

Harvard Public Schools
14 Massachusetts Avenue, Harvard, Massachusetts 01451

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

1. Call to Order and Read the Vision Statement (6:15)
2. Public Commentary (6:17)
3. Student Report (6:20)
4. Middle School Ramp Estimates (6:25)
5. The Bromfield School School Improvement Plan (6:55)
6. Club Approval (7:25)
7. Superintendent Update (7:40)
8. Enrollment Numbers (7:50)
9. Establishing an Interim SEPAC (8:00)
10. Budget Timeline and Process (8:15)
11. Grant Approval; Vote (8:35)
12. School Building Update (8:40)
13. Student Advisory Council Agenda (8:45)
14. Agenda Items (8:50)
15. Approval of Meeting Minutes (8:55)
16. Liaison/Sub-committee Reports (9:00)
17. Public and School Committee Commentary (9:05)

Materials: Club information; Middle school ramp estimates; Bromfield SIP; Enrollment numbers; Superintendent report; Meeting minutes; Budget timeline; SEPAC materials; Grant information

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.

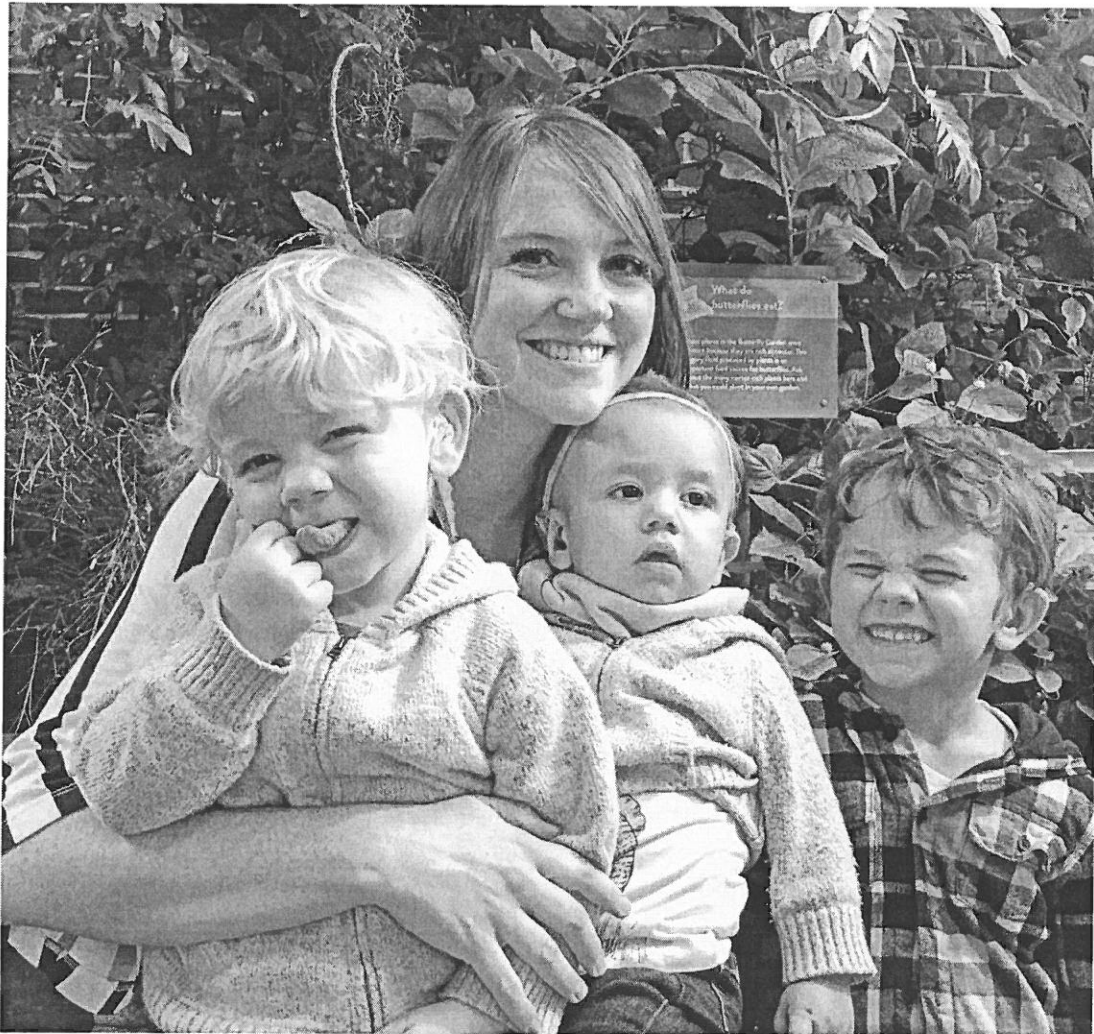
Jenny Gillard

Jenny grew up in Marion, Massachusetts, where she attended Tabor Academy. She earned her undergraduate degree in Russian studies from Middlebury College. She lived in Seattle, Washington for four years before returning to Massachusetts and earning her Master's of Nursing Science from Boston College. She is a certified pediatric nurse practitioner and worked in primary care for 11 years at a private pediatric practice in Brookline. Her professional interests include preterm and full term infant care and providing a medical home for children with special healthcare needs. Jenny and her husband Geoff are parents to three wonderful daughters, ages 11, 8 and 3. Their eldest daughter was diagnosed with Rett syndrome, a rare, non-inherited genetic disorder, at 16 months. Jenny combines her medical background with maternal drive to care and advocate for her daughter with special needs. As a family the Gillards enjoy skiing, cooking, beach days and books. Jenny and her family have been residents of Harvard since 2017.

