

Harvard Public Schools  
14 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**September 9, 2019**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order and Read the Vision Statement (6:15)
- II. Public Commentary (6:17)
- III. HES School Improvement Plan; Vote (6:20)
- IV. Field Trip Approval; Vote (6:35)
- V. Teacher Evaluation Process Review (6:40)
- VI. Superintendent Report (7:10)
- VII. School Building Update (7:20)
- VIII. Approve Easement for New Electrical Hook Up; Vote (7:25)
- IX. Grant/Donation Approval; Vote (7:35)
- X. Existing Capital Plan Review (7:37)
- XI. Curriculum Presentation Calendar Discussion (7:42)
- XII. Policy Review; Vote (8:00)
- XIII. Agenda Items (8:45)
- XIV. Student Advisory Committee Topics (8:50)
- XV. Committee Meeting Date Changes; Vote (8:55)
- XVI. Approval of Meeting Minutes; Vote (9:00)
- XVII. Liaison/Sub-committee Reports (9:05)
- XVIII. Public and School Committee Comments (9:10)
- XIX. Adjournment (9:15)

**Agenda Items: Superintendent report, HES School Improvement Plan, Calendar, Policies, Capital Plan, Field Trip Form, Teacher Evaluation Document**

**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.**

## Out of State/Overnight Field Trip Request Form

Advisor(s): *Bynce Mattie-Brown & Lisa Temio*

Grade Level(s) of Students Attending Trip: *9-12*

Trip Destination: *UMASS Amherst*

Date of Departure: *TBD*

Time of Departure: *TBD*

Date of Return: *TBD*

Time of Return: *TBD*

*(either March 6-8 or March 13-15 2020)*

Travel Company (if applicable): *N/A*

Name of Contact Person:

Address:

Phone:

Cost of Trip: *approx \$200*

Plan to address overnight stipend for professional staff:

*fundraising*

Deposit Method and Due Dates:

*checks due 2/2020*

Date of Parent Meeting(s):

*TBD*

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

# **F I S C H E D U L E**

Registration/ Check In : 3:00 to 6:00

*Campus Center Concourse*

Model United Nations 101 Session (Optional) : 5:00 - 6:00

*Campus Center 103*

Opening Ceremonies : 6:30 - 7:30

*Campus Center Auditorium*

Committee Session 1:

Group A: 8:00 - 9:20 PM

Group B: 8:10 - 9:30 PM

Advisor Reception: 8:00 - 9:30

*Mariner Center - 1<sup>st</sup> Floor Campus Center*

## **Saturday**

Committee Session 2:

Group A: 9:00 - 11:45 AM

Group B: 9:10 - 11:55 AM

Lunch Break: 12:00 - 1:30 PM

*During this time, tours of campus will be offered to those interested*

Committee Session 3:

Group A: 1:30 - 4:40 PM

Group B: 1:40 - 4:50 PM

Advisor Meeting: 3:00 - 4:00 PM

Dinner Break: 5:00 - 7:00 PM

Committee Session 5:

## Out of State/Overnight Field Trip Request Form

Advisor(s): ~~DAVID~~ Bryce Mattie-Brown & Lisa Tenio

Grade Level(s) of Students Attending Trip: 9-12

Trip Destination: Boston (Sheraton)  
for HMUN

Date of Departure: 1/30/19

Time of Departure: Noon

Date of Return: 2/2/19

Time of Return: Noon

Travel Company (if applicable): N/A

Name of Contact Person: E

Address:

Phone:

Cost of Trip: approx \$250

Plan to address overnight stipend for professional staff:

Fundraising

Deposit Method and Due Dates:

checks due 11/15

Date of Parent Meeting(s):

TBD

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





# What is HMUN?



Harvard Model United Nations is a four-day international relations simulation for high school students held annually in downtown Boston. At HMUN, delegates gain insight into the workings of the United Nations and the dynamics of international relations by assuming the roles of world leaders and international decision makers. HMUN is an exciting opportunity for young leaders to debate the most pressing issues of the day and to draft innovative, creative solutions. Participants will develop several skills throughout this process, including but not limited to: public speaking, negotiation, teamwork, leadership, and policy crafting.

True to the spirit of the United Nations, HMUN strives to foster a

## Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie-Brown & Lisa Tenorio

Grade Level(s) of Students Attending Trip: 9-12

Trip Destination: Washington DC  
for NAAMUN Conference

Date of Departure: 2/13/20

Time of Departure: TBD (flying to DC)

Date of Return: 2/16/20

Time of Return: TBD

Travel Company (if applicable): N/A

Name of Contact Person:

Address:

Phone:

Cost of Trip: approx \$700

Plan to address overnight stipend for professional staff:

fundraising

Deposit Method and Due Dates:

checks due 11/15

Date of Parent Meeting(s):

TBD

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

# Conference — NAIMUN LVII

 [naimun.modelun.org/conference-overview](http://naimun.modelun.org/conference-overview)

## ABOUT NAIMUN

The North American Invitational Model United Nations (NAIMUN) conference is one of the oldest UN simulations for high school students in the world. Since 1963, the conference has been a forum where young students come from around the world. Three thousand high schools students convene for four days to explore various problems of the world and seek solutions through discussion, negotiation, and debate. Students simulate roles as delegates to the United Nations from a particular nation and serve as representatives of that country's policies. Students at NAIMUN are pushed to heighten their understanding of the international system through 40 mini-simulations, ranging from standard committees like the UN General Assembly and the Security Council to crisis simulations of various regional organizations, national cabinets, corporate boards, and political organizations.

The conference is organized by the Georgetown International Relations Association, Inc. (GIRA), a non-profit organization that seeks to design meaningful exchanges that inspire, educate, and empower the next generation of leaders in government, business, and international affairs. NAIMUN is staffed and managed by over 250 undergraduate students from Georgetown University, all of whom have keen interest and substantial understanding of international relations.

