

Harvard Public Schools  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**Tuesday, October 11, 2016**  
**6:00 p.m.**  
**Upper Town Hall**

- I. Call to Order (6:00)**
- II. Read the Vision Statement (6:00)**
- III. Open to Interested Citizens' Commentary (6:03)**
- IV. Student Presentation TBD (6:08)**
- V. Approval of Grants (6:28)**
- VI. Superintendent Report (6:35)**
- VII. Review the Policy Review Cycle (6:45)**
- VIII. Policy Review – Section D (6:55)**
- IX. 5 Year Capital Plan Approval (7:15)**
- X. Share October 1 Enrollment Numbers (7:35)**
- XI. Report of Summer Professional Development (7:45)**
- XII. Discussion of Topics for Student Advisory Committee Meetings (8:00)**
- XIII. Review meeting minutes (8:10)**
- XIV. Liaison/Sub-committee Reports (8:15)**
- XV. Suggest Future Agenda Items (8:25)**
- XVI. Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association (8:30)**
- XVII. Open to Interested Citizens' and School Committee Commentary (8:45)**
- XVIII. Adjournment (9:00)**

**Documents: superintendent report, meeting minutes, policies, policy review cycle, professional development topics, October 1<sup>st</sup> data, Capital Plan**

**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.

# Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

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October 6, 2016

Linda Dwight, Superintendent  
Harvard Public Schools  
39 Massachusetts Avenue  
Harvard, MA 01451

Dear Dr. Dwight,

At our meeting Tuesday night, the Trust approved the following grants:

Submit Date	Request	Title	Submitter	Amount
9-28-2016	16-24	Model UN	Bryce Mattie	\$3,705
9-28-2016	16-25	<i>KORE Wobble Chairs</i>	Kristina Lazaro, Pam Chapman, Lisa Hopkins, Marie Phillips	\$1,119.20

Please let me know should you have any questions.

Very truly yours,

Terry Symula  
President  
Harvard Schools Trust

Cc: Susan Frederick  
Scott Hoffman  
Karen Shuttle  
Rolf VandeVaart

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#### 2013-2014 Directors

Albert Barbieri • Didi Chadran • Tim Clark \* Heidi Creighton • Molly Cutler • Mimi Dorward • Pamela Erdos • Stephen Finnegan  
Pam Gordon • Bart Morrison • Louise Potter • Susan Robbins • John Rourk \* Heidi Siegrist • Teresa Symula • Rolf vandeVaart

# Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

September 14, 2016

Linda Dwight, Superintendent  
Harvard Public Schools  
39 Massachusetts Avenue  
Harvard, MA 01451

Dear Dr. Dwight,

At our meeting last night, the Trust approved the following grants:

Submit Date	Request	Title	Submitter	Amount
6/16/2016	16-14	Outdoor Equipment	Luke Reynolds & Janis Dyer	\$75.00
6/18/2016	16-15	Bromfield Green Team - cafe composting system	Bryce Mattie, Joshua Clarke, Charlotte Durham, Liz Polimou	Up to \$625.52
6/24/2016	16-16	Scholarship Fund for Fifth Grade Trip to Nature's Classroom	Rob Cullinane	\$1,730.00
7/19/2016	16-17	HES Library Self- Checkout Scanner	Marybeth Quaadgras	\$275.00
8/31/2017	16-19	First Lego League and Grade 4 Robotics Program Start Up	Karen Hurley	\$5,600.00
9/6/2016	16-20	Reading/Writing work rugs	Chris Burns	\$249.98
9/6/2016	16-21	Mancala Boards	Lauren Crittendon	\$147.00
9/6/2016	16-22	Reading Area Rugs	Lauren Crittendon	\$189.99

Please let me know should you have any questions.