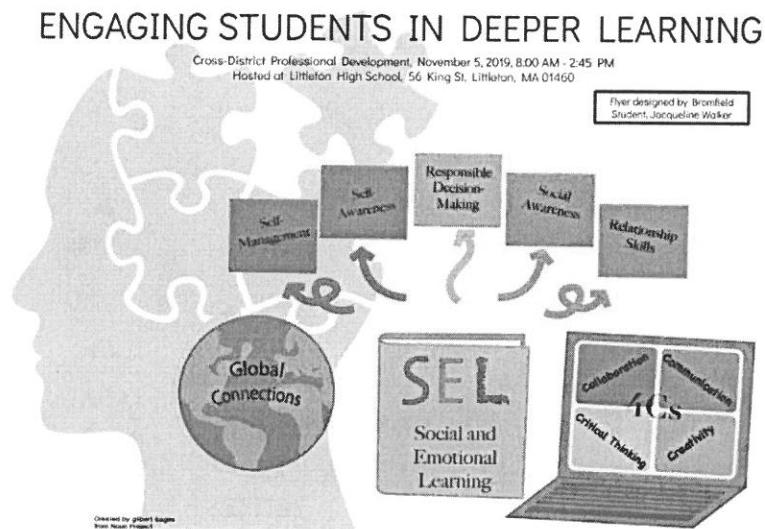


Aspen Ference

Aspen grew up in the Dallas area, then moved to Harvard for freshman year of high school and attended The Bromfield School. She earned degrees in psychology and mental health counseling from Umass, and became a licensed mental health therapist. Her research in graduate school centered around financial conflict of interest in the pharma industry, and resilience, attachment, and access in underserved populations. Behavior has always fascinated her, both human and animal. She worked at Animal Adventures with exotics in high school, with Zen Dog Training in Boston, and eventually with recent immigrants from Spanish-speaking countries in the Boston area as a Counselor. She opened a private practice in Harvard, MA in 2013, and has since begun working with women and couples navigating the challenges of new parenthood. Aspen and her husband Bill have three young boys who have hearing loss and have received amazing supports through the vibrant Boston deaf community since birth. Aspen hopes that by reviving the SEPAC, other families in Harvard can feel as supported and connected as she has in her journey as a special needs parent. As a family, the Ferences love spending time hiking through the woods, exploring museums, and hosting dinner parties.



**Superintendent's Update
October 15, 2019**



V. CPC Grant Submitted
Standard II: Management and Operations

I submitted a CPC grant for \$110,000 for temporary repairs for the courts behind the Bromfield School and a study of longer-term improvements to the tennis courts. The tennis courts and basketball court have been in poor condition for several years. The current cracks are large enough to negatively impact athletic play and game fairness. If granted the funds, I will bring the details back to the School Committee before proceeding with the work.



Grade	Harvard Residents	Choice Students	Devens Students	Total Students
Pre-K	18		1	19
K	54		4	58
1	55		3	58
2	67		7	74
3	59	2	9	70
4	71		9	80
5	62	4	6	72
HES Totals	386	6	39	431
6	79	7	9	95
7	62	10	8	80
8	69	7	8	84
9	55	11	8	74
10	89	5	5	99
11	90	2	7	99
12	77	7	4	88
Bromfield Totals	521	49	49	619
Totals	907	55	88	1050

Application for New Club and Organizations

Harvard Public Schools
Harvard, Ma 01451

Club/Organization Name: Politics Club

Application Date: 2/27/19

Student Organizer(s): Meenu Ramakrishnana

Faculty Advisor: Mrs. Keane

Grade Level(s): Grades 9 - 12

Meeting Location and Time: Room 294 (Mrs. Keane's room).
Meetings will take on Tuesday mornings

Club/Organization Description (include details and goals):

The club is being founded to create a student-driven publication on current world and US politics; organize political action for items like gun control and climate change; and work with the town of Harvard's League of Women's Voters to motivate students to take political action and to vote.

What do you anticipate needing from your advisor?

The faculty advisor will help explore topics for the publication and ensure that all articles are ready to be published (quality of writing, accuracy of facts, appropriate citing of sources).

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Estimated Tentative Advisor Stipend \$500

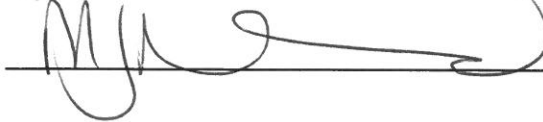
Athletic Director

NA

Principal's Approval



HTA President's Approval



Superintendent's Approval

School Committee Approval

Superintendent's Update
October 15, 2019

I. Angst Movie Event

Standard IV: Professional Culture

Students from grades 6 – 12 gathered in the Cronin Auditorium to watch the movie Angst which was sponsored by The Harvard Schools Trust. The movie included interviews of several students and families as they discussed anxiety and stress and what they have learned from their own experiences. The film shared strategies and encouraged students to seek help and talk about their difficulties.

Showing this movie to the full student body and offering it to families in the evening provided common knowledge and language for follow up. We also hope students increased their understanding of each other.

II. Advisories Met; Athletic and Start Time

Standard IV: Professional Culture

The athletic advisory met and brainstormed goals for the upcoming year. We will focus on budget recommendations, field and facility recommendations and fundraising consolidation. This group will also research information regarding the start time change and its impact on athletes.