The NAIMUN conference has been the defacto national championship conference over the past three years, drawing top schools from across the country. No other competitive US conference has a higher ratio of top tier teams attending, edging out other major conferences...

— Frank Pobutkiewicz, All-American Model UN Program

## Our Mission

For a conference of its size in a Model UN world now increasingly dominated by for-profit companies and large, hierarchical organizations, NAIMUN is unique in that all aspects of the conference – from the committee experience to the programming – are run by students for the benefit of their peers. We endeavor to provide competitive simulations and rigorous substance without losing sight of the educational and bridge-building value of Model UN as an activity. Ultimately NAIMUN belongs not only to the conference executives and GIRA, but also to the 3,200+ delegates, 200+ general staffers, and 300+ advisors who continue to make it the finest Model UN conference in the world. It is this collective spirit that has guided NAIMUN over the past 50 years and will continue to drive it in the future.

## Carpe Diem (Seizing the Day)

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NAIMUN is situated in the heart of Washington D.C., which means that all students are provided the chance to explore firsthand the greatness of our nation's capital. As in years past, NAIMUN LVII will seize this opportunity and offer unparalleled out-of-committee programming experiences to all delegates. This includes and certainly is not limited to visits to foreign embassies, monuments on the National Mall, museums across the city, or even high-profile buildings like the White House or Pentagon. This prime location, if not used to the best of its potential, would be wasteful. NAIMUN recognizes this and thus provides—in the spirit of carpe diem—all delegates an unforgettable opportunity to experience all that the District of Columbia has to offer.

## **Out of State/Overnight Field Trip Request Form**

**Advisor(s):** Ken Atwell

**Grade Level(s) of Students Attending Trip:** 11th and 12<sup>th</sup> grade

**Trip Destination:** Yale University

**Date of Departure:** September 13th

**Time of Departure:** 12:00

**Date of Return:** September 15th

**Time of Return:** Depending on success of teams. It would be from 12-8

**Travel Company (if applicable):** None

**Name of Contact Person:** Ken Atwell

**Address:** 35 Lancaster Country Road Unit 5B

**Phone:** 508-244-9447

**Cost of Trip:** \$800 (hotel and tournament cost)

**Plan to address overnight stipend for professional staff:** Not Applicable

**Deposit Method and Due Dates:** Mr. Atwell's credit card

**Date of Parent Meeting(s):** N/A

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

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

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

**Purpose of Field Trip:**

The purpose of the trip is to attend the Yale Invitational Debate Tournament. Last year, Bromfield attended this tournament and performed well, as the best speaker of the tournament came from Bromfield.

**Trip Itinerary:**

Noon 13<sup>th</sup>: Departure

5:00 13<sup>th</sup>: First two rounds

9:00 14<sup>th</sup>: More rounds

5:00 14<sup>th</sup>: Elimination rounds start

9:00 15<sup>th</sup>: More elimination rounds

Departure: When Bromfield is eliminated from the tournament

**Superintendent's Update**  
**September 9, 2019**

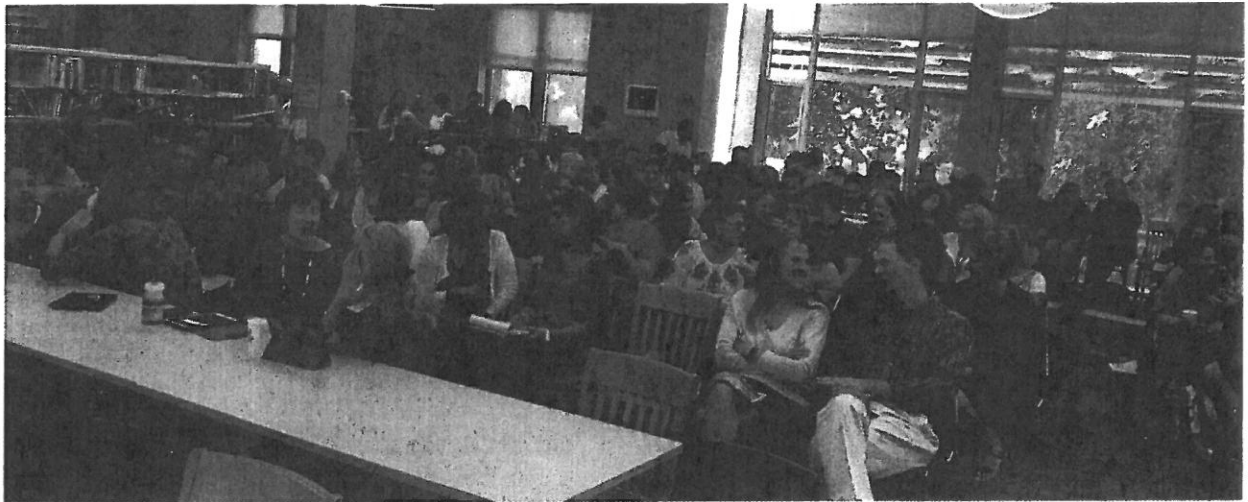
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**I. School Opening**

*Standard I: Management and Operations*

Both schools opened smoothly after two days of professional development. The professional development included special education updates, goal setting for the upcoming year, and teacher collaboration.

Several younger grades used the early evening on the PD days to host popsicle parties on the playground. These events provided families with the chance to meet the teacher in a relaxed setting before the first day of school. HES has since held their Curriculum Night with the intent to build an early relationship between the teachers and parents. The Bromfield Curriculum Night will occur next week.



**II. Special Education Needs**

*Standard I: Instructional Leadership*

Please see the attached memos detailing our special education needs and our recommendations/plan.

**III. Stipend to Dave Woodsum**

*Standard II: Management and Operations*

Upon my recommendation, the budget sub-committee approved the award of an \$800 stipend for Dave Woodsum based on his exemplary work and problem solving over the past several months. This stipend was paid out of the \$20,000 approved by the School Committee for this purpose.