Very truly yours,

Terry Symula  
President  
Harvard Schools Trust

Cc: Susan Frederick  
Scott Hoffman  
Karen Shuttle  
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## Policy Review Schedule

Section	# of policies	Title	Last review date	Year due for review
<b>A</b>	17	Foundations and Basic Commitments	2012/2013	2017/2018
<b>B</b>	36	Board Governance and Operations	2011/2012	2016/2017
<b>C</b>	17	General School Administration	2012/2013	2017/2018
<b>D</b>	21	Fiscal	2011/2012	2016/2017
<b>E</b>	17	Support Services	2012/2013	2017/2018
<b>F</b>	3	Facilities	2015/2016	2020/2021
<b>G</b>	34	Personnel	2013/2014	2018/2019
<b>H</b>	2	Negotiations	2015/2016	2020/2021
<b>I</b>	39	Instruction	2015/2016	2020/2021
<b>J</b>	47	Students	2013/2014	2018/2019
<b>K</b>	25	School Community	2011/2012	2016/2017
<b>L</b>	4	Education	2011/2012	2016/2017

Year 2016/17 = 61 (Sections B,D,L)

Year 2017/18 = 59 (Sections C,E,K)

Year 2018/19 = 51 (Sections A,G)

Year 2019/20 = 47 (Sections J)

Year 2020/21 = 44 (Sections F,H,I)

Policy D

DBD – Budget Planning	Amended
DBG- Budget Adoption Procedures	Amended
DBJ – Budget Transfer Authority	Amended
DI – Fiscal Accounting and Reporting	Amended
DIC – Financial Reports and Statements	Propose to eliminate
DID – Inventories	Propose to eliminate
DJ – Purchasing	Amended
DJD – Cooperative Purchasing	Propose to eliminate

Reviewed with no change

DBE – Budget Hearing	Reviewed no change
DD – Funding Proposals and Applications	Reviewed no change
DDA – Revenue From School-Owned Real Estate	Reviewed no change

## Budget Planning

The School Committee 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.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to do the following:

1. Engage in thorough advance planning, with staff and community involvement in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high-quality education for all our students.
3. Use the appropriate techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to the following budget format process:

- a. Budget guidelines will be developed by the Finance Department and disseminated to all cost center managers by the Superintendent with the understanding that all "line item" budget requests will include detailed backup that justifies the dollar amount being requested.
- b. The budget development process will also include an annual update of K-12 enrollment projections, an annual update and reprioritization of the Harvard Public Schools Five Year Capital Plan, an analysis of the five-year financial plan, including technology and new instructional materials.

Reviewed: January 23, 2012

Amended: October 11, 2016

### **Budget Adoption Procedures**

Should the public hearing result in changes in the budget by the School Committee, the changes shall be made and the vote adopting the budget shall be incorporated into the official minutes of the School Committee.

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

Established by law

ADOPTED: June 3, 1974  
AMENDED: October 11, 2016

LEGAL REFS.: [M.G.L 44:32; 71:34](#)

### **Budget Transfer Authority**

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

ADOPTED: June 3, 1974

Amended: October 11, 2016



## Fiscal Accounting and Reporting

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statement as may be determined necessary by either the Committee or the administration will be presented as found desirable.

ADOPTED: December 5, 1988

AMENDED: October 11, 2016

LEGAL REFS: Board of Education 603 CMR 10:00

### Financial Reports and Statements

The School Committee shall receive on a monthly basis a financial statement, which the Superintendent or Business Manager shall explain orally. These statements shall reflect the obligations incurred as well as those already paid and a forecast of expenditures for the balance of the fiscal year. Further, the Administration shall present financial records whenever deemed necessary by the School Committee. School Committee may vote to accept the statements and request that they be forwarded to the Board of Selectmen and the Finance Committee. At least once a quarter, School Committee will provide notice to the Board of Selectmen and the Finance Committee of material forecasted or actual deficits along with a proposed resolution, which may include changes in operating plans (to reduce expenses) or a request for additional funding via Town Meeting vote or Reserve Fund Transfer.

ADOPTED: June 3, 1974  
AMENDED: December 5, 1988, September 2006  
REVIEWED: January 23, 2012

LEGAL REFS.: M.G.L 41:59  
Town Ordinance

propose to  
eliminate

### Inventories

Inventories shall be made and maintained whenever and wherever necessary to ensure control of supplies, materials and equipment, to provide loss data for insurance claims and to assist in determining requirements.

The District will follow appropriate procedures required to provide adequate and timely inventories to implement this policy.