The start time advisory met for the first time. We outlined our goals, drafted a timeline, and made a plan for gathering input from the parent community at the upcoming conferences. We will have a table at both schools for personal interaction with advisory members.

III. Arm in Arm Book Discussion

Standard IV: Professional Culture

Community members gathered at the public library for a potluck dinner and discussion of the book, "The Hate U Give". The discussion included personal connections to the book content and relevance for our lives in Harvard and beyond.

The next Arm in Arm event will be a visit to a Mosque in Wayland on November 3rd at 12:00 PM. Everyone is welcome to join us on this educational trip.

IV. Professional Development Collaboration

Standard I: Instructional Leadership/Professional Culture

Leaders from Ayer-Shirley and Littleton met with us in Harvard to plan the collaborative professional development on November 5th. This is our 3rd year of planning and sharing this learning experience. This year's focus is "Engaging Students in Deeper Learning".

Application for New Clubs and Organizations

**The Bromfield School
Harvard, MA 01451**

Organization Name: Global Health Society

Application Date: October 4, 2019

Student Organizers: Vivian Liu & Michelle Mazzu

Faculty Advisor: Kate Russell

Grade Level: 9 - 12

Meeting Times and Frequency: Tuesday mornings from 7:00am to 7:30am

Organizational Goals and Objectives:

The objective of the Global Health Society is to study and promote health in our local and global community. Specifically, we aim to:

- implement projects within the school community related to public health (such as the “leave-one-take-one” period product initiative from the 2018-2019 school year)
- raise money to fund such projects within the school community
- raise money to donate materials essential for public health to communities in need locally and globally (such as the period products donated to hygiene kits assembled by Bromfield Cares last year)
- prepare for and participate in the Global Health Leadership Conference every April at Harvard University

Rationales:

GHS will be a unique club at Bromfield. Currently, there are no clubs focused solely on health promotion and service. In addition, there are no clubs committed to preparing students for the Global Health and Leadership Conference.

The Harvard Public Schools mission statement notes that our goal is to engage students in how to access and apply knowledge, think critically and creatively and communicate effectively. This club will further this mission in many ways, particularly through the Global Health and Leadership Conference. At this conference, students are given a global health problem which they must propose solutions for. They work collaboratively with students from around the country to analyze resources and complete the case study. They then must demonstrate their knowledge in writing and through an oral presentation. Through participation in the Global Health and Leadership Conference and in engaging in service projects and learning with the club, students will also gain knowledge of global health issues and thus develop their ability to contribute to an ever changing world.

For some global perspective - the 2030 Agenda for Sustainable Development adopted by all United Nations lists 17 Sustainable Development Goals to end poverty and improve health and education. Many goals target health directly, such as Goal 2: “End hunger, achieve food security and improved nutrition and promote sustainable agriculture” and Goal 3. “Ensure healthy lives and promote well-being for all at all ages.” Furthermore, Goal 4 specifies global

citizenship as a goal. This club strives to engage students in global citizenship by taking action on local and global health issues, thus furthering the Sustainable Development Goals on a small scale.

What do you see as the role of the faculty advisor in this organization?

For the Global Health Society, the main role of Ms. Russell would be to help with different logistic elements of the club as well as provide insight into the topics that we are talking about. Because she is also a health teacher, she could help the members understand the concepts discussed during meetings.

What do you project the time commitment would be for this advisor?

Ms. Russell has already dedicated extensive time and resources and will spend an estimated two to three hours on GHS a week. This includes the thirty minute meeting in the morning and the outside meetings with the student organizers. She also dedicates time to fundraisers, projects, making plans and researching topics for discussion.

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Estimated tentative advisor stipend

\$800

Athletic Director

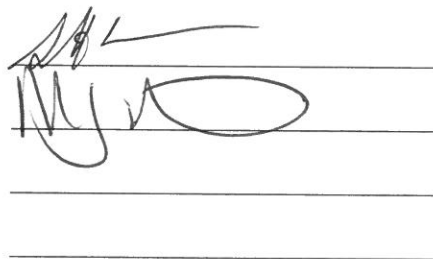
NA

Principals Approval

HTA President Approval

Superintendent's Approval

School committee Approval

The image shows handwritten signatures and initials over horizontal lines. The first line has a signature that appears to be 'M. Russell'. The second line has a large, stylized signature that looks like 'J. [unclear]'. The third and fourth lines are empty.

Application for New Club and Organizations

Harvard Public Schools
Harvard, Ma 01451

Club/Organization Name: The Bromfield Garden Club

Application Date: June 11, 2018

Student Organizer(s): Athena Wang, Vivien Jamba, Vivian Liu, Felicia Jamba, Tiana Jiang

Faculty Advisor: Erin Decoste

Grade Level(s): 6 - 12

Meeting Times and Location: Tuesday afternoons by The Bromfield School Garden

Club/Organization Description (include details/ goals/rationales):

Our objectives are to manage the garden behind the middle school wing and provide fresh produce for the community. We also hope to educate students about cultivating plants and being more aware of the environment around them, and gardening is the perfect activity to optimize this learning. It is also a useful skill that can be used not only in our club, but at home and throughout life. We believe it is important to educate the community about where their food comes from and help them to become aware of where they stand in the world today, as deforestation and plastic run rampant around the world. With the recent spotlight on technology, many spend more time inside, rather than outside. This club is not only a chance for education, but also gives a chance to simply spend time outdoors. Once the club gets started, we hope that students will not only be aware of the importance of gardening and maintaining the environment, but also learn a self-sustaining skill that can be used far beyond their years.