**I. Middle School Ramp Options**

*Standard II: Management and Operations*

The architects at Abacus met with an advisory group to discuss the current condition of the middle school ramp early last year. They were then tasked to develop options for consideration (see

## Superintendent's Update September 9, 2019

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attached). Image A includes bathrooms for the community under the ramp. Image B includes storage in that space instead. Both images increase storage underneath the bridge towards the roadway. Image B offers a stairway on the left side for quick access to the fields.

Abacus is working on pricing for the project options. We will share these prices once they are available. We will then be seeking a recommendation from the School Committee on the final project to move forward to CPIC.

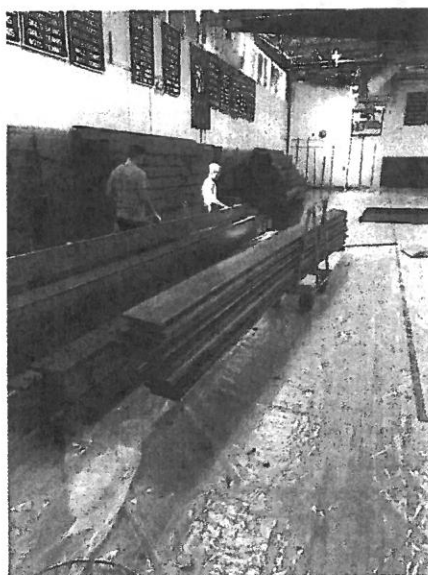
### IV. **Project Updates**

#### *Standard II: Management and Operations*

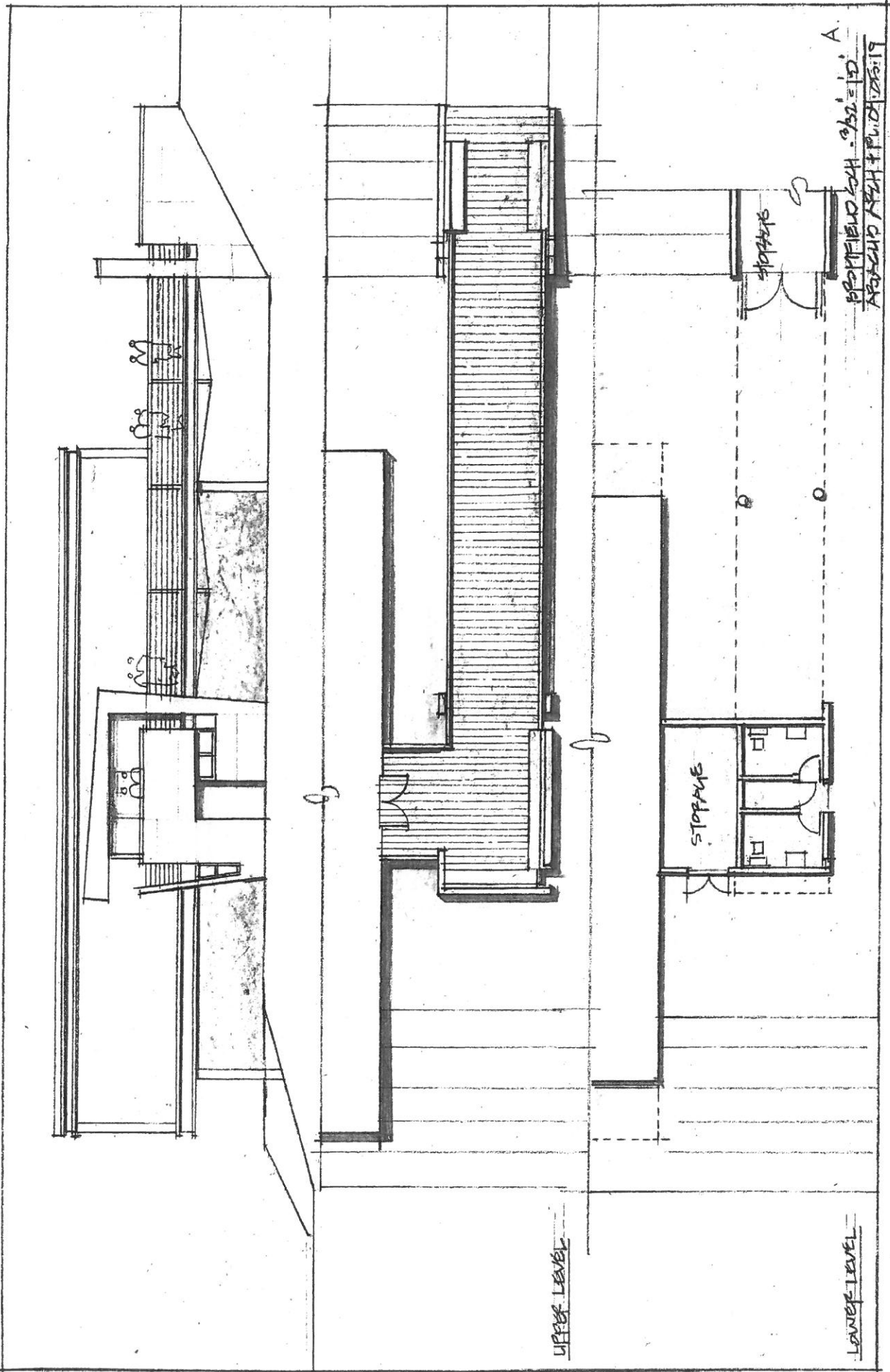
The Cronin Auditorium carpet has been replaced and the railings have been painted. School personnel are evaluating curtain materials before placing that order. An architect will review the sound booth plans and consult on the final design.

The Bromfield kitchen team continues to use the external refrigerator because of a delay in the manufactured door to the new refrigerator. The manufacturing company closed for several days because they were in the path of the hurricane in South Carolina. They assure us that the new door will be delivered soon.