APPROVED: February 11, 2008

REVIEWED: January 23, 2012

*Propose to  
eliminate*

### **Purchasing**

The School Committee shall authorize the Superintendent's office to purchase and to supervise the purchase of all materials, goods, and supplies for the school system in accordance with state and local laws.

All purchases for the Harvard Public Schools shall be made in accordance with the procedures established and on the forms provided for all purchases.

Every purchase order must be approved by the building Principal and the Superintendent or their designee(s) before any purchase is made.

#### **DELETE PARAGRAPH BELOW**

The Superintendent may propose a Schedule for Limits of Authority for School Committee approval on an annual basis. The Schedule would establish limits of authority for approval of purchases.

ADOPTED: December 5, 1988  
AMENDED: October 11, 2016

### Cooperative Purchasing

The School Committee directs the Superintendent to explore possibilities for cooperative purchasing arrangements to be entered into for the purpose of economy. Committee approval will be required before the school system may participate in such ventures.

ADOPTED: December 5, 1988  
AMENDED: September 11, 2006  
REVIEWED: January 23, 2012

LEGAL REFS.: M.G.L. 7:22A, 22B

propose to eliminate

10/7/16

	Funding Source	FY18	FY19	FY20	FY21	FY22
<b>School Dept.</b>						
Sys - Replace 1/2 the locks on all classroom doors (date/amount)	CSF	110,000				
TBS - Upgrade Science Room	Devens	175,000				
TBS - Upgrade Science Room	CSF	175,000				
TBS - Renovate Middle School bathrooms	.5 from Devens	40,000				
TBS - Repair or Replace ramp to MS		150,000				
TBS - HVAC Equipment and Controls Upgrade and Repairs HEAC	Grant	75,000				
TBS - Replacing florescent lamps with LED HEAC	Grant	110,000				
Sys - Create architectural plans for the Bromfield House			20,000			
Sys - Replace 1/2 the locks on all classroom doors (date/amount)			110,000			
TBS - Upgrade Science Room and Prep rooms			240,000			
TBS - Replace electrical sys, lighting, carpeting, seating in Cronin Auditorium			220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm			28,000			
HES - Add exterior lighting to back parking lot			120,000			
HES - Add card system for building entry				100,000		
HES - Air conditioning with compressor				100,000		
HES - Upgrade Elevator				25,000		
TBS - Replace gym bleachers				100,000		
TBS - Engineer removing sewage lift station				40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing				20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning				65,000		
HES - Replace playground material as needed				50,000		
TBS - Remove plantings in courtyard & redesign				20,000		
TBS - Shore up driveway banking by tennis courts				40,000		
HES - Install Emergency Power Generator in new K-Wing					130,000	
HES&TBS - Replace Kitchen Floors					30,000	
HES&TBS - Refinish Gym Floors, both schools					30,000	
HES - Upgrade the Courtyard						60,000
TBS - Install HVAC units						300,000
TBS - Install card access system, external doors						100,000
TBS&HES - Replace Damaged Flooring						300,000
TBS/HES - Install system coordinated IP clocks						200,000
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)						300,000
<b>Sub-total, School Submissions:</b>		<b>835,000</b>	<b>738,000</b>	<b>560,000</b>	<b>190,000</b>	<b>1,260,000</b>

**Harvard Public Schools  
2015/16 Enrollment  
10/01/2015**

<b>Grade</b>	<b>Harvard Residents</b>	<b>Choice Students</b>	<b>Devens Students</b>	<b>Total Students</b>
Pre-K	9		1	10
K	58		5	63
1	51		6	57
2	62	6	10	78
3	65	7	9	81
4	68		8	76
5	54	9	7	70
<b>HES Totals</b>	<b>367</b>	<b>22</b>	<b>46</b>	<b>435</b>
6	88	3	7	98
7	91	2	8	101
8	81	6	6	93
9	87	17	1	105
10	92	4	7	103
11	102	3	5	110
12	83	11	4	98
<b>Bromfield Totals</b>	<b>624</b>	<b>46</b>	<b>38</b>	<b>708</b>
<b>Totals</b>	<b>991</b>	<b>68</b>	<b>84</b>	<b>1143</b>