What do you anticipate needing from your advisor?

We see Mrs. Decoste as a mentor/guide for the club. She is very experienced in gardening and the environment, we hope she can share her knowledge with us and help us share them with the community. It would be helpful for her to meet with us at least once a week to guide us in running the club. This would be a time commitment of around one hour a week for meetings and tending to the garden. The time spent will vary depending on the season (more time in the Spring, less in the Winter).

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Estimated Tentative Advisor Stipend \$800

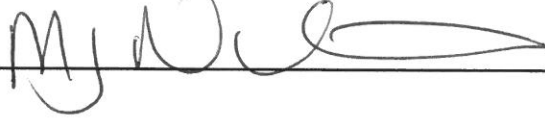
Athletic Director

NA

Principal's Approval



HTA President's Approval



Superintendent's Approval

School Committee Approval

Application for New Club and Organizations

Harvard Public Schools
Harvard, Ma 01451

Club/Organization Name: Bromfield Wrestling Club

Application Date: May 1, 2019

Student Organizer(s): Shreya Kumar

Grade Level(s): 6 - 12

Meeting Location: Bromfield Gym

Meeting Times and Day: Tuesdays after school

Club/Organization Description (include details and goals):

The goal of this club will be to teach youth who want to learn how to wrestle. Practices will meet once a week for at least 30 minutes. They will include not only wrestling techniques, but also strength training and flexibility exercises, both of which are essential to become a wrestler. Later in the practices, live matches may also be simulated. This involves two wrestlers using the techniques they have learned in order to win a simulated match, which may run for two or three minutes. Drills may be implemented with live wrestling simulations, involving several different combinations of wrestlers competing for shorter time periods of about one minute each. At the end of the program, students should be able to understand the rules of the sport, perform and execute basic wrestling techniques, and employ the "mind of the wrestler" - the ability to think on one's feet and make split-second decisions in order to win a match.

The formation of this club will not have any financial burden on the school. All of the equipment needed is already owned by the school (which will be mats). The use of the gym is required due to the padded walls, which will ensure the students' safety. The only concern maybe gym availability. However, actions will be taken with the student advisor to come up with times for practicing where the gym is available as well. Strength training will all be bodyweight exercises - no weights or other equipment needed. There will be no financial burden placed on the school or otherwise. Participation is completely voluntary for students and no fees for the club will be collected. The intent of this club is to teach beginners how to wrestle, not to compete. There will be no competing at a legitimate wrestling tournament for members of this club. This is because competing as a wrestler requires a lot of training, time, and effort which is restrained due to the circumstances of the club. Another advantage of this club comes with the skills that will be taught to the members. Wrestling is a sport

that not only involves extreme physical fitness and capability, but also mental strength and maturity. One has to be able to trust him or herself to make the right decision and execute it properly, quickly, and with precision. If that fails (as is inevitable), one has to learn to pick him or herself back up again and keep fighting. Learning about the importance of mental strength will help students develop their own and use it in their everyday lives. One has to believe they are capable of victory. There is no other way to win.

What do you anticipate needing from your advisor?

The faculty advisor will help coordinate schedules for meeting or practice times. The faculty advisor will help communicate or provide contacts to meet with required people in order to ensure a practice location and availability. The faculty advisor will attend practices and help with planning workouts. The faculty advisor will ensure that access to all of the necessary materials is available at practice times (mats, gym availability).

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Estimated Tentative Advisor Stipend

\$500

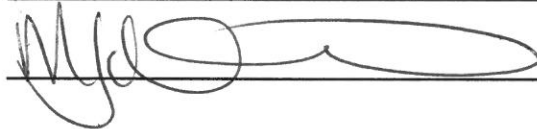
Athletic Director

NA

Principal's Approval



HTA President's Approval



Superintendent's Approval

School Committee Approval

Application for New Club and Organizations

Harvard Public Schools
Harvard, Ma 01451

Club/Organization Name: American Sign Language Club

Application Date: March 23, 2018

Student Organizer(s): Brooke Bourgeois

Grade Level(s): Grades 6 - 12

Club/Organization Description (include details and goals):

The overall objective of the American Sign Language (ASL) Club is to support all students interested to learn the basics of ASL grammar and every day signs to use at home and school. This club will not interfere with the ASL classes being taught at the school, but rather do two things: 1) support students in the ASL classes and provide them a space for additional practice with students outside of class; and, 2) provide a space for students across Bromfield, 6-12, to learn about ASL and Deaf culture from both the advisor and more advanced language students. We hope, in addition, that this club will bring recognition to the deaf community here in Harvard as well as the USA.

The reason for starting an ASL Club is to give students a non-complex look into sign language, a place to celebrate the Deaf culture, and a place to find the "fun" in language learning. Akin to the German Language Club and Spanish Language Club, we hope the ASL Club can provide learning opportunities and engagement with the language outside of the classroom, in a low-risk, student run setting

What do you anticipate needing from your advisor?

Meeting space and instruction.

When and how often do you hope to meet?

Every Friday morning from 7:00 am to 7:30 a.

Where would you like to hold meetings?

Room 348

For Office Use Only

Estimated Tentative Advisor Stipend

\$500

Athletic Director

NA

Principal's Approval

A handwritten signature in black ink, appearing to be 'JH', written over a horizontal line.

HTA President's Approval

A handwritten signature in black ink, appearing to be 'MJA', written over a horizontal line.

