

Harvard Public Schools  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

---

**School Committee Meeting**  
**Monday, June 12, 2017**  
**6:15 p.m.**  
**Upstairs at Town Hall**

- I. Call to Order (6:15)**
- II. Read the Core Value Statement (6:20)**
- III. Open to Interested Citizens' Commentary (6:22)**
- IV. Student Report (6:27)**
- V. Student Responses to Hate Speech and Prejudice (6:35)**
- VI. Technology Position Request (7:00)**
- VII. HCTV Proposal (7:05)**
- VIII. Superintendent Report (7:10)**
- IX. Update on the Building Project (7:15)**
- X. Curriculum Review Schedule Proposal (7:35)**
- XI. Kindergarten Enrollment Numbers (7:40)**
- XII. Choice Lottery Update (7:45)**
- XIII. Summer School Committee Meeting Schedule (7:50)**
- XIV. Professional Development Summer Work (8:00)**
- XV. Review the Superintendent Rubric (8:05)**
- XVI. Budget Consideration (8:30)**
- XVII. Review meeting minutes (8:35)**
- XVIII. Liaison/Sub-committee reports (8:40)**
- XIX. Suggest future agenda items (8:45)**
- XX. Open to Interested Citizens' and School Committee Commentary (8:50)**
- XXI. Adjournment (9:00)**

**Documents: Superintendent's report, meeting minutes, Kdg. Enrollment Numbers, Choice Lottery Information, Budget Proposal, Superintendent Rubric Sample, Technology Support Specialist Job Description, Building Update Materials, resumes**

**Core Value Statement: 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.

**HARVARD SCHOOL DISTRICT**  
**Job Description**

**Job Title:** **Technology Support Specialist (40 hours per week/52 weeks)**

**Reports To:** Technology Director

**Evaluated By:** Technology Director

**JOB GOAL:** To ensure the successful deployment and maintenance of technology as a learning tool in the district.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Basic computer/printer troubleshooting and repair
2. Software installs
3. Delivery of hardware and software from school to school as needed
4. Tests network connections when needed
5. Projector cleanings
6. Pulling cables
7. Setting up labs
8. Knowledge of Microsoft Office, Windows 7 and 10, Adobe Reader, Chrome, Internet Explorer, Google Suite
9. Knowledge of the Apple/Macintosh environment

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Ability to make independent judgements and cooperate as a team member
2. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
3. Ability to maintain confidentiality
4. Ability to communicate with individuals of varied cultural and educational backgrounds
5. Ability to keep and maintain accurate records and to meet deadlines
6. Such alternative to the above requirements as the Technology Director may deem appropriate and acceptable

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Bachelor's Degree and/or technical degree
2. CORI and fingerprinting clearances

7/1/2015 - 6/30/2016

Category	All	High	Normal	Low
All Categories	338	44	289	5
Basic Software	1		1	
Budget				
Classroom Integration				
Hardware	176	19	155	2
ITDEPT	6		6	
Network	76	17	58	1
Order	8		8	
Phone				
Professional Development				
Servers	1	1		
Software	70	7	61	2
Total	338	44	289	5

7/1/2016 - 6/09/2017

Category	All	High	Normal	Low
All Categories	516	66	437	13
Basic Software				
Budget	4		4	
Classroom Integration	32	5	27	
Hardware	246	31	209	6
ITDEPT	19	1	18	
Network	93	18	74	1
Order	9	2	7	
Phone	4		3	1
Professional Development	1			1
Servers				
Software	103	9	90	4
Total	516	66	437	13

### Totals

2015-2016: 338

2016-2017: 516

## **HARVARD PUBLIC SCHOOLS “VIDEO COACH” POSITION**

A proposal from the Harvard Cable TV (HCTV) Committee to the Harvard School Committee

Three years ago to this month, the Harvard School Committee and the Harvard Board of Selectmen jointly signed a Memorandum of Understanding to build a new facility for Harvard Cable TV in the basement of the Bromfield School with the intent “to establish a long term collaborative venture” to “open up much potential for interaction between HCTV and the entire school community”. Much potential has already been realized. Through awareness building and training of interested students and teachers, a number of collaborative projects involving individuals and classes were undertaken. The success of these projects continues with the establishment of an accredited high school course on TV Production in 2015 that is now being offered the middle school students.

Through significant investment of its own funds, combined with generous gifts from the Harvard Schools Trust, the PTO and the Harvard Cultural Council, HCTV has recently upgraded the Bromfield facility with state-of-the-art equipment and software. HCTV has also hired Anya Zulawnik, an experienced videographer with significant production experience in local cable television, as its Station Director and primary collaborator with the Schools and the students. Anya worked closely with the students in Martha Brooks’ TV Production Class this year, and has continued mentoring them after the course ended. She has done a number of independent video projects with the local Girl Scouts. Anya is also leading the charge to start recording and broadcasting Bromfield sports events, starting this spring with the Girls Varsity Lacrosse team. Anya is training the student operators, manages the live filming on the field, and personally does the post-production editing.

We feel there is still much more potential to be realized, expanding the reach of this creative activity across more Bromfield students and activities, as well as into the Hildreth Elementary School environment. In our conversations with the PTO, they strongly share this belief, and have started their own discussions on how to expand awareness among teachers, students, and parents.

However, the limiting resource on expanding this collaborative initiative is Anya herself. Currently, she alone has the unique combination of content knowledge, experience, and interpersonal skills to most effectively inspire and teach budding videographers. HCTV has already shifted its staffing investment to maximize the hours that Anya can give to the students, but is limited by its constrained budget to do more.

An informal discussion with Dr. Dwight and Scott Hoffman last week generated a possible strategy for formalizing and funding Anya’s mentoring and leadership of the expanding population of students interested in the creative art of videography – the notion of establishing a “Video Coach” position with requested funding from the School Committee-controlled funds. The Video Coach position would exist throughout the school year and provide instruction and guidance to teachers and students with respect to learning and improving their creative videography skills. Specific tasks and their priorities would be collaboratively set by Anya and her School Administration liaison, and might include:

- Instruction and supervision on the use of HCTV facilities and equipment



- Mentoring on creative video production, from ideas to techniques
- Actively participating in student-related video production, such as equipment setup, camera or mixer operation during filming, or post-production editing

Ongoing oversight of the video coaching process could be done individually or collaboratively by a designated School administrator and/or the HCTV Chair. Given the pilot nature of this program, it is recommended that the School and HCTV Committees jointly evaluate progress and results, including feedback from the students, in the middle of the School year and at the end of the School year to determine if the Video Coach position should be continued as is, changed, or canceled for the next School Year.

Based on a historical perspective of Anya's time and efforts this past school year (see attached *Overview of Video Coaching Support Given to Bromfield Students*), it is proposed that the "Video Coach" position be initially funded by the school district for the 2017-2018 School year at the level of \$5000. This would fund an incremental 180 hours of Anya's time (@ \$26.18/hour of salary plus proportional benefits), or an average of 5 hours/week during the 36 weeks of the school year.

HCTV is equally committed to expanding student exposure and involvement in creative arts to complement the rigorous academic training already working so well within the Harvard Public Schools. We are very excited to work with you to evolve this proposal as needed to make it happen for the upcoming school year.

Bill Johnson  
Harvard Cable TV Committee

**Superintendent's Update**  
**June 12, 2017**

---

**I. Hildreth Elementary building project update**

Here is a list of the actions completed in past weeks:

- Wrote articles/letters to the press.
- Held a public forum on May 24<sup>th</sup> to provide up to date information to community members.
- Met as a working-sub committee to discuss the education improvements, condition reports, costs for improvements to the envelope of the 1988 building, overall cost estimates, and next steps.
- Held several School Building Committee (SBC) meetings. Reviewed the survey results and educational possibilities.
- Continued to promote the survey.
- Presented to the Board of Selectmen on June 6<sup>th</sup>.
- Held the SBC meeting vote on June 8<sup>th</sup>.
- Received a grant to attend the EDspaces 2017 Conference in Kansas City, MO (see attached)

**II. Memorial Day Observance**

Students honored veterans at the traditional assembly. The guest speaker was Mrs. Susan Farnsworth's daughter who recently retired from the Army following a full career. Other veterans were in attendance as students spoke, sang, and played instruments as a touching tribute. Afterwards, several students, administrators, teachers, community members and veterans brought a wreath over to the cemetery.