**Harvard Public Schools  
2016/17 Enrollment  
10/01/2016**

<b>Grade</b>	<b>Harvard Residents</b>	<b>Choice Students</b>	<b>Devens Students</b>	<b>Total Students</b>
Pre-K	11		1	12
K	53		7	60
1	62		8	70
2	56		7	63
3	65	4	7	76
4	66	6	9	81
5	69		7	76
<b>HES Totals</b>	<b>382</b>	<b>10</b>	<b>46</b>	<b>438</b>
6	55	12	5	72
7	87	3	8	98
8	94	2	7	103
9	79	8	6	93
10	86	15	2	103
11	97	4	7	108
12	96	3	6	105
<b>Bromfield Totals</b>	<b>594</b>	<b>47</b>	<b>41</b>	<b>682</b>
<b>Totals</b>	<b>976</b>	<b>57</b>	<b>87</b>	<b>1120</b>



SUMMER PROFESSIONAL DEVELOPMENT 2016

<b>Summer Work 2016</b>				
<b>School</b>	<b>Faculty</b>	<b>Topic</b>	<b># of Days</b>	<b>Cost</b>
HES	Michelle Keane	Social Studies-realign 4th topics, enter Atlas	1.5	319.45
HES	Pam Chapman	Math-align, develop differentiated centers	2	665.25
HES	Lisa Hopkins	Math-align, develop differentiated centers	2	755.22
HES	Kristina Lazaro	Math-align, develop differentiated centers	2	602.81
HES	Marie Phillips	Math-align, develop differentiated centers	2	369.98
HES	Erin Sintros	Enter prek-5 health into Atlas	1	243.65
HES	Marybeth Quuagras	Update Atlas K, 1, 2 grades, and library work-create self check out station, process new books, catalog etc	4	794.37
HES	Karen Hurley	ELA-continue work new units of study, and align grammar work within units	2	755.22
HES	Michelle Keane	ELA-continue work new units of study, and align grammar work within units	2	425.94
HES	Tammy Route	ELA-continue work new units of study, and align grammar work within units	2	578.72
HES	Joan Accorsi	ELA-continue work new units of study, and align grammar work within units	2	576.86
HES	Sangita Marya	ELA- Research unit and advocacy unit	2	679.43
	Deb Walker	ELA- Research unit and advocacy unit	2	490.48
HES	Marisa Khurana	ELA - analyze current ELA and create differentiated lessons	1	216.21
HES	Carly Monsen	ELA - analyze current ELA and create differentiated lessons	1	252.50
HES	Gretchen Gibbs	ELA - analyze current ELA and create differentiated lessons	1	311.80
HES	Jamie Adams	ELA - analyze current ELA and create differentiated lessons	1	255.46
HES	Courtney Cutler	Math curriculum development	3	702.11