Superintendent's Approval

School Committee Approval

The Bromfield School Improvement Plan

2019-20

DRAFT

Vision Statement

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

The Bromfield School Council

Erin Baker, Parent (2021)

Abigail Besse, Parent (2022)

Sharon Cronin, Community Member (2019)

Katharine Covino, Parent (2021)

Scott Hoffman, Principal Co-Chair

Imogen Slavin, Student (2021)

Vivien Jamba, Student (2020)

Tiana Jiang, Student (2020)

Chris Jones, Teacher (2020)

Ellen Sachs Leicher, Community Member (2021)

Vivian Liu, Student (2020)

Ben Myers, Community Member (2021)

Colleen Nigzus, School Nurse Co-Chair (2021)

Patricia Nilan, Teacher (2021)

Karen Strickland, Parent (2021)

SusanMary Redinger, School Committee Liaison

Harvard Public Schools
Strategic Plan Development
District Improvement Plan

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 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, a leader in educational excellence, guides each student to realize his or her 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 continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

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.

Critical Thinking/21st Century Skills of The Bromfield School

The faculty of The Bromfield School has worked collaboratively to identify this set of universal and required Critical Thinking/ 21st Century Skills. This combination of effective strategies, macro-abilities, and micro-skills was developed in part using the NCREL list of critical thinking skills (Paul, Binker, Jenson, and Krekla, 1990)

- Thinking Independently and Interdependently
- Developing Intellectual Integrity and Courage
- Refining Generalizations and Avoiding Oversimplifications
- Evaluating the Credibility of Sources of Information
- Comparing and Contrasting
- Making Interdisciplinary/Intradisciplinary Connections
- Expressing Oneself in a Compelling and Accurate Way
- Analyzing and Integrating Information
- Demonstrating Understanding Through Performance Based Tasks
- Developing One's Perspective and Understanding of Others
- Using Technology Effectively

**Proposed Adjustments to 21st Century Critical Thinking Skills
Pilot (2018-2020)**

21st Century Skills - Essential Skills of a Bromfield Graduate

Access and Apply Knowledge.

Think Critically.

Think Creatively.

Communicate Effectively.

Collaborate with Others.

Understand Diverse Perspectives.

Contribute to Local, National, and Global Communities.

Ongoing Work

We recognize that several other ongoing efforts are in progress and will require continued development and follow up. These ongoing efforts are related to the School Improvement Plan Goals as listed above.

Ongoing Work	Next steps
Alignment of Curriculum	Ensure that each course offered at Bromfield has a written curriculum aligned with state or other appropriate frameworks, formatted in the Bromfield Template, and recorded in Atlas Rubicon.
Use of Data to Inform Instruction	Teachers will use standardized test data (MCAS), SAT, AP, ACT etc.) and the most recently released exams to enhance instruction and student performance.
Technology Reflection Tool	Analyze data from survey given to teachers based on the SAMR model..
Technology PD for Staff	Continue to develop, provide, and celebrate opportunities for teachers to explore and incorporate ways to effectively utilize technology in their classrooms.
Digital Citizenship	Continue the work to garner consensus on vocabulary for Digital Citizenship and continue to monitor student use of technology.
Teacher Leadership Opportunities	Continue to develop, provide, and celebrate opportunities for teachers to take a lead role in exploring, piloting, and critiquing school improvement initiatives.
Student Advisory	Build upon steps taken in middle school using Flex model. Investigate the best way to continue into high school while incorporating trusted adult model.

School Start Time

Actively participate in the district school start time work planned for 2019-2020.

Overarching Objectives: *Provide a Safe, Secure & Inclusive Learning Environment for All.*
 Support Engaged Teaching and Learning.
 Activate Community Pride.

Title	Goal	Measure	Conditions	Interfaces	% Completion
Provide a Safe, Secure, and Inclusive Learning Environment for All.	Provide a safe, secure, and inclusive learning environment for all by using consistent expectations, decreasing chronic absenteeism, and educating students about the dangers of vaping.	<p>By June 30, 2020, chronic absenteeism of high school students has decreased from 11.5% to 10% and the rate for middle school students has decreased from 3.9% to 3.5% as measured by the Massachusetts Department of Secondary and Elementary Education.</p> <p>By December 20, 2019, the Bromfield faculty and administration will have agreed on and communicated out to the community both the expectations for student behavior regarding incidents of disrespect (including things students may think of as jokes) as well as the consequences for such behaviors.</p>	<p>Access to DESE Data Administration Time Use of PowerSchool</p> <p>Staff Time Examine and analyze data from surveys. Courageous Conversations Presentation Agreement about topics that need to be addressed and how they should be addressed</p>	<p>Staff Administration DESE Data</p> <p>Work with students, staff, and community about expectations. Guest speaker</p>	

		<p>As a result, the incidents of disrespect reported to administration will decrease by 10% by June 2021 (over a baseline established by June 30 2020).</p> <p>By June 30, 2020 a Vaping Initiative has been implemented that includes addiction support for students, health education regarding the impact of vaping and consequences in place for offenders.</p> <p>The administration will end the year with a report on the number of vaping instances at the school with a reduction of disciplinary incidents by 10% over 2018-19.</p>	<p>Use PowerSchool to track data. Use form to track incidents.</p> <p>Time for Health, Counseling, and Nursing Departments to research best practices. Administration</p> <p>PowerSchool Data</p>	<p>Office and Administration track data. Staff use of forms.</p> <p>Health and Wellness Staff Administration Data from Youth Risk Survey Counseling, Nursing, and Wellness Staff</p> <p>Office Staff Administration</p>	
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		By June 2020, the District Wellness Committee in conjunction with the Health and Wellness Department will have piloted steps to address high levels of vaping use as reflected in the Youth Risk Survey results.	Time to meet, research, and pilot steps. Meetings of District Wellness Committee. Materials about Vape Use. Outside speakers? Budget	District Wellness Committee Administration Youth Risk Behavior Survey	
		By June 2020 a pre-post survey to measure student's knowledge and attitudes towards substance use and vaping has been completed by 70% of students.	Use District Wellness Committee to craft survey	District Wellness Committee Time to implement, score, and analyze the results of the survey.	