**III. Cyber Safety Presentation**

Trooper James Dowling from the MA State Police Computer Crimes Unit joined 20+ parents in the district to share his knowledge of cyber safety. He shared many apps and programs that have been known to attract people with ill intent towards children. He shared strategies for keeping children safer on the internet. Two of his recommendations included having access to your children's passwords and talking with them about what information they should not share over the web.

**IV. Accolades to Our Seniors**

Students were honored for their achievements in academics, arts, and athletics over two nights of awards ceremonies.

**Superintendent's Update**  
**June 12, 2017**

---

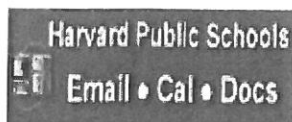
**V. HES Drama**

Students gave a stellar performance of Willy Wonka over the past weekend. Kate Hoch, Liz Ruark and their team led the actors/actresses to a successful show. Many of us, who have seen past shows considered this the best one yet. We appreciate this wonderful offering for our students.

**VI. Field Day at HES**

Students in grades PreK – 5 enjoyed a day outside in-between the rainy days of this spring. It is always impressive to see the number of parent and older student volunteers. Barbi Kelley organized the challenges with the volunteers.





Linda Dwight &lt;ldwight@psharvard.org&gt;

---

## EDspaces 2017 - GRANT AWARDS

---

Loraine Coleman &lt;LColeman@edmarket.org&gt;

Thu, Jun 8, 2017 at 12:47 PM

To: "ldwight@psharvard.org" &lt;ldwight@psharvard.org&gt;

**Linda Dwight****Harvard Public Schools**

Congratulations!

We are delighted to let you know that your Educational Facility Grant application has been **APPROVED!** We look forward to you attending EDspaces 2017 Conference and Exposition, October 25 –27, in Kansas City, Missouri.

Our Grants Program is offered by the Education Market Association to bring professionals such as yourself to EDspaces to see the latest school equipment, fixtures, furniture and new products our exhibitors showcase, to participate in the educational sessions and to network with your peers. In 2016, more than 100 people employed by colleges, universities and PreK-12 schools and school districts across the U.S. and Canada did just that. The funding for this program comes from EDmarket's general operating expenses, and your grant includes:

- One, complimentary full conference registration which includes:

- two plenary sessions
- 40 educational sessions
- access to the exhibit floor
- Wednesday's Crossroads Charter Schools Tour; availability on a first-come, first-served basis (RSVP required)
- EDfest All-Industry Event with two complimentary drink tickets per person (RSVP required)
- Numerous networking opportunities
- vouchers for lunch on Wednesday and Thursday

- housing for up to three nights at the EDspaces headquarters hotel

Transportation to and from Kansas City, additional meals, ticketed functions, tours, incidentals, etc. are **not** included and will not be reimbursed. It has been suggested that you **book your flights before the current budget year ends.**

**ACCEPTANCE:** Please respond to this email on or before June 30 indicating **whether or not you will be accepting this grant.** If you are not able to attend EDspaces, you are welcome to submit the name of a coworker as a substitute. Letting us know early may enable EDmarket to expand the reach of its grant program to include additional educational institutions.

**HOTELS:** Please indicate whether or not you need a hotel room while registering online and enter your arrival and departure dates. If you select "Yes, a hotel room is needed," EDmarket will reserve a reservation at the Kansas City Marriott based on the arrival and departure dates you provide. You'll receive your housing confirmation from the EDspaces 2017 Housing Bureau on or before September 29.

**Note:** Please do not contact the EDspaces 2017 Housing Bureau or the Kansas City Marriott Hotel directly.

**REGISTRATION:** Online registration for grant recipients is now open. Our registration system can be a little quirky, so your patience is appreciated.

- By virtue of having applied for a grant, you do have an EDmarket account. Please see your log-in information below.
- The registration pages have scroll-down screens within them. Some browsers may not let you see both. If you're scrolling down and don't see the next or checkout buttons, this could be why.
- Please indicate whether or not you need a hotel room while registering and enter your arrival and departure dates.
- You will need a credit card if purchasing tickets for additional tours.
- **Step One:** Your responses to the profile/demographic questions are very important to us. If something is required but not applicable to you, please select "Other" and enter N/A into the explanation field. Don't forget to RSVP to EDfest!
- **Step Two:** Select **EDspaces Full Conference and Expo**. Selecting the Exhibits Only option will prevent you from participating in other EDspaces programs and networking activities.
- **Step Three:** Even though your full conference registration is complimentary, please continue through all the screens and checkout pages.
- **Once you complete the online registration process**, you'll receive an email confirmation from EDmarket Customer Service.

To log into the online registration system, please use this information:

**Your user ID number is: 153821**

**Your password is: 153820**

**Note:** These log-in instructions are applicable only to the addressee in this email. Sharing this message may inadvertently prohibit you from online access to your complimentary registration. Each grant applicant will receive a separate email message.

We encourage you to plan your travel now so that you can attend as many of the sessions, exhibits and networking events to maximize your time and receive the full benefits of professional development and product research afforded by participation in EDspaces 2017. The conference schedule is available online.

**Important Dates:**

**June 30**

Please email me if, for whatever reason, you are not able to accept the grant. This will allow EDmarket to provide this opportunity to as many educational institutions, colleges,

	universities and/or school districts as possible.
<b>July 31</b>	Please complete the registration process online.
<b>September 29</b>	You will receive an email confirmation of your hotel reservation at the Kansas City Marriott from the EDspaces 2017 Housing Bureau on or around September 29.

Please let me know if you have any questions. We look forward to seeing you in Kansas City in October!

Best Regards,

Loraine D. Coleman, CMP | Meetings and Events Manager | Education Market Association

800.395.5550, ext. 1032 | lcoleman@edmarket.org

8380 Colesville Road | Suite 250 | Silver Spring, MD 20910 | [www.edmarket.org](http://www.edmarket.org)

EDspaces – October 25 – 27, 2017, Kansas City, Missouri



## Pre K-12 Schools

### Enhance Your Knowledge of Facilities for the Future & Stewardship of Scarce Resources

This is the one gathering place for professionals who plan, design, equip, and manage Pre-K through 12 educational facilities. It's also your opportunity to enhance your skills and enhance your professional development, networking and product research at this premier event focused on designing education spaces of the future.



### Expeditionary Learning

Experience **expeditionary learning (/tours/)** at exceptional local schools.



### Discover new products

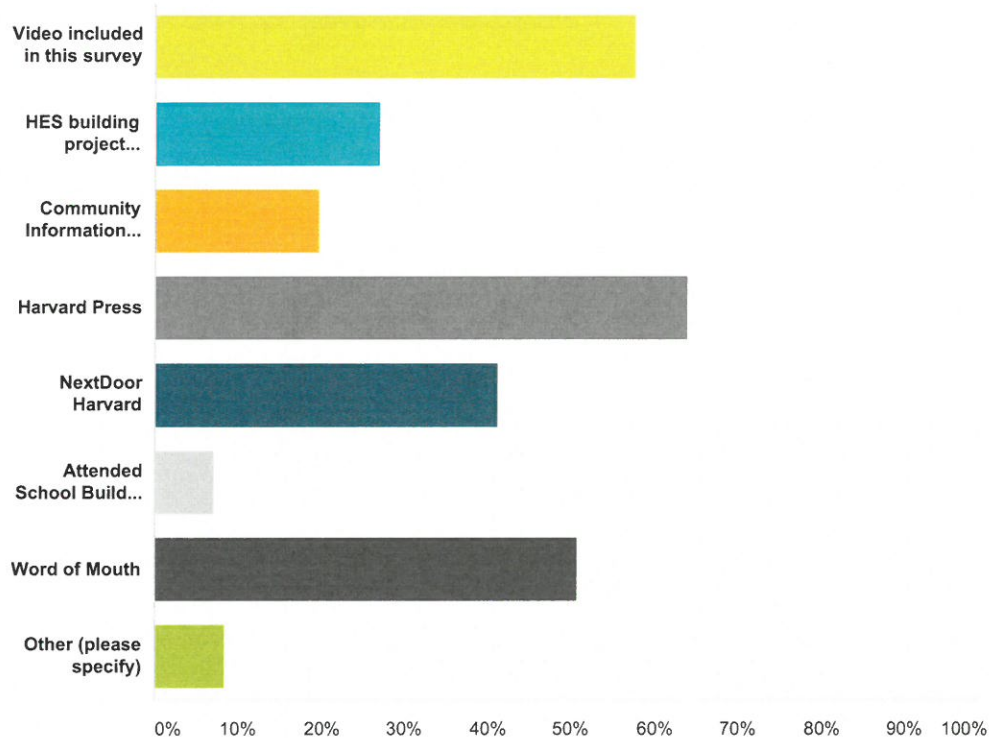
Gain the inside track on what's new for facilities and design.