The demolition crew removed the bleachers in the Bromfield gymnasium and installation of the new ones is due this coming week. Dave Boisvert created a trophy case for Bromfield by reusing the wood from the old bleachers.











Memo:       Need for Additional Occupational Therapist Support  
Date:        September 9, 2019  
From:        Linda Dwight, Superintendent

We need to hire a Certified Occupational Therapist Assistant (COTA) to work under the guidance and direction of our current .5 OT/.5 Special Education Coordinator. At the end of last year, we recommended eliminating a .5 OT position as both a cost saving measure and a response to a decrease in service needs. Due to several students moving into the district, we now need the COTA position. The new hire will be part time and paid the researched rate of \$22 - \$30 per hour.

Throughout the year, we will continue to monitor the individual education plans of our students and ensure that their needs are met.



Memo: Need for an Additional Preschool Classroom  
Date: September 9, 2019  
From: Linda Dwight, Superintendent

The leadership team recommends opening a second preschool classroom in January 2020 to meet the needs of our preschool aged students on individualized education plans. There are several students and families that will need to enter the program at the mid-year timeframe and our current class is too full to accommodate the additional students. Part of this mid-year need is based on the age of children currently receiving early intervention services who will turn 3 during this school year, and part of the need is based on students returning to in-district program as the least restrictive environment.

Josh has identified a classroom space that may become the second classroom space for the additional section. Since there have been two classrooms in the past, we do not expect to exceed the preschool supply and equipment budget allocated in the current school year.

To provide peer models, we will invite preschool students who are already on our list of interested families to join the class. The cost of a teacher for .5 of the year will be partially off-set by the tuition paid into the preschool by these families of the peer models.

From: Tim Bragan tbragan@harvard.ma.us  
Subject: Fwd: FW: National Grid Easement with HANDLING INSTRUCTIONS/27 Mass Ave Harvard/  
Date: August 27, 2019 at 7:55 AM  
To: smredinger@charter.net, ldwight@psharvard.org  
Cc: avonloesecke@gmail.com



Hello,

Below is Mark Lanza's input on the required easement for National Grid. Please have the School Committee take the required vote and I will have the Select Board put in on a special town meeting hopefully for October 28, 2019.

Tim

Timothy P. Bragan  
Harvard Town Administrator  
13 Ayer Road  
Harvard, MA 01451  
978-456-4100 ext. 313 (Office)  
978-456-4107 (Fax)  
[tbragan@harvard.ma.us](mailto:tbragan@harvard.ma.us) (email)

Town Hall hours are Monday through Thursday, 8:00 am - 4:30 pm.  
Open until 7:00 pm on the 2nd Tuesday of the month.

----- Original Message -----

Message Mon, Aug 26, 2019 6:46 PM  
From: <mjlanza@comcast.net>  
To: Tim Bragan View in Browser  
Subject: FW: National Grid Easement with HANDLING INSTRUCTIONS/27 Mass Ave Harvard/WR27  
Attachments: Attach0.html Uploaded File 9.2K 27 Mass Ave Harvard.pdf Uploaded File 125K

Tim -

Before the BOS can sign the easement, the School Comm. must declare the area shown on the sketch as surplus and no longer needed for educational purposes, except to provide utility service to the school building. Then the grant of easement must be authorized by a 2/3rds town meeting vote. I understand that an ATM is tentatively scheduled for Oct. 21<sup>st</sup>.

The language of the easement is acceptable, but rather broad. In my experience, the utility company won't negotiate the terms of the easement. If you want the utility service, you must sign the easement as drafted by it.

Thanks.

Mark

**From:** Tim Bragan [<mailto:tbragan@harvard.ma.us>]

**Sent:** Monday, August 26, 2019 8:17 AM

**To:** [mjlanza@comcast.net](mailto:mjlanza@comcast.net)

**Subject:** Fwd: National Grid Easement with HANDLING INSTRUCTIONS/27 Mass Ave Harvard/WR27

Please review and advise.

Timothy P. Bragan  
Harvard Town Administrator  
13 Ayer Road  
Harvard, MA 01451  
978-456-4100 ext. 313 (Office)  
978-456-4107 (Fax)  
[tbragan@harvard.ma.us](mailto:tbragan@harvard.ma.us) (email)

Town Hall hours are Monday through Thursday, 8:00 am - 4:30 pm.  
Open until 7:00 pm on the 2nd Tuesday of the month.

----- Original Message -----

Message Fri, Aug 23, 2019 1:44 PM

From: "Childress, Carol" <[Carol.Childress@nationalgrid.com](mailto:Carol.Childress@nationalgrid.com)>

To: Tim Bragan View in Browser

Subject: National Grid Easement with HANDLING INSTRUCTIONS/27 Mass Ave  
Harvard/WR27462907

Attachments: 27 Mass Ave Harvard.pdf Uploaded File 125K

Dear T. Bragan,

**To ensure a smooth process, please read this  
entire cover email and follow my Easement  
Handling Instructions below.**

**Handling instructions below:**

Please find attached a **Grant of Easement**, including Exhibit A, depicting the location of the electrical equipment to be installed at Hildreth Elementary School at the above address. This easement grants MA Electric the rights to install and maintain its equipment on private property:

**EASEMENT HANDLING INSTRUCTIONS: Please be advised that I cannot release the job until the fully executed ORIGINAL Easement is returned to me AT MY ADDRESS BELOW.**

-Please print the attached Easement, **single-sided**. If a paper copy is preferred, please write back and request same;

-Please have the majority of Selectpersons execute the Easement in front of a Notary so he/she can witness all signatures;

-Please have the Notary witness all signatures and notarize the Notary Page of the Easement;

**-Please mail the complete ORIGINAL to Carol Childress, National Grid, 939 Southbridge St, Worcester, MA 01610, and I will record it at the Registry of Deeds.**

- If you have any questions about the Easement, please contact me directly using my contact information below.
- If you have any questions about Scheduling, Timeframes, Next Steps, or anything other than Easement questions, please contact your Customer Connections Rep, Donna Langlais, at 781-907-3506 or [Donna.Langlais@nationalgrid.com](mailto:Donna.Langlais@nationalgrid.com). You may also check the status of your project online at: <https://ngus.force.com/electric/s>

I look forward to hearing from you.

