

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, February 27, 2017
6:00 p.m.
Upstairs at Town Hall

- I. Call to Order (6:00)
- II. Read the Core Value Statement (6:01)
- III. Open to Interested Citizens' Commentary (6:05)
- IV. Special Education Report (6:10)
- V. Grant Approval (6:40)
- VI. Superintendent Report (6:45)
- VII. Update on the Building Project (7:00)
- VIII. Calendar change for April half-day (7:15)
- IX. Student Advisory topics (7:25)
- X. District Improvement Plan – mid-year review (7:35)
- XI. Review meeting minutes (8:05)
- XII. Liaison/Sub-committee reports (8:10)
- XIII. Suggest future agenda items (8:25)
- XIV. Open to Interested Citizens' and School Committee Commentary (8:30)
- XV. Executive Session: pursuant to M.G.L. chapter 30A, sec 21(a) for the following purposes because an open discussion may have a detrimental effect on the bargaining position of the Committee:
 - (a) To discuss strategy with respect to an in preparation for collective bargaining with the Harvard Teacher's Association. (8:35)
- XVI. Adjournment (9:00)

Documents: superintendent's report, meeting minutes, District Improvement Plan, HES Building Condition Report, Special Education Report

ANNUAL REPORT 2016

PUPIL SERVICES DEPARTMENT

The Pupil Services Office oversees services to students with disabilities, English Language Learners, and the homeless. This involves the staffing and supervision of the teachers and related services providers, budgeting and providing the necessary teaching and assessment materials, as well as ensuring compliance to state and federal standards for Special Education, Civil Rights, and English as a Second Language programming.

Special Education

The number of special education students has remained similar to that of last year. On October 1, 2016, we again had 136 students on Individual Education Plans in the Harvard schools. Fifty-three students are at Hildreth Elementary and eighty-three are at The Bromfield School. Twenty-three students are tutored into outside public and private special education programs. Seventeen in-district students were provided summer services of specialized instruction, speech therapy, occupational therapy, and/or social skills instruction in 2016.

Special education staffing has been maintained in the schools, with little adjustments in assignments to accommodate the needs of the students. For the 2016-2017 year, Hildreth has a half-time preschool teacher as the number of young child needing service and the amount appropriate has been less. We continue to have 4 special education teachers, 1 Board Certified Behavior Analyst, a school psychologist, and 1.5 speech and language pathologists. Heather Montalto has assumed the position of Coordinator, and occupational therapy services are now provided by Laura Uglevich. Physical therapy services are given by a contracted service. The number of learning assistants is 10 at present.

At The Bromfield School, there are 6 special education teachers, a .7 speech pathologist, a psychologist, and an adjustment counselor. Any occupational therapy or behavioral expertise needed by Bromfield students is provided by the staff persons who are primarily at Hildreth. The adjustment counselor is also assigned district-wide, working one day per week at the Hildreth School. The number of learning assistants at Bromfield is seven.

Specialized instruction is not the only duty of the special education professionals. The teachers, therapists and psychologists also consult to the regular education staff and conduct assessments to determine student eligibility for special education services. The 2015-2016 school-year was a heavy year for such evaluation requests. Hildreth conducted 64 evaluations. Bromfield completed 41 evaluations, for a total of 105 for the year. District-wide, 47 of these assessments were initial evaluations.

English Language Learners

The greatest change in staffing and service demands occurred with our English Language Learner population. During the 2015-2016 school-year, we had serviced a total of 19 students who were English Language Learners. The Department of Elementary and Secondary Education released new guidelines to schools in August 2015, requiring more intense English as a Second as a Language (ESL) instruction for students who are considered "Newcomers", that is, non-English speaking students who are newly arrived to American schools. Six of our ELL students were newly enrolled in American schools for the first time last year. In the spring of 2016, in order to comply with state guidelines and to service these students categorized as "Newcomers", we increased ESL hours for a full-time learning assistant and also for the ESL teacher. Anticipating the greater numbers of ELL students and their needs, for the fall of 2016, the ESL teacher position allotment was increased from part-time to full-time. Mrs. Serpa resigned and the position was filled by Irene Keith.

Professional Development

The schools and District are committed to the provision of a safe and inclusive environment for all students, faculty, and staff that values diversity and fosters respect for learning, self, and others. In support of this, we were able to devote funding through the FY16 Special Education Program Improvement Grant towards several workshops which come under the topic of "Improving School Climate"; one of the state's priority areas for special education. Funding from this grant supported the attendance of members of the Leadership Team to a workshop conducted by Dr. Robert Brooks in August. Entitled "The Power of Mindsets: Nurturing Motivation and Resilience in the School Setting", the full-day presentation built upon the concepts promoted in his books, that a student's attitude about his or herself influences behavior and success in life. This is a topic we hope to explore further as we strive to help students develop a resilient mindset.

