

School Committee Minutes
Town Hall Meeting Room
Monday, June 17, 2013
6:00 p.m.

Members attending: SusanMary Redinger, Kirsten Wright, Keith Cheveralls, Patty Wenger, Bob Sullebarger, Maureen Babcock, Joseph Connelly, Absent: Lorraine Leonard.

SusanMary Redinger called the meeting to order at 6:00 p.m.

Review of Minutes

Patty Wenger made a motion and Keith Cheveralls seconded to approve the minutes of the June 10th meeting as amended.

VOTE 5/0

Reports

Superintendent Report

Dr. Connelly presented for acceptance two gifts from the Harvard Schools Trust totaling \$12,691.

- \$500 – HES – Support of Nature’s Classroom
- \$12,191 – TBS – Music Department – replacement of musical instruments

Keith Cheveralls made a motion and Bob Sullebarger seconded to move that we accept with a letter of gratitude for the grants as presented by the Superintendent.

VOTE 5/0

Dr. Connelly asked the Committee to authorize him to settle contracts with non-union personnel with the guidelines of up to a 2% COLA and step if applicable.

Keith Cheveralls made a motion and Kirsten Wright seconded to move to authorize the Superintendent to settle contracts with non-representative personnel and negotiate within the guidelines of a 2% raise with his discretion.

VOTE 5/0

Liaison/Subcommittee Reports

SusanMary Redinger reported that at their last meeting of the school year, the HES School Council reviewed the student handbook, bid farewell to council members, Sarah Connelly and Barbi Kelly and welcomed new council members Pam Gordon, Heather Knowles and Joan Accorsi.

Bob Sullebarger reported that he and Patty are in the beginning stages of their work on the Strategic Plan. The next step is to set up a meeting with the Chelmsford School District who recently updated their Strategic Plan.

2013/2014 Professional Development Plans

Professional Development Coordinator, Gretchen Henry thanked the Committee for their generous commitment of time and money to allow the district to fulfill their professional development initiatives and goals. The district initiatives this year have been related to Technology, Common Core Standard and the Educator Evaluator tool. Gretchen shared with the Committee the district's professional development plans for the Summer of 2013 and school year 2013/2014 including Early Release Day Activity Descriptions. SusanMary Redinger expressed how valuable the professional development work is and looks forward to people coming back to share what they have gained.

2013/2014 TBS/HES Student/Parent Handbooks

Jim O'Shea and Linda Dwight presented their recommended changes to the 2013/2014 Student/Parent Handbook. The Bromfield School will have three new graduation requirements starting with students entering grade nine this fall. In addition, new language will spell out more precisely the consequences of rule infraction in the senior year. Some changes to the Student/Parent Handbook will require a change in School Committee policy. At HES changes were made to the student dress code and general field trip requirements. Language was added to explain the point of sale system implemented to prepay for school lunches.

Bob Sullebarger made a motion and Patty Wenger seconded to approve the changes to the HES and TBS Student/Parent Handbook as submitted.

VOTE 5/0

2011/2014 Technology Plan – Final Purchasing /Phase

The Technology Phase Six purchasing plan was presented for approval. Chris Boyle is recommending approval of \$5,712 in additional technology purchases. This will leave an unspent balance of \$9,669 which could be used to offset the cost of the switches that were previously approved to be funded by the Devens Revolving Fund.

Keith Cheveralls made a motion and Bob Sullebarger seconded to approve the Phase Six Technology Purchasing request and disbursement of the residual balance as presented.

VOTE 5/0

School Committee Policy Review

Adoption of Policy ADAF- Life Threatening Allergies – second reading

Keith Cheveralls made a motion and Bob Sullebarger seconded to move that we approve policy ADAF as presented.

VOTE 5/0

Section E Policies for Amendments

EA, EB, EBC, EEAEC, EFI, EBAB

Patty Wenger made a motion and Kirsten Wright seconded to approve policies in Section E as amended. (Amendment is a typo in Policy EA).