Best regards,

**Carol Childress**

Real Estate Representative  
Right of Way and Survey Engineering  
**nationalgrid | Finance**

1-508-860-6460

1-508-502-7241

[Carol.Childress@nationalgrid.com](mailto:Carol.Childress@nationalgrid.com)

939 Southbridge Street, 2<sup>nd</sup> Floor, Worcester, MA 01610

[nationalgridus.com](http://nationalgridus.com) | [Twitter](#) | [LinkedIn](#) | [Facebook](#)

Please consider the environment before printing this email.



HTML

Attach0.html



HTML

Attach0.html



27 Mass Ave  
Harvard.pdf



## GRANT OF EASEMENT

The **TOWN OF HARVARD**, a municipal corporation with a usual place of business at 13 Ayer Road, Harvard, Massachusetts 01451 (hereinafter referred to as the Grantor), for consideration of One (\$1.00) Dollar, grants to **MASSACHUSETTS ELECTRIC COMPANY**, a Massachusetts corporation with its usual place of business at 40 Sylvan Road, Waltham, Massachusetts 02451 (hereinafter referred to as the Grantee) with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM" (hereinafter referred to as the "UNDERGROUND SYSTEM") located in Harvard, Worcester County, Massachusetts, consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto for the transmission of intelligence and the furnishing of electric service to the herein described premises and to service others, and without limiting the generality of the foregoing, but specifically including the following equipment; namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, transformer vaults, padmounts, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located within the easement area of the hereinafter described property.

Said "UNDERGROUND SYSTEM" is located in, through, under, over, across and upon a parcel of land situated on the easterly side of Massachusetts Avenue f/k/a Bromfield Street and the westerly side of Fairbanks Street, being more particularly described in a deed dated April 29, 1894, recorded with the Worcester South District Registry of Deeds in Book 1782, Page 20.

WR #27462907

Address of Grantee:  
Mass El. - 40 Sylvan Road, Waltham, Massachusetts 02451

After recording return to:  
Carol Childress  
National Grid USA  
Service Company, Inc.  
939 Southbridge Street  
Worcester, MA 01610

05 HARVMA GEN

And further, said "UNDERGROUND SYSTEM" (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) is approximately shown on a sketch entitled: "EXHIBIT 'A' NOT TO SCALE; 27 Mass Ave Easement Sketch Harvard Ma; Date: 8/14/2019; Designer: J.Morales; Work Request: 27462907; nationalgrid", a reduced copy of said sketch is attached hereto as "Exhibit A" and recorded herewith, copies of which are in the possession of the Grantor and Grantee herein, but the final definitive locations of said "UNDERGROUND SYSTEM" shall become established by and upon the installation and erection thereof by the Grantee.

Also with the further perpetual right and easement from time to time to pass and repass over, across and upon said land of the Grantor as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, its successors and assigns, and to clear and keep cleared the portions and areas of the premises wherein the "UNDERGROUND SYSTEM" is located as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may in the opinion and judgment of the Grantee interfere with the safe and efficient operation and maintenance of the "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Grantee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Grantee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Grantor and the Grantee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Grantor, for itself, its successors and assigns, covenants and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the "UNDERGROUND SYSTEM" may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.

It is the intention of the Grantor to grant to the Grantee, its successors and assigns, all the rights and easements aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Grantor's land an "UNDERGROUND SYSTEM" for the transmission of intelligence and for supplying electric service for the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "UNDERGROUND SYSTEM".

It is agreed that said "UNDERGROUND SYSTEM" and all necessary appurtenances thereto, shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon.

For Grantor's title, see deed dated April 29, 1894, recorded with the Worcester South District Registry of Deeds in Book 1782, Page 20.

IN WITNESS WHEREOF, the Town of Harvard, acting by and through its Board of Selectmen, being thereto duly authorized, have executed this easement this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF HARVARD  
Acting by and through its Board of  
Selectmen

\_\_\_\_\_  
By: Alice Von Loesecki  
Its: Selectperson

\_\_\_\_\_  
By: Richard D. Maiore  
Its: Selectman

\_\_\_\_\_  
By: Kara Minar  
Its: Selectperson

\_\_\_\_\_  
By: Stuart Skylar  
Its: Selectman

\_\_\_\_\_  
By: Lucy B. Wallace  
Its: Selectperson

Commonwealth of Massachusetts

County of \_\_\_\_\_ } ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me,

Day

Month

\_\_\_\_\_, the undersigned Notary Public,

\_\_\_\_\_  
Name of Notary Public

personally appeared Alice Von Loesecke, Richard D. Maiore, Kara Minar, Stuart Skylar, Lucy B. Wallace, proved to me through satisfactory evidence of identity, which were

\_\_\_\_\_  
Description of Evidence of Identity

to be the persons whose names are signed on the preceding Grant of Easement and acknowledged to me that they signed it voluntarily for its stated purpose as members of the Board of Selectmen in the Town of Harvard.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