SUMMER PROFESSIONAL DEVELOPMENT 2016

School	Faculty	Topic	# of Days	Cost
HES	Allison Rogers	Lucy Calkins Units of study	3	595.78
HES	Erin Newbould	Lucy Calkins Units of study	3	997.88
HES	Melissa Niland	Lucy Calkins Units of study	3	1,132.83
HES	Barbi Kelley	Altas rubicon entry of national standards/benchmark	1	377.61
HES	Allie Wicks	Math intervention planning -Differentiation	2	364.00
HES	Lauren Crittendon	Math- atlas and revise differentiation	3	1,057.04
HES	Chris Burns	ELA- grammar materials	3	757.50
HES	Dawn-Marie Ayles	ELA- grammar materials	3	1,109.49
HES	Jenny Eklund	Summer records update	1	260.68
District	Christine Reale	New Student intake protocal	1	369.83
HES	Christine Reale	Meet to orientate students from Transition Program	2	739.66
HES	Christine Reale	Develop refresher CPI video to us with retrain training	1	369.83
HES	Reenie Kieth	New Student intake protocal	1	332.63
HES	Reenie Kieth	Meet to orientate students from Transition Program	2	665.25
TBS	Susan Chlapowski	Meet to orientate students from Transition Program	2	679.43
TBS	Susan Chlapowski	Develop a new district student intake protocol	1	339.71
HES	Christine Reale	Summer Intake	3	1,109.49
HES	Reenie Kieth	ESL work and planning	3	997.86
TBS	Sharlene Tuttle	Develop unit for atlas on Research Skills and Documenting Sources	1	369.83
TBS	Janis Dyer	Develop unit for atlas on Research Skills and Documenting Sources	1.5	368.36
TBS	Andrew Wright	Develop unit for atlas on Research Skills and Documenting Sources	1.5	554.75
TBS	Kate Keane	Develop unit for atlas on Research Skills and Documenting Sources	1.5	379.62
TBS	Bryce Mattie	Develop unit for atlas on Research Skills and Documenting Sources	1.5	467.70
TBS	Matt Lynde	Develop unit for atlas on Research Skills and Documenting Sources	1.5	452.10
TBS	Kristin McManus	Develop unit for atlas on Research Skills and Documenting Sources	1.5	412.16
TBS	Trish Nilan	Update and redesign CP Biology and CP Chemistry (AR)	3	1,053.75
TBS	Matt Lynde	Update curriculum and enter in AR	2	602.81
	Kristin McManus	20th century, Economics, Civil Law, criminal Law	2	549.54
TBS	Cricket Segaloff	Complete curriculum mapping in (AR)	1	234.04
TBS	Cricket Segaloff	Time to rearrange books, shelves and get ready for new furniture	2	468.07
TBS	Cricket Segaloff	Align TBS and HES Library Curriculum including Digital Citizenship	1	234.04
TBS	Becky Ufema	Develop Curriculum for 2 new courses Vocal Techniques and Musical Theatre	2	445.51
TBS	Elizabeth Hoorneman	Aligning middle and HS curriculum with lessons and units (AR)	1	232.42
TBS	Cindy Harris	Aligning middle and HS curriculum with lessons and units (AR)	1	369.83
TBS	Katelyn Russell	Curriculum Development and documentation in AR	2	397.18
TBS	Josh Thurston	Curriculum Development and documentation in AR	2	439.56
TBS	Olyan Rosal	Curriculum Development and documentation in AR, Spanish 2 CP, Honors, Spanish 4	2	413.38

SUMMER PROFESSIONAL DEVELOPMENT 2016

School	Faculty	Topic	# of Days	Cost
TBS	Olyan Rosal	Updated proficiency based curriculum to reflect ACTFL	1	206.70
TBS	Peggy Bragg	Reading curriculum development	2	755.22
TBS	Cristin Hodgins	Reading curriculum development	2	585.54
TBS	Luke Reynolds	Reading curriculum development	2	581.20
TBS	Miranda Miller	Reading curriculum development	2	530.07
TBS	Drew Skrocki	Summer Intake	2	556.33
TBS	Sara Lamere	Summer Intake	2	560.21
TBS	Martha Brooks	Theater Arts Curriculum Work	2	702.50
TBS	Joshua Clarke	MacBook training	2	739.66
TBS	Michael Poe	MacBook training	2	187.76
TBS	Cristin Hodgins	MacBook training	2	585.54
TBS	Rick Tabor	MacBook training	2	755.22
TBS	Andrew Wright	MacBook training	2	739.66
	Keith Lavine	08/09/16 (Tuesday AM) - Scratch Programming (HALF DAY, Location TBD)		250
	Keith Lavine	08/10/16 (Wednesday AM) - Creating and Teaching Spreadsheets using MS Excel, Google Sheets, and Apple Numbers (HALF DAY, Location TBD)		250
	Susan Chlapowski	8/16/16 (Tuesday) - Mental Health Overview (FULL DAY, Location TBD)		500
	Tessa Piantedosi	8/16/16 (Tuesday) - Mental Health Overview (FULL DAY, Location TBD)		500
	Beth Cregan	8/23/16 (Tuesday) Google Classroom/Google Suite (FULL DAY, Location TBD)		500
	Cricket Segaloff	8/24/16 (Wednesday) - NoodleTools (HALF DAY, Location TBD)		250
	Jenny Eklund	8/26/16 (Friday) - CPR and First Aid (FULL DAY, Location TBD)		500
TBS	Deb Pierce	Roundtable	1/2 day	184.91
TBS	Matt Lynde	Roundtable	1/2 day	150.7
TBS	Cindy Fontaine	Roundtable	1/2 day	103.7
TBS	Jackie Travers	Roundtable	1/2 day	137.95
TBS	Rick Tabor	Roundtable	1/2 day	188.8
TBS	Kate Keane	Roundtable	1/2 day	126.54
TBS	Bryce Mattie	Roundtable	3/4 day	233.84
				41,058.64
			Funded by Title I	-17,000.00
				24,058.64