VOTE 5/0

FY14 Personnel Update

Dr. Connelly updated the Committee that progress is being made to fill teacher vacancies for the 2013/2014 school year. Dr. Connelly will announce names and provide resumes for all newly hired staff at the next meeting. Dr. Connelly reported that Lisa Soldi has been hired for the new Guidance Department Leader position and Thomas Reynolds has been hired as the new Unified Arts Leader position. Both come very highly qualified and will provide great K-12 leadership. With Kindergarten enrollment at 51 students, Dr. Connelly asked the School Committee to authorize four sections of Kindergarten for the 2013/2014 which will allow Dr. Dwight to fill the vacant position left by Barbara Ann Gould.

2012/2013 Superintendent/School Committee Outcome

Dr. Connelly was pleased to report through the combined effort of the School Committee, administration and staff all seven goals have been substantially completed. The Committee acknowledged the value of setting direction and following through. The Committee acknowledged Dr. Connelly's expertise, wisdom and accountability from beginning to end in making sure the goals were achieved.

Superintendent Search Process

The Committee agreed to evaluate Dr. Linda Dwight as an internal candidate for the Superintendent position. The Committee has put on hold contract negotiations with FMS pending the outcome of the internal candidate search. An early September timeframe for making a decision was agreed upon, which would still give the committee sufficient time to hire FMS and post the position for a national search in early October should Dwight not be chosen. The position will be formally posted by the district with a deadline of July 8th. Committee members will review Dwight's application and perhaps meet with her for an initial interview over the summer. Committee members also discussed the possibility of consulting the Massachusetts Association of School Superintendents (MASS) or FMS on the best way to assess Dr. Dwight's abilities and qualifications. Once teachers return in August there will be meetings at both the elementary and secondary schools for staff and faculty to meet with Dwight and pose questions. Additionally, at least one public forum will be held by the start of September for parents and community members. Finally, a formal interview with the School Committee will take place after which time the committee will make their decision.

Educator Evaluation/Superintendent Process

The DESE requires School Committee to adopt a process for School Committees to evaluate superintendents, superintendents to evaluate administrators and administrator to evaluate teachers. Dr. Connelly has arranged for Ann McKenzie to attend the July 8th meeting to train School Committee members to use the Educator Evaluator process and Smart Goals. Her presentation will take approximately one hour.

Vote to Appoint School Committee's Representative to Town of Harvard's Capital Plan and Investment Committee

The Committee discussed roles and responsibilities involved in being the School Committee's representative to CPIC, a position which is currently held by Keith Cheveralls

Kirsten Wright made a motion and Patty Wenger seconded to nominate Keith Cheveralls as the School Committee representative to the Town of Harvard's Capital Plan and Investment Committee for the upcoming 2013/2014 year.

VOTE 5/0

The Committee discussed soliciting volunteers to review the Request for Proposals for the Bromfield House work and the Bromfield School Science labs work.

Kirsten Wright will populate the group for the Bromfield Science lab review and Keith Cheveralls will arrange to get a few qualified people to review the Bromfield House work. Both Kirsten and Keith will arrange with Mark Force to see when he is available to meet.

FY13 Projected Year-end Unspent Funds

Dr. Connelly reported that the projected unspent year-end balance is approximately \$125,000. The Administrative Council fully supports these funds being used to purchase a much needed K-5 English Language Arts program adoption at HES and TBS textbook replacement.

Keith Cheveralls made a motion and Bob Sullebarger seconded to encumber and reallocate \$21,280 from Devens to FY13 surplus for purchase to the TBS textbooks.

VOTE 5/0

Keith Cheveralls made a motion and Bob Sullebarger seconded to encumber \$104,000 from the FY13 Omnibus budget to purchase the HES K-5 ELA program.

VOTE 5/0

Future Agenda Items

Evaluation Training

Personnel Update

Superintendent Search

SC Goals

Fiscal Year Close-Out

School Committee Commentary

Kirsten Wright – I think we did a good job tonight!

SusanMary Redinger – Thanked everyone for a great year!

Patty Wenger made a motion and Kirsten Wright seconded to adjourn at 9:10 p.m.

Respectfully Submitted:

Mary Zadroga

Recording Secretary