Title	Goal	Measure	Conditions	Interfaces	% Completion
Support Engaged Teaching and Learning.	Support engaged teaching and learning by finalizing the assessment piece for Bromfield Essential Skills, piloting collaborative teaching, and examining final exam and homework practices.	By February 15, 2020, rubrics have been created that measure The Bromfield School Essential Thinking Skills for the Service Project Presentation and Reflection Paper. These rubrics will have been used to assess the	Time for Service Project Committee to meet to create rubrics. Students doing the projects. Collecting and organizing volunteers to assess the presentations and reflection paper.	Service project committee to students. Volunteers	

		<p>presentations and reflection papers in March of 2020.</p> <p>By June 30, 2020, departments have identified places where they assess The Bromfield Essential Skills</p>	<p>Department time. Time for individual teachers to look at their assessments.</p>	<p>Department Leaders Teachers</p>	
		<p>By June 30, 2020, collaborative teaching has been piloted at TBS and feedback from students and teachers has been assessed. In addition, the number and types of accommodations provided have been identified.</p> <p>Any impacts to the budget and/or schedule resulting from this model have been identified and requests for any needed additional funding have been presented to the School Committee.</p>	<p>Collaborative teachers planning time. Time for collaborative teachers to list accommodations. Budget analysis</p>	<p>Collaborative Teachers. Administration</p>	

	<p>By June 30, 2020, the practice of year-end finals has been reviewed with faculty and recommendations have been made for their continued use or revision.</p>	<p>School Council Balance Subcommittee School Council Climate Subcommittee Faculty Meeting Time Department Time Gather current student data Research current practices of other districts and colleges.</p>	<p>School Council Balance Subcommittee Faculty Meeting Time Department Time Gather student data Research current practices of other districts</p>	<p>School Council Members Parents Students Faculty/Staff Administration Other Districts Colleges</p>	
	<p>By June 30, 2020, the amount and timing of homework assignments has been evaluated and summarized in light of a commitment to student balance and well-being.</p>			<p>School Council Members Parents Students Faculty/Staff Administration Other Districts</p>	
	<p>By June 30, 2020, an examination of the Middle School Elective Schedule has been completed and recommendations about how to fully integrate Middle School Health have been made to School Committee.</p>	<p>Time for various stakeholders to meet (Health and Wellness, Unified Arts, Digital Arts, Team Members, Administration). Examination of other middle school programs</p>	<p>Health and Wellness Department. Unified Arts Department Digital Arts Department Grade 6, 7, and 8 Core Team Members Administration</p>		

Title	Goal	Measure	Conditions	Interfaces	% Completion
Activate Community Pride	To foster greater pride in and connection to our school community and physical plant.	By June 1, 2020, interviews and/or surveys with custodial staff, cafeteria staff, teaching staff, students, and office staff indicate that the building was kept cleaner and was well-maintained.	Interview Time Surveys created and administered.	Custodial Staff Cafeteria Staff Faculty Students Office Staff	
		By June 1, 2020, the number of students who have participated in spirit activities has increased by 10% from the beginning of the year.	Student government will tally up participation. Student government and administration will create spirit activities such as community gatherings.	Student government Student government advisors.	
		By June 1, 2020, the positive feeling created by spirit activities and community gatherings will be measured via focus groups and/or surveys.	Creation and administration of surveys and focus groups (questions). Administration, advisor, and student time.	Student government Student government advisors Administration	

Oct 15



39 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4140 • FAX (978) 456-8592

Linda G. Dwight
Superintendent

Memo: Budget Prioritizations
Date: October 15, 2019
From: Linda Dwight, Superintendent

Last year we discussed prioritizing budget considerations before presenting the draft report. The items listed below are in no particular order, but have come before us during the past year or two for consideration. They are meant to contribute to a discussion of School Committee priorities for the upcoming budget.

- Wellness teacher for middle school health classes
- Full- time athletic director to focus more on facilities and fields; replace the teaching position
- Tuition free kindergarten
- Move a portion of athletic costs and other extra-curricular fees into the budget
- Include food director salary in the budget
- Add a music teacher for small group instrument instruction
- Bussing costs to enable a shift in start times
- Bussing costs for use of Devens' fields

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	11/1 - Cost Center Budget Meetings 11/4 - Cost Center Budget Meetings 11/11 - Veterans Day 11/12 - Cost Center Budget Meetings 1st Presentation to the SC 11/25 - 2nd Presentation to the SC 11/26 - Submission to the Town
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	

October 9, 2019

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
10/01/2019	20-02	Bromfield Model UN (BMUN)	Bryce Mattie-Brown & Lisa Terrio	\$4,555.00
10/07/2019	20-03	Bromfield Political Pulse	Meena Ramakrishnan & Kate Keane	\$500.00
10/08/2019	20-04	Math Club Experience Kit	Mike Morton, Sarah Saleh, Kate Guthro, Margret Murphy	\$276.00

We also allocated an additional \$590 for Natures Classroom grant 19-23 per Rob Cullinane's request.