## HES Building Project: Survey 2

### Q1 How have you learned about the building project? Please select all that apply:

Answered: 818 Skipped: 2

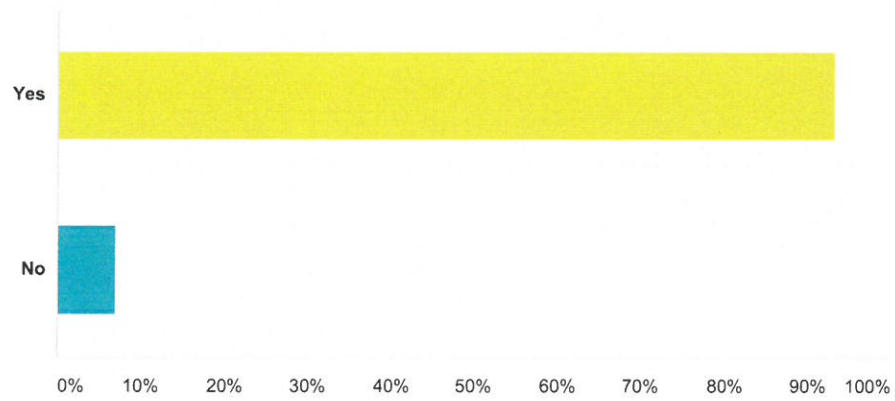


Answer Choices	Responses	
Video included in this survey	57.58%	471
HES building project website: <a href="https://sites.google.com/psharvard.org/hesbuildingproject/home">https://sites.google.com/psharvard.org/hesbuildingproject/home</a>	27.02%	221
Community Information Meeting	19.68%	161
Harvard Press	63.81%	522
NextDoor Harvard	41.08%	336
Attended School Building Committee Meeting	7.09%	58
Word of Mouth	50.73%	415
Other (please specify)	8.44%	69
Total Respondents: 818		

### Q2 Are you a resident of Harvard or Devens?

Answered: 818 Skipped: 2

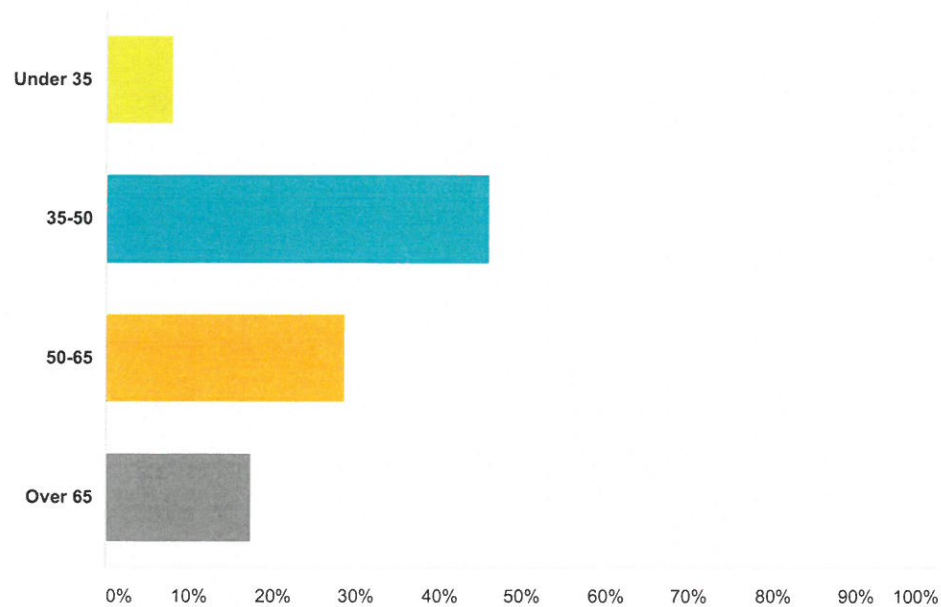
## HES Building Project: Survey 2



Answer Choices	Responses
Yes	93.15% 762
No	6.85% 56
Total	818

## Q3 What is your age?

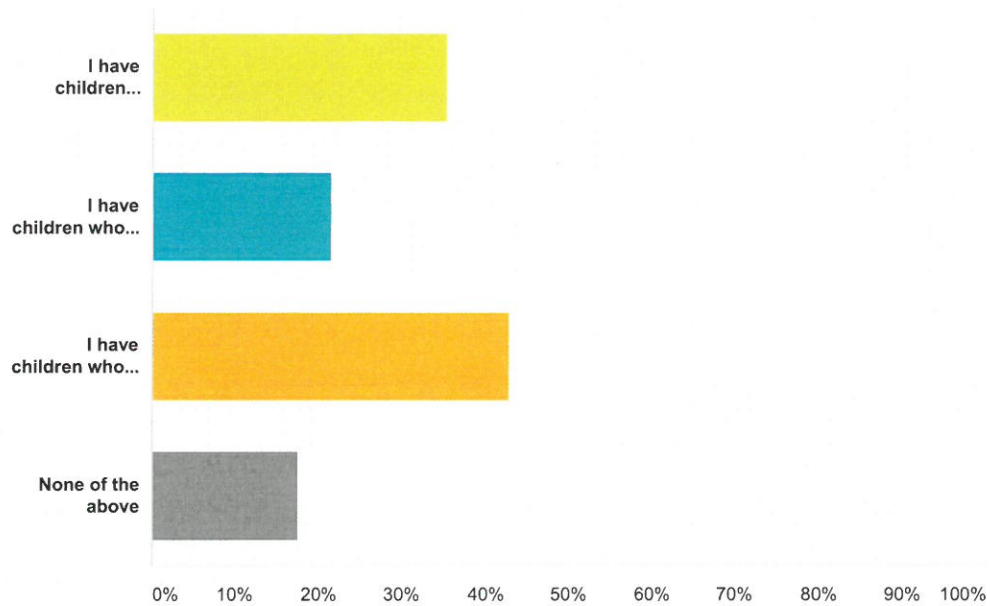
Answered: 809 Skipped: 11



Answer Choices	Responses
Under 35	8.03% 65
35-50	45.86% 371
50-65	28.68% 232
Over 65	17.43% 141
Total	809

### Q4 Please select all that apply:

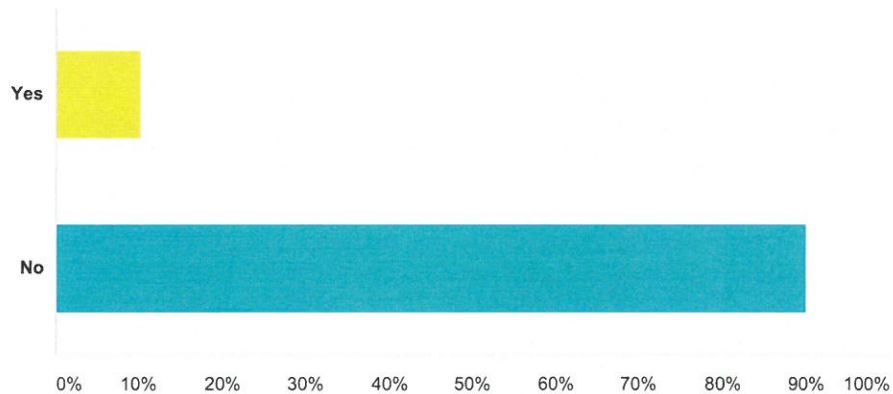
Answered: 809 Skipped: 11



Answer Choices	Responses	
I have children currently attending Hildreth Elementary	35.23%	285
I have children who will attend Hildreth Elementary	21.51%	174
I have children who attended Hildreth Elementary in the past	42.77%	346
None of the above	17.55%	142
Total Respondents: 809		