My Commission Expires \_\_\_\_\_

Place Notary Seal and/or Any Stamp Above

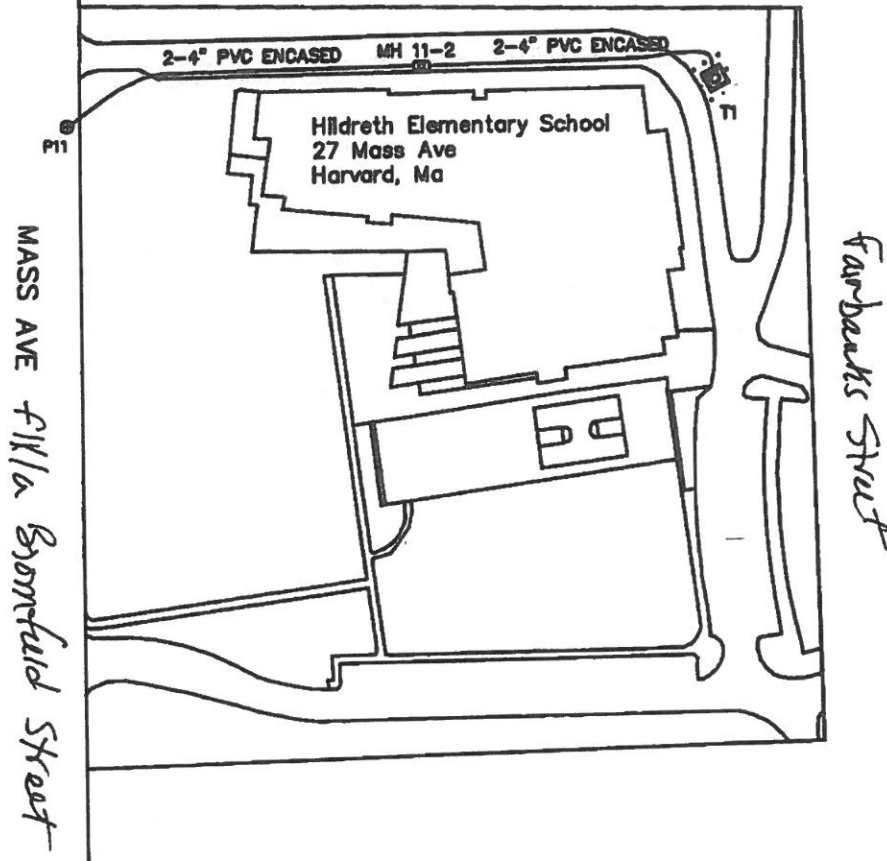
WR #27462907

The provisions of Massachusetts  
General Laws, Chapter 183  
Section 6B, are not applicable.



**EXHIBIT 'A' NOT TO SCALE**

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



**LEGEND**

- Existing JO pole
  - Proposed man hole
  - Proposed transformer with oil containment and ballards
- 2-4" PVC encased

27 Mass Ave  
Easement Sketch

Harvard

Ma

Sketch to Accompany Easement for:  
Exhibit A

Date: 8/14/2019

Designer: J. Morris

Work Request: 27482907

**nationalgrid**

School Dept.	Recommended	FY20	FY21	FY22	FY23	FY24
TBS-Renovate Cronin Auditorium (Lights, Carpet,Curtain,Seats & Sound Upgr	CSF	100,000	50,000			
TBS - Design/Repair or Replace ramp to MS	CSF		240,000			
TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC	Grant	100,000				
TBS - Replace gym bleachers	CSF	75,000				
TBS - Replace Refrigeration System in the Cafeteria, Handsinks	Devens	120,000				
TBS - Repair Roof	Devens	80,000				
TBS - Add air conditioning to the AHU for Science Wing	CSF	65,000				
TBS - Replace AHU and add Air Conditioning to the for south fac	CSF		150,000			
TBS - Install HVAC units	CSF			150,000	150,000	
TBS - Install card access system, external doors	CSF		100,000	100,000		
TBS - Replace Damaged Flooring	Devens				100,000	
TBS - Upgrade Network Backbone (Servers, switch, routers)	CSF			150,000		
TBS-Renovate the Locker Rooms	Devens		150,000	150,000		
TBS-Replace Locker sections	CSF			100,000	100,000	100,000
TBS-Resurface the Tennis Courts and Basketball Courts	CSF					100,000
TBS-Main Office Renovation	CSF					200,000
TBS-Guidance Office Renovation	Devens					100,000
BH-Move and/or Renovate Central Office	Major Cap					
BH-Move and/or Renovate Central Office	Major Cap					
<b>CSF/Grants Sub-total, School Submissions:</b>		<b>340,000</b>	<b>540,000</b>	<b>500,000</b>	<b>250,000</b>	<b>400,000</b>
<b>Devens Sub-total, School Submissions:</b>		<b>200,000</b>	<b>150,000</b>	<b>150,000</b>	<b>100,000</b>	<b>100,000</b>

# Policy Review

2019-09-09

## GCG – Substitute Staff Employment

- ◊ Removed details about part-time teachers, as this policy focuses solely on substitutes
- ◊ School committee sets rate of pay for substitute teachers



# GCIA – Philosophy of Staff Development

- ◊ Trivial word changes
- ◊ Removing minimum of one day per teacher for PD
- ◊ Superintendent has authority to approve time for external PD and reimbursement of expenses

## GCJ – Professional Teacher Status

- ◆ Trivial word and gender changes
- ◆ Add phrase “subject to satisfactory evaluations” as a condition for continuous employment
- ◆ Remove requirement of remaining “in good standing”

## GCK – Professional Assignments and Txfrs

- ◊ Trivial word changes
- ◊ Remove last paragraph about posting a teaching design and positions; this is covered in the teachers' contract

# GCO – Professional Evaluation

- ◆ Trivial word and gender changes

## GCQD – Resignation of Professional Staff

- ❖ Trivial word and gender changes
- ❖ Change wording of notice of "intent to resign" rather than "resignation"
- ❖ Remove sentence that superintendent reports resignations during personnel update: this happens on actual resignation in an ad hoc manner during the year
- ❖ Remove redundant paragraphs
- ❖ Remove sentence that once accepted, resignation may only be rescinded by approval of superintendent

## GCQE - Retirement

◆ Adopt. first reading



# GCQF – Suspension and dismissal

- ◆ Adopt, first reading

## GCRD – Tutoring for Pay

- ◊ Substantial changes to provide more detail on policy for tutoring for pay
  - ◊ Additional restrictions on teacher's recruitment of students, eligibility of students, use of school resources, etc.