The District also brought in Robert Jones, Associate Director of the Multicultural Education Program at Holy Cross University, to conduct 3 workshops with the faculty. Mr. Jones' focus was to promote awareness by examining personal and school norms and values. His activities challenged participants to reflect and recognize how minor actions and inactions can be segregating and contrary to a goal of working together across lines of race, class, gender, sexual orientation, religion and ability in order to develop understanding and respect for all.

Respectfully submitted,
Marie T. Harrington, Ph.D.
Director of Pupil Services, Harvard Public Schools
January 2017

HARVARD PUBLIC SCHOOLS

www.psharvard.org

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



Linda G. Dwight
Superintendent

January 27, 2017

Ms. Hongmin Chen
53 Elm Road
Devens, MA 01433

RE: Donation to Robotics Club
Federal Tax ID #046-001-174

Dear Ms. Chen,

This letter shall serve as acknowledgement of your generous gift of \$786.27 towards equipment for the Bromfield School Robotics Club. The Harvard Public Schools extends it sincere gratitude for this much appreciated donation.

Sincerely,

A handwritten signature in dark ink, reading "Linda G. Dwight". The signature is fluid and cursive, with the first name "Linda" and last name "Dwight" clearly legible.

Linda G. Dwight
Superintendent

Enclosed is a donation from the Harvard PTO to the Harvard Public Schools for the Bromfield School.

The PTO awarded \$2879.65 in teacher grants to the school. The breakdown of grant funds is included below.

We are very excited to be able to offer this program to the teachers and to be able to fund so many wonderful resources and programs at the schools.

Thank you,

Lisa Rosen
Harvard PTO

The following grants were approved:

Janis Dyer

Amount: \$299

Description: This request would be for a subscription to Listenwise (partnered with NPR): an online resource for non-fiction stories and current events that connect classrooms to the world (like TED Talks, but tailored in length and content for different age groups and disciplines).

Jennifer Fraser

Amount: \$120

Description: I am requesting funds to build my classroom library en español. I will purchase novels and readers that are comprehensible to my students so that they have a great variety of choices during Free Voluntary Reading time.

Katelyn Russell

Amount: \$300 - straps are \$5 each, bolsters are \$40, blankets are \$20 through our distributor.

Description: I would like to request props for the yoga classes at TBS. Currently, there are 87 students enrolled in yoga.

Matthew Lynde

Amount: \$30

Description: I would like a presentation pointer to use for class presentations specifically for economics.

Olyan Rosal

Amount: \$394.91

Description: I am requesting different sets of games for my Spanish classes to enhance student learning. Games incorporate kinesthetics, visual stimulation and allow for creativity, independence and higher order thinking. Students can improve participation and vocabulary by providing them with different scenarios.

Davida Bagatelle

Amount: \$79.95

Description: The Extraordinaires® DeDesign Studio PRO SKU EXT101US. These materials are designed to help students "foster empathy, creativity, resilience and self esteem" while using design thinking and creative problem solving.

Luke Reynolds

Amount: \$56.00

Description: 5 Pairs of earphones (Panasonic brand at \$10.00 a piece) to use for students in class with their iPads during reading times--particularly for students who struggle with reading and can listen to audio versions of books as they track text with their eyes.

Joanne Williams

Amount: \$300.00

Description: Due to the recent Fire Retardant Requirements enacted by the Harvard Fire Department the Learning Center needed to remove all of our comfortable reading chairs and bean bag chairs. We would like to purchase some new comfortable seating for students.

Lisa Terrio

Amount: \$300

Description: I would like to purchase games, manipulatives, easy readers, and videos that follow our units to enhance speaking and listening opportunities.

World Language Department (Jen Fraser)

Amount: \$16

Description: We would like to purchase 3-4 external CD/DVD drives for use in our MacBooks to play the audio and visual material that accompany our curriculum.

Kristin McManus

Amount: \$130.79

Description: I am requesting a copy Street Law's Classroom Guide to Mock Trials and Moot Courts to use in both the Criminal Justice and Civil Law classes for resources on how to prepare for the mock trial. In addition, to aid in our corrections unit, I am requesting the Books Not Bars Documentary and classroom curriculum. For the Ancient and Medieval classes, I am requesting a DVD from NOVA scienceNOW: What Makes Us Human? which I used to show on youtube until PBS took the video down, so I cannot access it anymore. Lastly, I am requesting 2 resources for the AP European History class. One is a DVD called: Empires: Napoleon which will be used to show clips in conjunction with our unit on Napoleon. Another one is a exam prep book that just came out called AP Achiever Exam Prep Guide European History, 2e, 2017. I plan to utilize this last resource in helping my students prepare for the AP exam in May.