### Q5 Are you an employee of the Harvard Public Schools?

Answered: 818 Skipped: 2

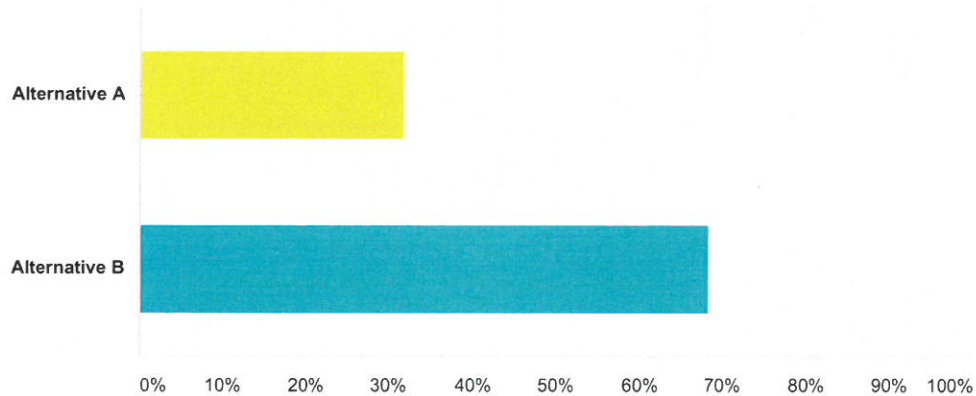


## HES Building Project: Survey 2

Answer Choices	Responses
Yes	10.15% 83
No	89.98% 736
Total Respondents: 818	

### Q6 Which proposal would you prefer? Please select one.

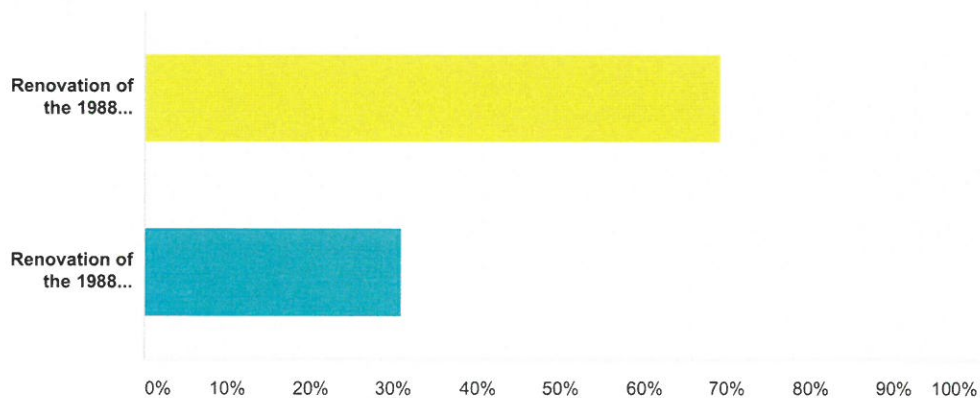
Answered: 751 Skipped: 69



Answer Choices	Responses
Alternative A	31.69% 238
Alternative B	68.31% 513
Total	751

### Q7 What level of renovation do you support?

Answered: 210 Skipped: 610



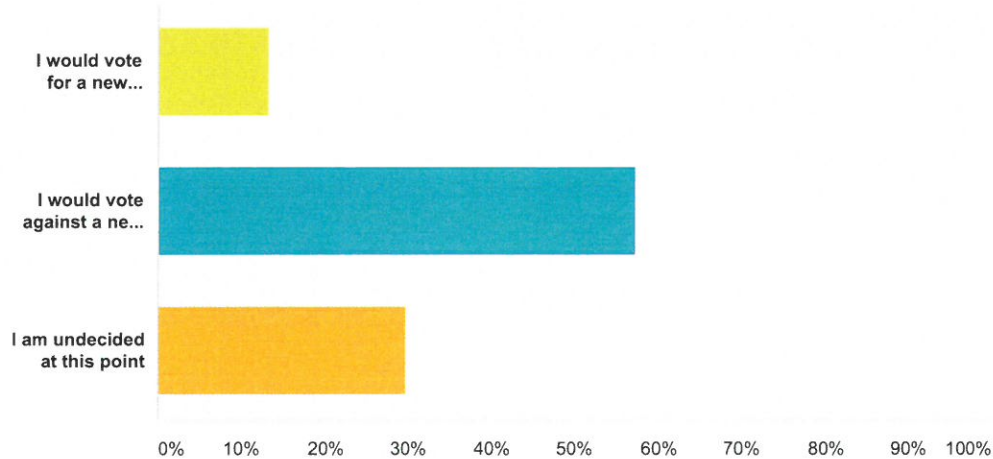
Answer Choices	Responses
Renovation of the 1988 building, new K wing and new cafeteria	69.05% 145

## HES Building Project: Survey 2

Renovation of the 1988 building, new K wing, new cafeteria and new gym	30.95%	65
<b>Total</b>		<b>210</b>

### Q8 If the building committee ultimately decided that a new building was the best option for the town, would you be able to support it at the 2018 All Town Meeting

Answered: 229 Skipped: 591



Answer Choices	Responses	
I would vote for a new building	13.10%	30
I would vote against a new building	57.21%	131
I am undecided at this point	29.69%	68
<b>Total</b>		<b>229</b>

### Q9 Please share any questions that you still have about the building project.

Answered: 228 Skipped: 592

### Q10 If you would like to receive email updates about the building project, please enter your email address below. (Email addresses may also be submitted on the Building project website)

Answered: 188 Skipped: 632

Answer Choices	Responses	
Name	0.00%	0
Company	0.00%	0

## HES Building Project: Survey 2

Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	188
Phone Number	0.00%	0

Curriculum Presentation  
2017-18

MONTH	CONTENT AREA
September	Math (Bromfield)
October	Math (HES)
November	Science (Bromfield)
December	Science (HES)
January	Music (Bromfield)
February	Music (HES)
March	Technology (Bromfield)
April	Technology (HES)
May	English (Bromfield)
June	ELA (HES)

## Kindergarten 2017-18 Enrollment

Reported by Christine Reale:

We currently have 56 students registered (with 2 additional students that we know should be coming over the summer)

We have 1 undecided on Full or Half

We have 4 half -day (with at least two intending to go full day after a month)

We have 51 Full day



## School Choice 2017/2018

There were 8 slots available for 2017/2018 School Choice.

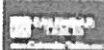
Five (5) designated for Grade 3 (4 filled & 1 slot still open)

Three (3) designated for Grade 10 (2 filled & 1 slot still open)

We received 4 applications for Grade 3.

There were 3 applications received for Gr. 10. One student changed their mind.

6 out of the 8 slots were filled. There is still one slot available for Gr.3 & one slot available for Gr. 10



## JUNE 2017

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOTES



## JULY 2017

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES



## AUGUST 2017

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES

Summer PD				
Grade Level	Area of PD	Faculty involved	# of days approved	Total Cost
ELL	ELL curriculum	1 teacher	4	1350.44
K	NGSSStandards	4 teachers	4	1180.30
K	Tech, ELA, SEL	4 teachers	8	2360.60
1	NGSSStandards	3 teacher	6	1868.86
1	Math differentiation	3 teachers	3	934.43
2	NGSSStandards	4 teachers	4	1097.15
2	ELA	2 teachers	2	1142.40
3	NGSSStandards	3 teachers	3	1018.37
3	Math	4 teachers	4	1388.31
3	Spelling	1 teacher	1	265.27
3	Coding	1 teacher	1	370.44
4	NGSSStandards	2 teachers	2	533.33
4	ELA	4 teachers	4	1209.35
5	NGStandards	1 teacher	2	766.54
5	Social Studies	1 teacher	1	383.27
Counselor	Days to transition	1 counselor	1	375.37
Lit Coor	ELA work	1 teacher	1	383.27
Tech	TEch/Library	1 librarian	3	650.64
Art	Art	1 teacher	2	630.88
Sped	ELA work	2 teachers	4	1014.40
<b>Bromfield</b>				
Drama	Curriculum in Atlas Rubicon	1 teacher	2	713.04
Science	NGSS Standards-Biology	1 teacher	2	713.04
English	World Lit - Curriculum Development	1 teacher	2	713.04
English	Review of Electives	3 teachers	3	1029.05
SS/Lib	Revising Writing Guide	5 teachers	10	2905.12
SS	Diversity/Tolerance	1 teacher	2	540.60
SS	Preparing for New Courses	3 teachers	3	922.42
Math	Atlas Rubicon	1 teacher	1	383.27
Guidance	College Guide/Curr.	4 Counselors	20	6488.30
Guidance	Scheduling Days	4 Counselors	12	3892.98
Health	Prepare for new courses	1 teacher	2	421.02
Health	Curriculum Work to	1 teacher	1	210.51
Spanish	Language Lab Training	6 teachers	6	1405.53
Spanish	Grade 6/7 French & Spanish	2 teachers	2	407.21
Spanish	Spanish 1 Curriculum	2 teachers	2	397.54
Art	Vertical Alignment of	4 teachers	4	1157.47
Nurse/SA	SBIRT Planning	1 nurse	1	323.55
Counselor	SBIRT Planning	1 teacher	1	357.63
SPED	Reading Curriculum	1 teacher	2	650.28
SPED	Goals & Objectives	1 teacher	1	375.37
SPED	ESPED	3 teachers	3	923.89