We have tabled request 20-01 (AR/VR in EDU) from Beth Graham pending further discussion.

I hope all is going well.

Very truly yours,

Terry Symula
Harvard Schools Trust

Cc.
Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

HES PTO CURRICULUM ENRICHMENT REQUEST FORM

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

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

Date of Request: week of Nov. 18 Amount Requested: \$ \$540.00 approx

Submitted By: Marie Phillips Email: mphillips@psharvard.org

Program/Project Title: Sound (Grades K-5)

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

Traveling Science Workshop Acton Discovery Museum

Plunging a vibrating tuning fork into a bowl of water creates quite a spray as students learn that sound is vibration.

Students actively engage in exploring sound, creating unique sound makers with household materials.


Highly skilled, dynamic educators inspire students with fun, hands-on STEM workshops delivered in the classroom.


MA STE Standards: PreK-PS2-1(MA),PreK-PS4-1(MA), 1-PS4-1, 1-PS4-4,1.K-2-ETS1-1, 4-PS4-1

Workshop length: 45 minutes repeats with 3 groups of 20 students.

Approximate number of students impacted: 60 students

Program/Project Start Date & End Date: one day

Signature of Applicant:  Date: 10/9/19

Signature of Principle:  Date: 10/9/19

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

Grade	Harvard Residents	School Choice	Devens	Charter	Private	Voc Tec	HomeSchool	O.O.D	Public
Pre-K	18		1						
K	54		4				2		
1	55		3						
2	67		7		1				
3	59	2	9		1				
4	71		9		1		5		
5	62	4	6		1		1		
6	79	7	9		2		3		
7	62	10	8	4	5		4		
8	69	7	8	6	4	1	1		
9	55	11	8	1	3	1			
10	89	5	5	5	8				
11	90	2	7	1	11				
12	77	7	4	3	7	1			
Totals	907	55	88	20	44	2	16	21	0

386

575

619

431

1050

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

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

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

Suzanne Allen read the Vision Statement.

Public Commentary – None

Student Update

Taylor Caroom and Brook Caroom, The Bromfield School student representatives, reported students had questions and concerns on the following topics:

- Showing of the movie Angst - will there be a follow-up.
- Middle School Audience - concern they may be too young to understand the concept.
- Distinguishing the different types of depression and anxiety.
- A shift to reduce homework load on weekends.
- Attendance policy – stressful.
- Boys bathroom vandalized – need more awareness to the problem.

Move Agenda Item 13 after Item 3

Student Advisory Council Agenda

Attendance policy
Capital projects
Anxiety/Angst Movie

Middle School Ramp Estimates

David Pollak and Austin Ludwig from Abacus Architects presented in detail their draft specification and options to address the deteriorated existing elevated walkway at The Bromfield School. The scope of work includes reconstruction of the bridge, with two unconditioned storage rooms for a total of \$544,362. The addition of the stair from the landing to the landscape below adds \$64,550. The fit-out and design modifications required to add the 2 single use bathrooms adds \$101,374. And the improvement to the surrounding landscape as laid out by the landscape architect adds \$162,877. Alice VonLoescke from the Board of Selectmen spoke about the cost of the bathrooms being of value as a portable toilet rental would exceed the cost of the new bathroom in two years. Don Ludwig from Finance Committee asked if the project could be done over the summer? The architect said that it may not be critical to have the work done over the summer as it won't interfere much when school is in session. The project could be done in phases but would not be ideal. Stu Sklar – Board of Selectmen – was told by David Pollak that the steel beams are failing. John Seeley, who chairs CPIC, said his committee would want a rationale for the project from the School Committee, along with its funding request by the end of October. After discussion, the Committee decided to send the entire Abacus report to CPIC for consideration.

School Improvement Plan

Principal Scott Hoffman and Associated Principal Robin Benoit presented the TBS School Improvement Plan. They explained strategy used, time-line, resources used and measurement for each goal.

The overarching goals include: to provide a safe, secure and inclusive learning environment for all, and to support engaged teaching and learning and to activate community pride. Their main focus is reducing absenteeism, vaping and lessening disrespectful behavior. Mr. Hoffman also updated the Committee by recognizing several other ongoing efforts in progress. The Committee will vote on the approval of the School Improvement Plan at a future meeting.

Club Approval

Politics Club – Mrs. Keane – Grade 9-12 - create a student driven publication on current world and US politics - \$500 stipend.

Global Health Society – Kate Russell - Grades 9-12 – implement projects within the school community related to public health, raise money to fund such projects, raise money to donate materials essential for public health to communities in need locally and globally - \$800 stipend.

The Bromfield Garden Club – Erin DeCoste – Grade 6-12 – to manage the garden behind the middle school wing and provide fresh produce for the community - \$800 stipend.

Bromfield Wrestling Club – Amanda Welch - Grade 6-12 – to teach youth who want to learn how to wrestle - \$500 stipend.

American Sign Language Club – Mike Poe - Grades 6-12 – support students interested to learning the basics of ASL grammar and every day signs to use at home and school - \$800 stipend.

SusanMary Redinger made the motion and Sharlene Cronin seconded to approve the clubs as presented.
VOTE 5/0

Establishing an Interim SEPAC

Shannon Molloy introduced Jenny Gillard and Aspen Ference, two parents who have come forward to co-chair SEPAC on an interim basis. Jenny and Aspen introduced themselves and shared their goals for SEPAC and its commitment to advocacy, inclusion and community building in order to promote an environment in our schools that helps all students reach their individual potential. All community members are invited to a meeting on Tuesday, October 22nd, to explore what SEPAC can do to benefit all young people and their families in our community. The first official event will likely be a basic rights presentation. A letter has been prepared to go out in The Harvard Press. The letter will be signed by the full Committee and the Co-Chairs.