Janet Brown.

Amount: \$158

Description: External DVDs. As we move away from desk top computers, the teachers will need an external dvds to show for documentaries/films that are not available online.

Deborah Pierce.

Amount: \$237

Description: We would like to purchase 3 DVD portable players for our MacBook Airs. Many of the DVDs we have we can not longer use because the MacBook has no DVD player in it.

Kathleen Doherty.

Amount: \$158

Description: As we move to MacBooks (which don't have DVD drives) and away from desk tops for the teachers, there may be an issue for showing DVDs. In the social studies department, we have a LOT of DVDs to show. Some are available online, but many are not. Even if they are, streaming of videos and movies uses a lot of bandwidth, which can be another issue. I would like to request TWO (2) external DVD drives for the Social Studies department to share.

February 16, 2017

Fanfare
P.O. Box 428
Harvard MA, 01451

To Dr. Linda Dwight
Scott Hoffman
Becky Ufema
Craig Robbins

Fanfare would also like to announce that on our meeting of February 15, 2017 we approved two grants requested by the Music Department at the Bromfield School.

Grant 2017-01 All State Educator Fees (\$591.27) - Bromfield is fortunate to have a student that has been accepted to the All State Music Festival and will perform at Symphony Hall in March of this year. Every year it is required that a member of the Music Department (of the participating school) attend the Massachusetts Music Educators conference and serve as a chaperone for our students who attend the festival. Chaperones are required to stay on site at the hotel. Fanfare is pleased to announce that we have fully funded the request to cover the Hotel lodging costs as well as parking fees requested by Ms. Ufema while she attends the conference.

Grant 2017-02 Tuba Case (\$574)- Mr. Robbins has been working tirelessly since his hiring to inventory and assess the condition of all of the instruments owned by the Bromfield School. In order to continue to protect the investments the school and the community has made in these instruments a new case for the school's full size Yamaha Tuba has been requested to replace the existing one that can no longer be repaired and does not properly protect the instrument.

We hope that the Administration and School Committee will accept these grants at your next scheduled meeting so that the equipment and funds maybe utilized by the Music Department.

Sincerely,

Tim Clark
President - Fanfare

Superintendent's Update February 13, 2017

I. Hildreth Elementary building project update

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

- Arrowstreet and their educational consultant held two of three 3.5 hour workshops with members of the Visioning Committee. The end goal of these workshops is to inform the Educational Plan required by MSBA. The focus has been on defining the Vision for education that will be supported by the design of the building project.
- Members involved with the Building Committee and Visioning Committee visited two new schools to gain ideas and take pictures. One school was in Concord and the other was in Haverhill.
- The School Building Committee met on February 2nd to hear preliminary reports of the HES building envelope and to approve the site testing costs.
- Invitation was put into the paper through the Chalk Talk for the Community Information Forum on March 2nd at 7PM.



II. Inclusion Committee Divides into Work Groups

The development of different groups became a clear need as interest in the work drew many new community members. After the January town-wide meeting, we created a smaller Steering Committee to help move discussions into action. The Steering Committee met on February 8th and progress is being made. Look for events to be advertised and held in the near future.

Superintendent's Update
February 13, 2017

III. Finance Committee Meeting

Mary, Peter, and I met with the Finance Committee on Saturday, January 28th to review the schools' budget. We shared the responses to their questions and provided additional information. They have since contacted SusanMary with some further direction.

IV. Worcester County Scholar's Lunch

Our Bromfield student, William Z., was honored at the luncheon. William holds the highest GPA and plans to possibly attend college in Canada. Scott and I enjoyed attending the annual event with William and students from neighboring districts.

V. Ludo Festival and Band Concert

Besides sports events, dances, and other experiences, the students at Bromfield participated in the Ludo Festival of Cultures and the Winter Band Concert. Both events were well organized and gave students a chance to demonstrate their talents and diverse interests.



School Committee Minutes
Upstairs of the Town Hall
Monday, January 23, 2017
6:00 p.m.

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

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

Patty Wenger read the Core Value Statement.

Open to Interested Citizen Commentary – None

Student Report - None

Global Competency Graduation Path Review: Bryce Mattie presented a request to the Committee to establish a Global Competency Certificate program at The Bromfield School. Ms. Mattie reviewed the timeline for applications and the components for completion of the certificate which include maintaining a GPA of 2.7, 40 hours of service with a global focus, travel experience, meeting with an assigned advisor and attendance at multi-cultural events. The program would roll out this spring with the program of studies and would begin in the 2017/2018 school year as a pilot. Nancy Lancellotti asked that no students be excluded during the pilot year. The Committee reviewed the job description for the Global Program Coordinator who will be hired to oversee the program. The person who fills this role will be paid a stipend of \$4,880.