Library	Prep/Clean Up for renovation	1 librarian	3	746.73
Library	Turn It In	1 instructor/librarian	0.5	250.00
Library	Noodle Tools	1 instructor/librarian	0.5	250.00
				45101.21
<a href="#">Beth's Workshops</a>				
Using the Google Suite to Organize Yourself! Part 1 Google Drive	Tech			
Using the Google Suite to Organize Yourself! - Part 2 Chrome, GMail, Calendar & Keep (not necessary to attend part 1)	Tech			
Google Sites	Tech			
Navigating your Macbook	Tech			
Using Google Classroom for Digital Workflow	Tech			
Assessment/Response Tools	Tech			
Seesaw: Digital Portfolio	Tech			
Using the iPads for Creation	Tech			
Content-Specific Tech Tools Social Studies	Tech			
Content-Specific Tech Tools Science and Math	Tech			

# 2017 Superintendent Evaluation - Harvard School District

End-of-Cycle Summative Evaluation Report: Superintendent  
Superintendent: Dr. Linda Dwight

\* Required

1. Your name \*

\_\_\_\_\_

2. Date: \*

*Example: December 15, 2012*

\_\_\_\_\_

## Step 1: Assess Progress Towards Goals:

---

Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement.

## Superintendent's Performance Goals

---

Check one box for each goal.

3. **Professional Practice Goal: Strengthen the new Leadership Team by providing training, feedback, and collaboration to improve adult and student learning. Measure: By June 2017 a minimum of 8 specific trainings have occurred. Evidence of training content incorporated into faculty meetings and classroom practice.**

*Mark only one oval.*

- ☐ Did not meet
- ☐ Some progress
- ☐ Significant progress
- ☐ Met
- ☐ Exceeded

4. **Student Learning Goal: Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the area of STEAM, global learning, and project based learning. Measure: By June 2017 we will have visited 5 school districts to discuss their innovative programs. We will have read and discussed at least 5 sources of research or literature articles. We will have developed plans to move innovation forward in our district.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some progress  
☐ Significant progress  
☐ Met  
☐ Exceeded

5. **District Improvement Goal: I will make an additional year's worth of progress towards the District Improvement Plan Goals as identified by the Strategic Plan through my role as superintendent and as a participant of the Leadership Teams as measured by the Progress Report.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some progress  
☐ Significant progress  
☐ Met  
☐ Exceeded

6. **Other Goal: Network with other districts to learn from them and strengthen the relationship of our leaders and teachers with educators in other districts. Measure: By June 2017 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some progress  
☐ Significant progress  
☐ Met  
☐ Exceeded

7. **Other Goal: I will lead the district's Massachusetts School Building Authority process through the feasibility phase. Measures will include meeting deadlines, defining committees, hiring the OPM and architects and gaining community input.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some progress  
☐ Significant progress  
☐ Met  
☐ Exceeded

## **Shared School Committee/Superintendent Goal(s)**

---

8. **1: Contract Negotiations: To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district. Measure: By February 1st a new Teacher's Contract has been ratified by the School Committee and the HTA.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some Progress  
☐ Significant Progress  
☐ Met  
☐ Exceeded

9. **2: HES Renovations: Goal: To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town. Measure: By Town Meeting of 2018 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some Progress  
☐ Significant Progress  
☐ Met  
☐ Exceeded

10. **3: User Fees. Goal: To have a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years. Measure: By June 30, 2017 a funding plan/structure has been implemented that ensures that athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years.**

*Mark only one oval.*

- ☐ Did not meet  
☐ Some Progress  
☐ Significant Progress  
☐ Met  
☐ Exceeded

## **Step 2: Assess Performance on Standards**

---

Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. For new superintendents, performance is on track to achieve proficiency within three years.

Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.

Exemplary = A rating of Exemplary indicates that practice significantly exceeds Proficient and could serve as a model of practice regionally or statewide.

## **Superintendent's Performance rating for Standard I: Instructional Leadership**

---

Check one box for each indicator and indicate the overall standard rating below:

11. **1-A Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary



12. **1-B Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

13. **1-C Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

14. **1-D Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

15. **1-E Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

**16. Overall Rating for Standard I: Instructional Leadership (Check One)**

*Mark only one oval.*

- ☐ Unsatisfactory
- ☐ Needs Improvement
- ☐ Proficient
- ☐ Exemplary

**17. Comments and analysis for Standard I: Instructional Leadership (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory.)**

---

---

---

---

---

## **Superintendent's Performance Rating for Standard II: Management and Operations**

---

Check one box for each indicator and indicate the overall standard rating below.

**18. II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.**

*Mark only one oval.*

- ☐ Unsatisfactory
- ☐ Needs Improvement
- ☐ Proficient
- ☐ Exemplary

**19. II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.**

*Mark only one oval.*

- ☐ Unsatisfactory
- ☐ Needs Improvement
- ☐ Proficient
- ☐ Exemplary

20. **II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

21. **II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

22. **II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

23. **Overall Rating for Standard II: Management and Operations (Check One)**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

24. **Comments and analysis for Management and Operations: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

---

---

---

---

---

# Superintendent's Performance Rating for Standard III: Family and Community Engagement

---

Check one box for each indicator and indicate the overall standard rating below.

25. **III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

26. **III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

27. **III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

28. **III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

29. **Overall Rating for Standard III: Family and Community Engagement (Check One)**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

30. **Comments and analysis for Family and Community Engagement (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

---

---

---

---

---

## **Superintendent's Performance Rating for Standard IV: Professional Culture**

---

Check one box for each indicator and indicate the overall standard rating below.

31. **IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

32. **IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

33. **IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

34. **IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

35. **IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

36. **IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

**37. Overall Rating for Standard IV: Professional Culture (Check One)**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

**38. Comments and analysis for Professional Culture: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

---

---

---

---

---

**39. Step 3: Rate Overall Summative Performance (Based on your ratings above from the Goals and the Standards); Check One**

*Mark only one oval.*

- ☐ Unsatisfactory  
☐ Needs Improvement  
☐ Proficient  
☐ Exemplary

## **Step 4: Add Evaluator Comments**

---

Comments and analysis are recommended for any rating but are required for an overall summative rating of Exemplary, Needs Improvement or Unsatisfactory or Impact on Student Learning rating of high or low.

**40. Comments**

---

---

---

---

---

Budget Consideration  
Prepared by Linda Dwight

We approved the hiring of a part time school business manager for the 2016-17 school year. We advertised, interviewed, and hired Peter Rowe to work approximately 3 days a week at a rate of \$550 per day. This cost was absorbed by the Town's budget for the 1<sup>st</sup> half of the year. As of January 1<sup>st</sup>, they expected us to begin to pay for the position because they hired Dave Nalchajian (who does not have the required school business manager license). The anticipated total expense for Peter's salary from January to June 30<sup>th</sup> is \$40,150. The School Committee will need to decide how this expense will be covered. Peter and I recommend waiting to see the final close-out costs in personnel lines as there may be enough remaining to cover the expense.



School Committee Minutes  
Upstairs of the Town Hall  
Monday, May 22, 2017  
6:15 p.m.

Members attending: SusanMary Redinger, Mary Traphagen, Jon Green, Nancy Lancellotti, John Ruark, Maureen Babcock (6:35), Linda Dwight and Peter Rowe

Mary Traphagen called the meeting to order at 6:17 p.m.  
John Ruark read the Core Value Statement.

**Open to Interested Citizens' Commentary**  
None

**Student Report**

Chloe Cushing reported that the Prom and Celebration were held this past weekend. Prom was great and everyone loved the Celebration theme and had a great time at the event. Sophomores had their last MCAS test on Monday and Tuesday of last week. Spring sports are finishing up. Finals schedules have been released. The Senior Class is excited to graduate. Today the senior prank was bringing your dog or chicken to school. After a lap around they school all dogs and chickens were sent home.

**International Trip Approval, Out of State Trip Approval for 6<sup>th</sup> Grade**

Ms. Anastasia Townsend presented a request for students to visit Paris, Provence and Barcelona. The trip would be held April 13<sup>th</sup> to April 21<sup>st</sup> of 2018. The cost of the trip is \$4,102 per student. The minimum number of students required for the trip to run would be 25. For every six students that take the trip, one chaperone will be required. Ms. Townsend suggested that chaperones will be faculty members. Fund raising will cover expenses for chaperones, students in financial need and faculty stipends.