School Committee Minutes  
Upper Town Hall  
Monday, September 26, 2016  
6:00 p.m.

Members attending: SusanMary Redinger, Nancy Lancellotti, Jon Green, Patti Wenger, Linda Dwight . Absent: Mary Traphagen, Maureen Babcock, Peter Rowe.

SusanMary Redinger called the meeting to order at 6:14 p.m.

Nancy Lancellotti read the vision statement.

**Public Commentary** – Will wait until the open session portion of the meeting to take public commentary.

SuanMary Redinger introduced Elizabeth Valerio as the School's legal counsel. SusanMary Redinger made the following statement with regard to executive session

"The School Committee will be meeting in executive session to discuss strategy with respect to collective bargaining with the Harvard Teacher's Association because an open session may have a detrimental effect on the bargaining position of the committee. The committee will be reconvening in open session."

Patty Wenger made a motion and Jon Green seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association.

Green (Aye), Lancellotti (Aye), Redinger (Aye), and Wenger (Aye).

**The Committee reconvened into open session at 7:13 p.m.**

**Public Commentary** - None

**Superintendent Report**

Dr. Dwight reported on the following:

\*Hildreth Elementary building project update:

Held the first Visioning Committee meeting of the year on September 14<sup>th</sup> -

Agenda items included information about NV5, the new timeline, and reviewing the draft request for services for the architect/design teams.

Cancelled the School Building Committee meeting after learning that our NV5 lead team member left the company. We had not signed the contract, and now we want to meet the replacement person and be confident in NV5 as our OPM firm before moving forward. In the least, this unforeseen circumstance set our schedule back several weeks.

**\*Open House at The Bromfield School**

The evening began with a presentation by a woman from the District Attorney's office on the topic of student safety. Her discussion included the anti-bullying policy requirements, information on cyber traps, and preventative measures to keeping students safer. Next parents followed their students' schedules to hear a short presentation from the teachers. Dr. Dwight attended several of the sessions and observed displays of student work, technology supports explained, parents' engaged with the teachers, and student volunteers showing parents where to find classrooms. The atmosphere was warm and welcoming.

**\*Professional Development on the ER day**

Teachers at Bromfield met with Rob Jones from Holy Cross in Worcester to resume their dialogue about diversity. This is the 3<sup>rd</sup> time that Rob has worked with teacher and the focus was on defining action steps. Further PD around this topic is planned for HES in October and the joint staffs in February. Teachers at HES worked with the technology department on the digital report card system in Power School. This format of reporting is new to the HES teachers and will be used for the increased communication between school and home during this school year.

**\*District Dashboard Identified**

On Friday, September 16<sup>th</sup> we heard a demonstration from PowerPoint Analytics. This product is similar to Inform, but populates student information directly from our student management system already in place. The features will provide the educators and School Committee with the data needed to measure progress and inform decisions. We are requesting funding approval for the initial set up, the first year of the license and training (\$10,075). On-going funding may be added to the Title I grant.

Patty Wenger made the motion and Nancy Lancellotti seconded to move that we fund the Power School Analytics program for the amount of \$10,075 taken from the School Choice revolving account for the first year followed up by funding from the Title I account next year.

VOTE 4/0

**Review the Policy Review Cycle**

The Committee reviewed the list of policies which included the number of policies per section, the date last reviewed and next review due date. The Policy Subcommittee agreed to evaluate the list to ensure an even distribution of policies to be reviewed each year and bring back a recommendation to the Committee.

