up a new fee schedule for field use. There are on-going conversations with Devens to use their fields while maintenance is being done on our fields.

John Ruark – reported that the HEAC lighting project at Bromfield has not started yet. Work is still being done at the town library. HEAC is looking for grant ideas for projects to be submitted for funding by the Green Community Grant.

John Ruark - reported that six students from the Student Advisory Council met with three School Committee members on December 20th. Topics discussed included the change in school start times and the new MCAS test. The discussion on enrollment data/gender divides was tabled to the next meeting.

Public Commentary None

School Committee Commentary

Shannon Molloy – reported that the League of Woman voters will be putting on the Civic Cup March 1st from 1 to 3. Snow date March 8th. All volunteers on town boards will be asked to participate as team liaisons.

Linda Dwight reported that the Select board has created an Open Space Committee with a number of charges. They are looking for the schools to put someone forward and it will be a 2-year commitment.

Executive Session

John Ruark made the motion and SusanMary Redinger 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 and in preparation for collective bargaining with the 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.

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

Respectfully Submitted,

Mary Zadroga

Continuous Improvement Subcommittee

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