SusanMary Redinger made the motion and John Ruark seconded to approve the International trip to Spain and France as presented for next year.  
VOTE 5/0

A request was made to approve an out of state trip for the 6<sup>th</sup> grade students to go to Canobie Lake Park in New Hampshire on Wednesday, June 14<sup>th</sup> with a rain date of Friday, June 16<sup>th</sup>. Students will depart from The Bromfield School at 8:15 a.m. and return in time for dismissal at 2:20 p.m.

SusanMary Redinger made the motion and Jon Green seconded to approval the trip to Canobie Lake Park as presented.  
VOTE 5/0

**Technology Presentation**

Josh Myler and teachers Cindy Steeves, Amy Bassage, Janis Dyer and Marisa Khurana shared what they have been doing with Technology in the classroom. Cindy Steeves's second grade class attended two virtual field trips to Yellowstone National Park. Amy Bassage's third grade class and Janis Dyer's seventh grade class worked together and did a mystery skype with a classroom from Brazil. Marisa Khurana shared her paperless planner and individualized assignments using google

classroom. Josh Myler shared various programs that are used to differentiate instruction, classroom management, communication and podcasting. School Committee members were impressed and thanked teachers for their passion and leadership and pointed out how it ties very closely into the vision statement. The possibilities are endless.

### **Technology Position Request**

Chris Boyle, Technology Director presented a request for a new Technology position in his department for the coming school year. With the amount of devices in the district that need support it is very difficult to manage with the current staffing. Mr. Boyle proposes hiring a person full time for approximately \$44,000 per year. Dr. Dwight asked the Committee to consider using personnel savings or Devens funds to fund this position. The Committee will be ready to take a vote on adding this Technology position at their next meeting. Chris Boyle will provide data showing the volume of devices, help tickets etc. that will justify the need for an additional position in the Technology Department.

### **HCTV Proposal**

Bill Johnson from Harvard Cable TV presented a proposal for the schools to fund additional hours to expand Anya Zulawnik's position. The position would be a pilot program and would increase Anya's time an average of 5 hours per week during the 36 weeks of the school year. HCTV is equally committed to expanding student exposure and involvement in creative arts to complement the rigorous academic training already working so well within the Harvard Public Schools. We are excited to work to evolve this proposal as needed to make it happen for the upcoming school year. Dr. Dwight suggested using funds from a revolving account to fund this project. The Committee will review where the money will come from and vote at their next meeting.

### **Superintendent Report**

#### **Arm in Arm Event**

About 75 community members and students met at the top of Town Hall to hear Chief Denmark talk about the community response to the rock incident. His talk was interactive with audience participation and information sharing. He shared expert research on the psychology of bias, racial profiling, and exclusion. The group then discussed way to react and prevent further incidents.

#### **Global Competency Program Update**

The response to the pilot program has been very positive. Students in upcoming grades 10 and 11 were invited to complete an application if they were interested. Thirty-six students applied. We reviewed the completed applications that included two essay questions. Students provided thoughtful and reflective responses to the two questions; why do you want to be part of the Global Competency Program? Prior to completing this application, what travel, research, or service experiences have you had that you would consider being of a global nature? Bryce Mattie led the review session and then later sent an email asking for faculty advisors to help mentor students in the program.

#### **Team Building Programs at HES**

Sue Frederick and Christine Reale are leading fifth grade girls in a running program in preparation for the Jessie 5K run. This is the second year for this program. This is the first year of a boys' version of the team building that involves running obstacle courses. The boys cheered each other on to improve their group time. They also raced against Josh Myler in the culminating event.

#### **MASS Spring Meeting**

Superintendents from across the state joined together at the annual spring conference in Marlborough on May 18<sup>th</sup>. Guest speakers included Governor Baker, Dr. Eddie Fergus, and MASS leaders. Dr. Fergus spoke about his work with over 70 districts across the country on dealing with

disproportionality and overcoming bias based beliefs. Governor Baker talked about the state's budget; level 3 school reforms, and collaborating with educators on improvements.

### **Bromfield Drama**

Students involved in the drama program worked hard to learn the lines to a lengthy comedy play; The Man Who Came to Dinner. Through expert timing of the actions, facial expressions, and lines, the students made the audience laugh and enjoy the experience. Thanks to Martha, the supportive parents, and the students for a wonderful play.

### **Celebration**

As a result of transforming the school for the Celebration event there was damage done to the floor tile from an adhesive remover that was used. It will be determined if Mark Force will be able to fix the tiles or if we will need a contractor. In addition on Monday morning there was a hydraulic leak caused by the waste disposal truck that had come to empty the dumpster. The clean-up was handled quickly and efficiently.

### **Update on the Building Project**

Dr. Dwight reported on the following building project updates:

- We held a community forum on 5/9. There were 14 community members in attendance.
- We presented the building project information to the teacher leadership team and HAA board.
- The working sub-committee met to discuss the condition reports, costs for improvements to the envelope of the 1988 building, overall cost estimates, and next steps.
- Held a School Building Committee meeting. Reviewed costs. Made decisions about surveying the community to gain more input.
- Created and disseminated the survey.
- Initial response to the survey: 129 as of May 19<sup>th</sup>.

Dr. Dwight explained that the four alternatives are narrowing down to two with one being building renovation and the other being new construction. The Building Committee is hopeful that a decision can be made by June 8<sup>th</sup>. The survey has been getting good feedback and there will be a postcard going out to all families asking them for their feedback on the project. Dr. Dwight shared information on the tax impact of the building project costs for each of the four alternatives. Dr. Dwight shared more information on the town's overall debt and when items will be coming off the list which will affect the town's bond rating.

### **Curriculum Review Schedule Proposal**

Tabled

### **Kindergarten Enrollment Numbers**

Tabled

### **Choice Lottery Update**

Tabled

### **Summer School Committee Meeting Schedule**

Tabled

**Review the Superintendent rubric**

Tabled

**Budget Consideration**

Tabled

SusanMary Redinger made a motion and Jon Green seconded to move to table Agenda items XI, XII, XII, XV, XVI.

VOTE 5/0

**Review meeting minutes**

SusanMary Redinger made a motion and John Ruark seconded to approve the minutes of May 8<sup>th</sup> meeting as amended.

VOTE 5/0

**Mary Traphagen** – HES School Council is working on the school improvement plan. Sue Frederick wants to make it a progressive document. The Council discussed differentiation of homework and how to make it meaningful. DEAC did not meet. The School Committee Chair and Vice Chair met with the HTA Co-chairs and were given some feedback about the contract negotiations. They felt in the end it was ok but the tone was contentious at times. HTA Co-Chairs have also gotten feedback from teachers there is concern that by adding five approved days for students to attend college visits the practice has morphed into more students taking time off for vacations etc. Teachers are wondering if every application gets approved and wondering if the additional five days are necessary.

**SusanMary Redinger** – reported that she has signed the warrants and there is a warrant recap of all invoices paid if anyone is interested in reviewing them. SusanMary Redinger entered into record a list of invoices on a warrant signed by her and dated 5/18/17.

**John Ruark** attended the HEAC meeting. HEAC gave an update on the school energy projects that include the Bromfield lighting project and the SunDial project that is an energy reallocation program.

**Jon Green** – SEPAC met on May 18<sup>th</sup> for their annual presentation mandated by the state. There were no parents in attendance. SEPAC is brainstorming ways to reach out to parents and get more parents involved.

**Nancy Lancellotti** – School Council is scheduled to meet this week.

**Suggested Future Agenda Items**

Summer PD

Dean Position

District Improvement Plan

Superintendent Evaluation

**Citizens Commentary** - None

**School Committee Commentary**

**SusanMary Redinger** –It is an honor and a great experience to attend graduation as a School Committee member and I highly recommend members to attend.

**Mary Traphagen** – The School Committee is scheduled to meet with the Student Advisory Committee at 7:00 a.m. on Friday.