Suzanne Allen made the motion and Sharlene Cronin seconded to establish an interim SEPAC appointing Jenny Gillard and Aspen Ference as co-chairs. Signaling our approval by submitting this letter with our signatures to The Harvard Press. Recognizing Jenny Gillard and Aspen Ference as Interim Co-Chairs of the SEPAC asking that they report back on their interim status before the end for the 2019-2020 school year.
VOTE 5/0

Budget Timeline and Process

School Business Manager, Aziz Aghayev presented the time line for budget development and presentations. The dates of October 31 as well as November 1, 4 and 12 will be set aside for the budget, to be presented to the Budget Subcommittee. On November 12 and 25, the budget will be presented to the full School Committee and on November 26th the budget will be presented to the town.

Dr. Dwight presented a list of priorities for the upcoming budget. Items listed in no particular order include:

- Wellness teacher
- Full time Athletic Director
- Tuition Free Kindergarten
- Move athletic cost or other costs into the budget
- Move the food service director's salary into the budget
- Music teacher
- Busing considerations

Shannon Molloy asked if a Curriculum Coordinator should be considered and if we should reconsider our choice of technology platform being used. Sharlene Cronin suggested adding a district data analyst position. Suzanne Allen would like Wellness to be a priority. John Ruark would like to see something done to reduce user fees.

The direction from the Finance Committee is to present a level service budget. SusanMary Redinger recommended that the technology department prepare a presentation as to why Apple has been selected as the technology platform.

Superintendent Update

See attached

Enrollment Numbers – Tabled to the next meeting

Grant Approval; Vote

The following gifts were presented for approval:

PTO Curriculum enrichment

Traveling Science Workshop – Acton Discovery Museum - Marie Phillips - \$540.

Harvard Schools Trust

Bromfield Model UN (BMUN) – Bryce Mattie & Lisa Terrio - \$4555.

Bromfield Political Pulse – Meena Ramakrishnan & Kate Keane - \$500.

Math Club Experience Kit – Mike Morton, Sarah Salch, Kate Guthro, Margaret Murphy - \$276.

An additional \$590 was allocated for the Nature's Classroom grant at the request of Rob Cullinane.

Sharlene Cronin made the motion and SusanMary Redinger seconded to approve the grants as presented.

VOTE 5/0

School Building Update

SusanMary Redinger reported that the new building foundation is completely installed and the steel is going up. The next School Building Committee meeting is Thursday, October 17th. The Committee will be doing a walk-through of the site. School Committee members are invited to join at 3:30 p.m. At the next School Building Committee meeting the Committee will be looking to select colors for the stone and brick. Steel is still on target to be finished in November. A time lapse video and live cam of the work site are available to watch on the HES website.

Agenda Items

Enrollment Numbers

HEAC

Negotiation Update

Population of the sections

Enrollment projections

Title IX follow up

Policy

Executive Session

Dashboard subcommittee report

Approval of Meeting Minutes

With no objection, the Chair approved the minutes of the September 23rd meeting as amended.

VOTE 5/0

Liaison/Subcommittee Reports

Shannon Molloy – thanked everyone for being excited about SEPAC.

Shannon Molloy reported that the Policy will be presenting some updates soon.

Shannon Molloy reported that HES Council met earlier today and worked on how to formulate the parent survey.

Sharlene Cronin reported that the Field Subcommittee will present their interim report to the Select Board next week. Parks and Recreation approved Baseball funds for field maintenance. Member will be going to Devens on Thursday to assess the fields available and get some information on the cost of renting fields.

Sharlene Cronin reported that the Dashboard Query Committee met – the subcommittee will be seeking School Committee input as to what information should be on our dash board. A full report on what we want to query will follow.

Maureen Babcock reported to the Mass Development Board of Directors in her role DEAC Chair. Her report included student numbers, the US News and World reported stats on Bromfield, contract information, the Vision statement and pictures. Maureen thanked Mass Development for their support of DEAC for 17 years. DEAC has no meeting planned.

SusanMary Redinger reported that CPIC met and the one item they are rating for Special Town meeting is the repair to the library roof. There is hope that if the larger roof needs repair it may qualify for a grant. TBS School Council meets tomorrow and will wait for final approval on the School Improvement plan and then form Subcommittees.

Suzanne Allen reported that School Start Time Committee is focusing on gathering information. The main focus is what could go well, exploring all ideas, engaging community members and collecting information.

John Ruark reported that HEAC is looking at charging station options around town which could be HES and or TBS. The lighting project paperwork is underway with the hope to have it done by the end of the year this project would change over the remaining lights at Bromfield to LED. Aiming for a “Silver LEED” rating at the new school.

John Ruark reported that the Negotiation Subcommittee met with teachers - will update at the next meeting.

Dr. Dwight reminded members to communicate their attendance and plans for the upcoming MASC/MASS conference in Cape Cod.

Public and School Committee Commentary

Maureen Babcock was happy to see student representatives at the meeting tonight. They are a great addition and their contribution to the meeting is wonderful.

Linda Dwight was happy to see members from other town boards present tonight to hear the architect's presentation on the middle school ramp.

Adjourn

With no objection, John Ruark moved to adjourn the meeting at 9:30 p.m.

VOTE 5/0