**Policy (ADC), (DB), (DBD) Review**

The committee reviewed changes to policies ADC, DB and DBD. A question came up regarding the content for policy DBD- Budget Planning, the Committee agreed to bring it back to the Policy Subcommittee for clarification.

With no objection SusanMary Redinger made a motion to approved Policy ADC – Tobacco and Related Products Prohibited on School Premises as amended.

VOTE 4/0

With no objection SusanMary Redinger made a motion to approve Policy DB – Annual Budget as amended.

VOTE 4/0

### **5 Year Capital Plan Review**

The Committee reviewed the list of capital submission that will be forwarded to the Capital Planning and Investment Committee. Long forms explaining the project in depth will be needed for any new or changing capital requests. Capital items need to be added to FY22. The Committee agreed to add Upgrade Science room and Science prep rooms as a FY19 request. Patty Wenger and Dr. Dwight will meet to finalize the capital submission and bring back to the next meeting for approval.

### **Update on Capital Projects**

Dr. Dwight reported that the capital projects are just about complete with just the hood for experiments and a final piece of counter to complete the science rooms. In addition the HVAC units have been installed on the Bromfield School roof and the work is being done to hook the units up to the ventilation system. Dr. Dwight will check with Rich Nota to see when the lights in the Bromfield parking lot will be installed.

### **Line Item Transfer Approval for Durkin Contract Expenses**

Dr. Dwight asked the Committee to agree to a line item transfer to fund the Durkin Contract expenses due to the decision to move the school cleaning services from an in-house staff model to a contract cleaning model. As a result the FY17 budget was created with all custodian funds budgeted to salary account. The funds need to be transferred from the custodial salary line item to the custodial services line item.

Patty Wenger made the motion and Nancy Lancellotti seconded to move that we transfer \$300,000 from account #03002-51372 to Account #03002-52388.

VOTE 4/0

### **Review of Minutes**

Patty Wenger made a motion and Nancy Lancellotti seconded to approve the minutes of the September 12<sup>th</sup> meeting as amended.

VOTE 4/0

### **Liaison/Sub-committee Reports**

Nancy Lancellotti – reported that the TBS School Council is working on their School Improvement Plan to present in October. The Council will meet again this Wednesday. Jon Greene - was able to meet with Bill Johnson and Anya Kulawnik at the HCTV studio for an orientation about the new capabilities and a discussion of their goals, opportunities and strengths. They have made remarkable progress over the last two years. The studio would like

purchase more editing station to increase the capacity for students to edit. They will be holding fundraisers in the future in order to fund that.

Patty Wenger - will meet with Dr. Dwight to follow up on the capital request and will plan to attend the Athletic Advisory tomorrow morning at 8 a.m.

SusanMary Redinger reported that members of HEAC, National Grid and Mark Force will be touring the Bromfield School tomorrow. We will be learning more about the next phase of the SunDial project. At some point there will be a directive for the School Committee to sign in order to move forward with that program.

### **Future Agenda Items**

SusanaMary Redinger updated the Committee that the Student Advisory is having elections this week and once that is complete the schedule to meet with the School Committee five times will be determine. It is possible that some meetings may be able to be held on early release days to accommodate schedules/availability. The first meeting will be held at 7 a.m. SusanMary Redinger will need topics to bring to the larger Student Council. Please bring topics to next meeting.

### **Future Agenda Items**

TBS School Improvement Plan

Professional Development

Capital Plan

Class size

October #'s

Enrollment by courses/subject/levels

Enrollment Projection report

Grants, field trips and clubs

Nature's classroom and student presentations

Technology plan

DEAC survey results

Executive Session – contract negotiations

### **Open to Interested Citizens Commentary**

Marty Green, Old Littleton Road, Harvard, MA - CASE Collaborative using the old library space.

### **Commentary**

Jon Green– Had a great time at Open House despite the lack of parking. Enjoyed the energy and interaction with teachers.

### **Adjournment:**

SusanMary Redinger with no objection adjourned the meeting at 8:08 pm.

Respectfully submitted: Mary Zadroga