**Dr. Dwight** - thanked the Building Committee for all of their hard work and encouraged everyone to get as informed as possible and to take the survey

SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 9:30 p.m.  
VOTE 5/0

Respectfully Submitted:

Mary Zadroga

# Profile

Application Date: Mar 31, 2017

<b>Name</b>	Amanda Failla		
<b>Other/Birth Name(s)</b>	n/a	<b>Social Security #</b>	____ - ____ - ____
<b>Current Address</b>	53 woodside drive unionville, CT 06085	<b>Permanent Address</b>	
<b>Phone Number</b>	860-712-3190 or 860-675-8250		
<b>Email</b>	<a href="mailto:afailla1@gmail.com">afailla1@gmail.com</a>		
<b>Web Site</b>	None provided		

## Career Information

<b>Highest Degree</b>	Master	<b>Credits Beyond Degree</b>	24
<b>Current Salary</b>	\$240 Per Day		
<b>Date Available To Start</b>	July 1, 2017		
<b>Currently under contract? No If yes, where?</b>			
<b>Eligible to work in US without sponsorship?</b>	Yes		

## Additional Information

<b>Referral Source</b>	Not Provided
------------------------	--------------

## Job Posting Information

<b>Job Title</b>	Physical Education/Wellness Teacher	
<b>Job ID</b>	2770470	

To Whom This May Concern:

I am writing to express my strong interest in the wellness teaching position at the Bromfield School in Harvard, Massachusetts. I currently have my Connecticut Health and Physical Education Certificate. I have passed all of my Mtels, including communication and literacy, health and physical education. My Bachelor degree in health and physical education and teaching experience coupled with my enthusiasm and dedication makes me a perfect candidate for this position.

After obtaining my degree in health and physical education from Ithaca College in May of 2014, I taught in several different school districts, including New Britain, Regional School District 8 and Southbridge. I have always been drawn towards teaching, and these experiences have brought a whole new meaning to my definition of teaching. When I taught health at Litchfield Intermediate school I learned that students, in particular these 4th through 6th graders, need to take brain breaks during class in order for students to be able to retain the information they are learning.

One of my most unique experiences was teaching at New Britain Alternative Center. I taught physical education in a classroom because there was no gymnasium and there was very limited equipment. While there I realized that one of my strengths is my creativity. For example, I had several pieces of cardboard at home and I used them to make a "can" for the game Kan Jam. The students enjoyed learning a new activity. Throughout my experiences as a long-term health and physical education substitute teacher this past year at RHAM middle school and high school, I have developed a strong expertise in lesson planning, classroom management, and assessment of students.

As a teacher I create lessons that engage all the learners by applying a variety of teaching methods. I strive to make sure that every student achieves excellence. I have worked with a diverse group of students who come from a variety of different backgrounds. With a diverse group of students I learned how to communicate with English language learners.

I have had such a great experience working with a plethora of different students of all ages in both the classroom teaching health and in the gymnasium teaching physical education. I am passionate about teaching children and forming relationships with them that help build a sense of confidence and enable them to grow as learners. I would appreciate the opportunity to meet with you to discuss how my skills and experience can meet the needs of your students. Thank you for your consideration.

Sincerely,

Amanda Failla



## Amanda Failla

53 woodside drive      unionville, Connecticut 06085  
860-712-3190      [afailla1@gmail.com](mailto:afailla1@gmail.com)

### ***Education***

---

#### **Connecticut State University System Office**

New Britain, Connecticut  
Master of Science in Education

**Major:** Special Education

**GPA:** 4.000

Attended August 2014 to December 2016

Degree conferred May 2017

#### **Ithaca College**

Ithaca, New York  
Bachelor of Education

**Major:** Health and Physical Education, **Minor:** coaching

**GPA:** 3.600

Attended August 2010 to Present

**Transcript**  
(included)

### ***Experience***

---

#### **Southbridge Public Schools**

Wellness Teacher  
Southbridge, Massachusetts

Aug 2016 - Present

**Supervisor:** Rebecca Sweetman (860-712-3190)

**Experience Type:** Public School, Full-time

Please do not contact this employer

---

#### **Regional School District 8**

Long-term substitute health and PE teacher  
Hebron, CT

Oct 2015 - Jun 2016

I began as a long-term substitute health and physical education teacher at RHAM middle school. I taught health to 7th graders and physical education to 8th graders. I was at the middle school from October until January. Then I began teaching health and physical education to sophomores at RHAM high school.

**Reason for leaving:** It was a long-term substitute position.

**Supervisor:** Christopher Mader (860-228-9474)

**Experience Type:** Public School, Full-time

It is OK to contact this employer

---

#### **New Britain Alternative Center**

Health and Physical Education Teacher  
New Britain, CT

Dec 2014 - Oct 2015

Once a week I would teach health and physical education to 7th through 12th graders at the alternative center. These students were suspended or expelled from their school.

**Reason for leaving:** I took a long-term substitute position

**Supervisor:** Candace Ward-McKinlay (860-224-6450)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

---

**Litchfield Intermediate School**

Sep 2014 - Jun 2015

Health education teacher

Litchfield, CT

I taught health to 4th through 6th graders. Once a week I would teach a new health topic to a particular grade.

**Reason for leaving:** I took a long-term substitute position.

**Supervisor:** Jennifer Murphy (860-567-7520)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

---

**Northeast Elementary School**

Mar 2014 - May 2014

student teacher

Ithaca, NY

I taught at Northeast Elementary School for about seven weeks. For the first week I observed Libby Bolton, my cooperating teacher, teach physical education to kindergarten through fifth graders. I began interacting with the students right away. I would walk around and help them with the activity they were doing. By the second week I was teaching the warm-up activity as well several other skills were were introducing. By the third week I was teaching lessons on my own.

**Supervisor:** Libby Bolton (607-257-2121)

**Experience Type:** Student Teaching, Full-time

It is **OK** to contact this employer

---

**Broadway Middle School**

Jan 2014 - Mar 2014

student teacher

Elmira, NY

I student taught at Broadway Middle School. I was at this placement for eight weeks. At first I observed a few classes. Then I began co-teaching with Alise Hoffmann and soon after that I began teaching full time for about five to six weeks out of the eight weeks that I was at my health placement. I was teaching health to seventh graders five class periods every day. I had two different groups of students because halfway through my placement the second quarter ended so I got new students. I had a great experience at my health placement and I learned a lot from my cooperating teacher (Hoffmann) as well as my students and other teachers, faculty and staff in the building.

**Reason for leaving:** I left to go to my second placement in Ithaca, NY

**Supervisor:** Alise Hoffmann (607)

**Experience Type:** Student Teaching, Full-time

It is **OK** to contact this employer

## Profile

Application Date: Apr 25, 2017

Name	Jessica Bethoney		
Other/Birth Name(s)	n/a	Social Security #	____ - ____ - ____
Current Address	50 Ridgeway Ave Boston, MA 02492	Permanent Address	
Phone Number	781.856.6031		
Email	<a href="mailto:JLBethoney@gmail.com">JLBethoney@gmail.com</a>		
Web Site	None provided		

### Career Information

Highest Degree	Master	Credits Beyond Degree	41
Current Salary	Not provided		
Date Available To Start	June 20, 2017		
Currently under contract? No If yes, where?			
Eligible to work in US without sponsorship?	Yes		

### Additional Information

Referral Source	SchoolSpring.com
-----------------	------------------

### Job Posting Information

Job Title	Elementary School Counselor	
Job ID	2780863	

April 25, 2017

To Whom It May Concern:

I am writing to express my interest in the Social Worker opening at Harvard's Hildreth Elementary School. My goal after completing my graduate school studies was to be a school social worker and I have been fortunate to work in this role for the past three years at Coney Island Prep Elementary School (CIPES) in Brooklyn, New York. I will be moving back to Massachusetts at the end of this school year and I remain committed to working in an education setting with children, their families, and their teachers. I would greatly appreciate the opportunity to join the Harvard Public School System and believe I can be a positive addition.

I joined CIPES in its founding year so I have had the privilege of developing and expanding the social work department, which has involved working closely with teachers and school leaders. I provide assessments, direct therapeutic treatment for students, and their families, preventative and crisis interventions, behavior management interventions and other clinical treatment, while consistently communicating treatment and progress with school leaders, teachers, parents and students. My work has also included creating and running regular family workshops, actively participating in IEP and 504 meetings, parent-teacher conferences, and Student Support Team management, and providing professional development for teachers. It has been imperative to foster strong relationships with all stakeholders at CIPES, successfully ingraining the social work department into the school's culture. I collaborate often with all parties to promote understanding of students' various learning needs and diagnoses, ensuring academic achievement, as well as social and emotional growth and well-being. As I near the end of my third year at CIPES, I feel positive that the school is well founded and the students I work with have made tremendous growth. My holistic and strengths-based approach to working with children and their families in a qualitative manner has been successful and I hope to bring this skill set to Hildreth Elementary School.