# GDA – Support Staff Positions

- ◊ Trivial word changes

## GDB – Support Contract/Compensation

- ◆ Trivial word changes
- ◆ Compensation plans to be reviewed annually
- ◆ Add section on overtime

# AB-People and Their District

- ⌘ First read through
- ⌘ Declaration of intent of School Committee and the community

# ACA-Nondiscrimination on Basis of Sex

- ◊ Trivial word changes
- ◊ Changes consistent with MASC version
  - ◊ Don't specifically declare who the Title IX compliance officer is in the policy

## ACAB-Sexual Harassment

- ◊ Word changes; grammar fixes
- ◊ Clarification of who is covered under this to include volunteers and contracted workers
- ◊ Does not specifically name grievance officer?
- ◊ Complaint procedure is provided in detail
  - ◊ We do propose some changes from MASC's text here

## ACD-Education activities and religious holidays

- ◆ Remove introductory justification statements, but keep last sentence and move to 2<sup>nd</sup> paragraph
- ◆ Add reference to diversity of world cultures
- ◆ Change complaint process to reference policy KE
- ◆ Grammar, wording fixes

## ACD-R-Guidelines for religious holidays

- ✧ Modify slightly the low-attendance day references .
- ✧ Remove references to music, plays, symbols, etc. since that shows up in ACD already and also does not specifically concern religious holidays covered in this policy



## ADC-Tobacco

- ✦ Fixing up list of related products
- ✦ Adding clause that addition support is a valid resolution approach



## Summary

- ◆ Approve as amended:

- ◆ GCG, GCIA, GCI, GCK, GCO, GCQD, GCRD, GDA, GDB

- ◆ ACA, ACAB, ACD, ACD-R, ADC

- ◆ First reading:

- ◆ GCQE, GCQE-AB

2019/2020 SCHOOL COMMITTEE MEETING SCHEDULE

Monday, September 9th	Monday, September 23rd
Monday, October 14th - Indigenous People's Day	Monday, October 28th
Tuesday, November 11th Veteran's Day	Monday, November 25th
Monday, December 9th	Monday, December 23rd
Monday, January 13th	Monday, January 27th
Monday, February 10 <sup>th</sup>	Monday, February 24th
Monday, March 9 <sup>th</sup>	Monday, March 23th
Monday, April 13 <sup>th</sup>	Monday, April 27th
Monday, May 11 <sup>th</sup>	Monday, May 25th - Memorial Day
Monday, June 8 <sup>th</sup>	Monday, June 22th

# 2019/20 School Calendar

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				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 <sub>PR</sub>	27 <sub>PR</sub>	28	29	30	31

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 <sub>ER</sub>	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9 <sub>ER</sub>	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 <sub>ER</sub>		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5 <sub>PR</sub>	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24			27	28	29	30

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3		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				

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 <sub>PR</sub>	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						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

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3 <sub>ER</sub>	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 <sub>ER</sub>	19	20	21
22	23	24	25 <sub>ER</sub>	26	27	28
29	30	31				

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8 <sub>ER</sub>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 <sub>ER</sub>	30		

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8 <sub>ER</sub>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3 <sub>ER</sub>	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <sub>ER</sub>	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

## Days of Note

**Professional Development:** Aug. 26, 27; Nov. 5; Jan. 21

**First Day of School:** Aug. 28

**Early Release:** Dec. 4; Feb. 5; Nov. 25-26; May 5

**Early Release:** Sep. 18; Oct. 9, 31; Mar. 3, 18, 25; Apr. 8, 29; May 8; Jun. 3; Jun. 22 (Last Day including 5 snow days)

**Vacation:** Sep. 2; Oct. 14; Nov. 11, 27-29; Dec. 23-Jan. 1; Jan. 20; Feb. 17-21; Apr. 10, 20-24; May 25

School Committee Minutes  
Upper Town Hall  
Monday, August 26, 2019  
6:16 p.m.

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

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

Shannon Molloy read the Vision Statement.

**Public Commentary** – Dan Daley, 15 Littleton Road – Athletic Field Funding – donation policies and equity.

**Handbook Approval**

Scott Hoffman and Robin Benoit presented changes to the 2019-2020 Bromfield Handbook for approval by the School Committee.

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

VOTE 5/0

Josh Myler presented changes to the 2019-2020 Hildreth Elementary Handbook for approval by the School Committee.

Sharlene Cronin made the motion and Suzanne Allen seconded to approve the Hildreth Elementary School Handbook as presented.

VOTE 5/0

**Superintendent Evaluation Report Out**

SusanMary Redinger lead the Committee in reviewing the Superintendent Evaluation. Dr. Dwight received an overall evaluation of proficient with many goals being evaluation as proficient or exemplary. School Committee members recognized Dr. Dwight for her commitment to high standards, cultural proficiency, communication and shared vision. The Committee will study the superintendent evaluation rubric options available to determine the evaluation rubric for future use.

**Superintendent Report** – See attached

Aziz Aghahayev presented the 2019/2020 personnel spreadsheet showing staff who left and the resulting savings of \$130,520. Dr. Dwight will work with the administrative team to determine how these funds will be used.

### **School Building Update**

SusanMary Redginer reported that concrete is being poured on the building site, the back-retaining wall was completed, and the back-parking lot is able to be used again. MSBA is very active in participating with the building process. The project is on time and on budget. The next SBC committee is September 19<sup>th</sup>.

### **Grant/Donation Approval; Vote**

Due to their office relocation, Nizhoni Health from Harvard donated desks, chairs, filing cabinets and other furniture for the schools.

The Harvard PTO presented \$311.80 for a grant to purchase re-useable straws. The grant was submitted by Wyatt Holt to be used by the seventh grade.

Shannon Molloy made the motion and SusanMary Redinger seconded to approve the gifts as presented.

VOTE 5/0

### **Joint School Committee/Superintendent Goal Approval: Vote**

John Ruark presented the proposed goals for the 2019/2020 school year. The goals are as follows: Contract Negotiation, Dashboard Query Definition, and Continuous Improvement Analysis.

SusanMary Redinger made a motion and Sharlene Cronin seconded to approve the School Committee/Superintendent Goals as presented.

VOTE 5/0

### **Sub-Committee Assignments; Vote**

Currently the budget subcommittee will work on Athletic user fees to see if a more in-depth committee needs to be developed. The Committee discussed changing the composition of the Budget Subcommittee but decided to talk off-line over the coming months to see if it makes sense to implement something different in the future. The Committee reassigned Sub-Committee, Liaison and Advisory assignments as follows:

<b>Liaison Assignments</b>	<b>Meeting details</b>	<b>Current Liaison</b>
Board of Selectmen	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday @7 p.m.	John Ruark
FinCom	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday at 7 p.m.	SusanMary Redinger
DEAC	Meetings monthly on Wednesday @ 7 p.m.	John Ruark
SEPAC		Suzanne Allen
TBS School Council	Meetings monthly Wednesday @ 2:30 p.m.	SusanMary Redinger
HES School Council	Meetings monthly on Tuesday @ 3:30 p.m.	Shannon Molloy
CPIC	Meetings at least monthly on Monday mornings @ 8:15 a.m.(meetings increase during fall/winter)	SusanMary Redinger

HEAC	Meetings monthly on Wednesdays @ 8 pm	John Ruark
Park and Recreation Representative	Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Monday @ 7 pm.	Sharlene Cronin
State Representative	As needed	Shannon Molloy
CASE	Meetings monthly @ noon	Linda Dwight
HCTV	Meetings 3 <sup>rd</sup> Wednesday of the month @ 7p.m.	John Ruark
Vendor Warrant Signing	Twice per month @ Town Hall	Sharlene Cronin/ Shannon Molloy
<b>Subcommittee Assignments</b>		
Teacher Contract Negotiations	Meetings likely at 3:30 – 1 time per week from September to October	John Ruark Sharlene Cronin
Budget	Meetings periodically (depending on budget cycle) meetings held during the school day	SusanMary Redinger/Shannon Molloy
Policy	Meeting twice a month 9-11 a.m.	Suzanne Allen/Shannon Molloy
Superintendent Review	Meets annually.	SusanMary Redinger
Building Committee	Meetings twice a month on Thursdays from 3:30 p.m. to 5:30 p.m.	SusanMary Redinger Sharlene Cronin
<b>School Committee Advisor</b>		
Athletic Advisor	Meetings monthly@ 8:00 a.m. on Tuesday	Sharlene Cronin
Wellness Committee		Suzanne Allen/Shannon Molloy
Inclusion Committee	Meets monthly at 3:30 p.m.	Sharlene Cronin
School Start Time Committee	Meets monthly at 3:30 p.m.	Suzie Allen
Continual Improvement		John Ruark/Shannon Molloy
Dashboard Query		Suzanne Allen/Sharlene Cronin

## **Policy Review**

SusanMary Redinger made the motion and Shannon Molloy seconded to approve the following:

Motion to approve as amended Policy GBA, GBGF, GBI, GBJ, GBK GCA, GCBA, GCBC, GCE, GCF, eliminate Policy GCB and take no action on Policy GCBB.

VOTE 5/0

## **Agenda**

Policy

School Improvement Plan

Part I of the Evaluation Cycle

Goals

Curriculum Presentation

Bargaining Update

## **Approval of Meeting Minutes**

SusanMary Redinger made the motion and Sharlene Cronin seconded to approved the minutes of the July 2, 2019 meeting as amended.

VOTE 5/0

## **Liaison Subcommittee**

**Shannon Molloy** – no update

**Sharlene Cronin** reported that the Field Subcommittee is still in fact finding mode. They are gathering information about field users and field inventory and plan to present a summary at a future meeting. The Subcommittee is also looking to understanding current policies and practices and to understand equity on the distribution of funds as a starting point.

**Maureen Babcock** reported that DEAC hasn't met since June. A newsletter went out in June that Maureen will pass along.

**SusanMary Redinger** reported that the CPIC forms should have gone out on August 12th to be returned by October 3rd. The Budget Subcommittee should review capital request so School Committee can approve the submission prior to October 3<sup>rd</sup>.

**Suzanne Allen** - SEPAC looking to see what can be done and what has been done. Soon will be able to work with Marie Harrington to collect information to see what people would be willing to do to get things going again. Will connect with the public through presentations, meetings and newsletters.

**John Ruark** – Contract Negotiation Training session planned for September 3<sup>rd</sup>. The training is from 3 to 8 p.m.

HEAC would like to present to the School Committee at the second meeting in September. Still waiting to hear if the Green Community projects for lighting at TBS, and training for Jon Snyder, has been approved. The Readiness meeting was interesting and John was thankful to attend. John would like an update on the progress of the Grant Road project.

## **Public Commentary School Commentary**

**Suzanne Allen** – Does anyone want to do the bed race as a group on September 14<sup>th</sup>?

**Shannon Molloy** - loved Convocation – John's speech gave insight into his education. When will we be able to get information about a SC student representative. The student representative should give active input into the meeting and agenda items.

**John Ruark** - Great job this morning. John thanked Linda and acknowledged the crazy amount of stuff that she has been dealing with. John was touched by Linda's acknowledgement of the custodians and cafeteria crew. They really felt like they were genuinely appreciated. A great kick off to a fantastic year.

**Linda Dwight** – Thanked John for his speech which made great points and really shared his appreciation for what teachers do. Looking forward to working with everyone.

**Adjourn:**

SusanMary Redinger made the motion and Sharlene Cronin seconded to adjourn the meeting at 9:30 p.m.

Vote 4/0

Respectfully submitted,

Mary Zadroga