Last year I completed a post-graduate certificate program in Child and Adolescent Psychotherapy at the National Institute for the Psychotherapies in order to expand my knowledge of theories in psychotherapy and treatment of students in my care. This training has greatly expanded and improved my practice and I remain committed to continuing to engage in professional development.

I am dedicated to working with youth in an education system and this seems like a great opportunity to make a difference with students and their families. Working for the Harvard Public Schools would be an honor and a privilege. Please let me know if you need any additional information and I hope to have the opportunity to further discuss the position with you.

Sincerely,

Jessica Bethoney  
JLBethoney@gmail.com  
(781)856-6031

# Jessica Bethoney

50 Ridgeway Ave Boston, Massachusetts 02492  
781.856.6031 [JLBethoney@gmail.com](mailto:JLBethoney@gmail.com)

## Education

---

### National Institute of Psychotherapies

New York, New York

Certificate of Study (Postgraduate)

**Major:** Child & Adolescent Certificate Program

Attended September 2015 to June 2016

Degree conferred June 2016

### Transcript

(2.5MB)

### Columbia University in the City of New York

New York, New York

Master of Social Work

**Major:** Advanced Clinical Practice, **Minor:** Contemporary Social Issues

**GPA:** 3.790

Attended September 2011 to May 2014

Degree conferred May 2014

### Columbia University in the City of New York

New York, New York

Master of Public Administration

**Major:** Urban Social Policy, **Minor:** Management

**GPA:** 3.660

Attended September 2012 to May 2014

Degree conferred May 2014

### Connecticut College

New London, Connecticut

Bachelor of Arts

**Major:** Hispanic Studies & Sociology, **Minor:** English

**GPA:** 3.520

Attended September 2003 to May 2007

Degree conferred May 2007

## Experience

---

### Coney Island Prep Elementary School

Aug 2014 - Present

Social Worker

Brooklyn, NY

- Provide weekly individual and group therapy to IEP-mandated and at-risk scholars. Utilize play therapy, CBT, psychoeducation, and motivational interviewing to treat anxiety, trauma, anger, depression, self-esteem, peer relations, and life changes. Case load of 28 individual clients and 9 group sessions
- Support and collaborate with clients, families and teachers to create weekly outcomes-focused interventions to optimize student functioning, and regularly communicate student treatment and progress
- Respond to student crises; perform assessments, provide advice, and communicate interventions with school leaders to prevent future crises. Referrals made as needed
- Task supervisor for social work intern. Assign caseload, oversee intervention implementation, ensure

communication with parents and external organizations, and support student crisis interventions

- Develop and oversees social work department processes and programs, including referral procedures, psychosocial intake form and process, Community Helpers student job program, Student Support Team interventions and data collection, bi-monthly Family Workshops, and increase student attendance and home communication process

**Supervisor:** Sam Guzzardi (781.856.6031)

**Experience Type:** Public School, Full-time

Please **do not** contact this employer

---

**Columbia University SIPA IT**

Sep 2013 - May 2014

Program Assistant

NY, NY

- Provide customer service and technical assistance to students, faculty, and staff

**Supervisor:** Harpreet Mahajan (212.854.8347)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

---

**Center for Public Research and Leadership**

Jun 2013 - May 2014

Research Assistant

Columbia University Law School - NY, NY

- Researched structural education changes for an educational philanthropy, including school and district accountability systems, evaluation systems for non-tested subjects, and return on investment metrics
- Composed three white papers and presented a final report on my findings to clients
- Continuing work on this project through the full year Public Sector Structural Change in K-12 Education course. Working with a diverse student group to research and create an evaluation system for the philanthropy to monitor progress of sponsored organizations and school districts

**Supervisor:** Jim Liebman (212.854.3423)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

---

**The Legal Aid Society**

Sep 2012 - May 2013

Social Work Intern

New York, NY

- Collaborated with a legal team to assist clients charged with a crime to reduce and prevent recidivism
- Researched services and resources for trafficked victims, provided emotional support to clients and their families, and worked with legal team to rescind criminal records of trafficked clients
- Conducted intakes, psycho-social assessments, counseling services, referrals, community outreach and advocated on behalf of clients. Caseload of 5-10 clients from trafficking and criminal defense projects
- Composed memos on behalf of clients to judges and Defense Attorneys to advocate for lenient sentencing

**Reason for leaving:** One year social work internship.

**Supervisor:** Alicia White (718.254.0709 ext. 28)

**Experience Type:** Other, Part-time

It is **OK** to contact this employer

**GO Project**

Jun 2012 - Aug 2012

Social Work Contractor  
New York, NY

- Performed 18 psychosocial intakes with parents in Spanish and English. Communicated and collaborated with parents and teachers to address students' progress and provided support
- Conducted and planned individual counseling sessions with five elementary school students, and six weekly group sessions with middle school students; improved group communication and team building skills
- Evaluated students' needs and created intervention plans and goals
- Provided crisis intervention and follow-up for multiple children and families when needed

**Reason for leaving:** Summer position.

**Supervisor:** Yuriko Matsuda (347-377-2328.)

**Experience Type:** Independent School, Summer

It is **OK** to contact this employer

---

**Partnership with Children - ALC**

Sep 2011 - May 2012

Social Work Intern  
New York, NY

- Conducted individual sessions with caseload of 5-10 suspended middle school students at an Alternative Learning Center (ALC). Assessed students' needs and created a goal plan, transition plan, and tactics with students to achieve their goals. Supported their families as needed
- Designed and co-facilitated group counseling activities. Selected group members, and created group goals
- Communicated with parents, teachers, and faculty to address student difficulties and provide support. After students' completed suspension, followed-up with their home school and family

**Reason for leaving:** One year social work internship

**Supervisor:** Elizabeth Acevedo (917.292.7468)

**Experience Type:** Public School, Part-time

It is **OK** to contact this employer

---

**Partners In Health**

Sep 2008 - Aug 2011

Human Resources Specialist & Recruiter  
Boston, MA

Human Resources Recruiter June 2010 – Aug. 2011

- Led the recruitment process for all open positions; drafted job descriptions, met regularly with hiring managers, advertised positions, screened resumes, conducted phone screens and coordinated interviews with staff. Received and screened 200-500 applications per position on average, with 20-30 positions posted at a time
- Facilitated the offer process with new hires and oversaw onboarding process
- Assisted with implementation of the online applicant management system Taleo. Maintained the system and ran regular recruitment reports for senior staff

Human Resources Specialist Sept. 2008 – June 2010

- Aided with Haiti relief efforts after the January 2010 earthquake, and supported Boston office staff needs; Hired 40 temporary staff within the first month and oversaw the new hire process
- Created and ran new hire orientation for domestic and international employees, consultants and volunteers. Coordinated with human resources staff in Rwanda and Haiti to establish similar onboarding



programs at their sites

- Implemented online timecard system through Automatic Data Processing (ADP) system
- Oversaw employee and consultant payroll and administered domestic and international employee benefits

**Reason for leaving:** I left to attend graduate school.

**Supervisor:** Carol Pouliot (978.869.9132)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

---

**AmeriCorps National Civilian Community Corps**

Oct 2007 - Aug 2008

Corps Members

Sacramento, CA

- Tutored 20 students in after-school program, and assisted teachers in two elementary school classrooms of 30 students
- Prepared taxes for working families and individuals through the Volunteer Income Tax Assistance (VITA) program run by United Way of Tucson, AZ.
- Assisted Habitat for Humanity staff with the construction of homes in New Orleans Upper 9th Ward, the Jimmy and Rosalynn Carter Work Project 2008, and supervised approximately 40 volunteers each week
- Led volunteers in the demolition and construction of homes in Biloxi, MS with Urban Life Mission Relief, while also maintaining and running their volunteer center
- Received President's Volunteer Service Award and Congressional Award for service with NCCC

**Reason for leaving:** 10 month program.

**Supervisor:** Agus Galmarini (916.640.0300)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer

---

**Sun Life Financial**

May 2007 - Oct 2007

Human Resources Executive Assistant

Wellesley, MA

- Provided support for multiple human resources personnel in 1,000+ person company, with staff in the U.S., Canada, the United Kingdom, and India
- Created weekly excel report of human resource expenditures and employee positions
- Assisted with the creation of cultural differences and expectations materials to prepare employees travelling to new office in India

**Reason for leaving:** This was a summer position. I left when my service with AmeriCorps began.

**Supervisor:** Maura Machold (800-247-6875)

**Experience Type:** Other, Full-time

It is **OK** to contact this employer