Nancy Lancellotti made the motion and Patty Wenger seconded to approve the Global Competency program presented tonight along with Global Program Coordinator stipend position.

VOTE 4/0

Student Achievement Presentation: Principals' Sue Frederick and Scott Hoffman presented to the Committee student achievements and accomplishments at both Hildreth Elementary School and The Bromfield School. Scott and Sue thanked the faculty and staff for their hard work over the year to make these accomplishments possible.

Bromfield Parent Survey Results – Tabled

Review Superintendent Contract with Dr. Dwight

SusanMary Redinger reviewed the contents of the Superintendent contract with Dr. Linda Dwight and noted any changes. The Committee is delighted to be able to offer Ms. Dwight a five year contract from 2017 through 2022.

Nancy Lancellotti made the motion and Patty Wenger seconded to approve the contract of Dr. Linda Dwight, Superintendent of Schools for a continuation of employment for an additional five year through June of 2022 as presented.

VOTE 4/0

Superintendent Report

Dr. Dwight reported on the Professional Day which was held on January 17th. The day is planned by the teachers to be beneficial to their practice and development. A variety of topics and learning opportunities were held throughout the day.

On February 8th Diane Moore will lead our Early Release day with the topic of inclusion.

The district is planning to several school visits to gain knowledge on the ways technology is being used. The district has been in contact with Alan November, a technology guru, to see if he would be available to offer professional development to the district on the topic of the future of technology in our schools.

Dr. Dwight reported that the Substitute Management System is scheduled to begin tomorrow. This program will be a movement forward that will lead to important data and information that will help us better the situation on how to continue educating students while the teachers are out.

The Visioning Committee is expanding because there are three very intensive workshops planned between now and March 1st. The purpose of these workshops is to gain feedback that will be used to guide the design team as to works best for the community.

Dr. Dwight reported that the CASE Collaborative has decided that the Hapgood Library is not a good space for their program and they are not going to respond to the RFS.

Harassment Policy Review ACAB-R

Dr. Dwight reviewed Policy ACAB-R – Administrative Guidelines for Responding to Complaints of Peer Harassment by Students. The Committee asked for language to be added that would notify the parents of both the victim and the alleged perpetrator of the allegation of harassment and would notify the staff as needed to monitor and ensure student safety.

Patty Wenger made a motion and Jon Green seconded to move that we accept policy file ACAB-R – Administrative Guidelines for Responding to Complaints of Peer Harassment by Students as amended.

VOTE 4/0

Grant Approval

Dr. Dwight presented for approval two gifts from the Harvard Schools Trust

Music Fest Honorarium \$300 – Rebecca Ufema and Craig Robbins

Artist Exchange Event \$575 – Jennifer Fraser and Olyan Rosal

Patty Wenger made the motion and Nancy Lancellotti seconded to accept the generous gift of the Harvard Schools Trust for the Music Fest and the Artist Exchange as presented.

VOTE 4/0

Dr. Dwight present 10 grants from the Harvard PTO for teacher requested projects:

Melissa Niland \$100 –classroom supplies, Rob Cullinane \$300 – blanding turtles, Reenie Keith \$209.85 – Wobble chairs, Sharon Correnty \$300 – clay, Allison Rogers \$129 – listening center, Laura Uglevich \$96.67 – story board, Sharon Correnty \$255 – table top easels, Beth Cregan \$50 – paint for green screen, Alison Rogers \$208 – letter of the week craft – Total \$1648.42

Karen Hurley, Tammy Route, Joan Accorsi and Michelle Keane \$1274 – Maker kits.

Nancy Lancellotti made a motion and Patty Wenger seconded to accept the 10 grants from the Harvard PTO as outlined in the letter of Lisa Rosen in the amounts of \$1,648.82 plus \$1,274.

VOTE 4/0

Town Report Final Approval

SusanMary Redinger reviewed with the Committee the final revision to the letter that will be submitted by the School Committee into the Annual Town Report.

Nancy Lancellotti made the motion and Patty Wenger seconded to accept the revised annual town report submissions regarding the work of the School Committee as presented tonight with the highlighted changes.

VOTE 4/0

Finance Questions/Answer Review

The Committee reviewed the list of questions and answers that Dr. Dwight, Peter Rowe and Mary Traphagen will be presenting to the Finance Committee on Saturday, January 28th regarding the FY18 School Budget. Any School Committee member who would like to attend the meeting is welcomed to do so.

Review Minutes

SusanMary Redinger with no objection approved the minutes of the January 9, 2017 meeting as amended.

VOTE 4/0

Liaison/Subcommittee

Nancy Lancellotti reported that the Bromfield School Council met and discussed the homework policy. Should it be established by the School Committee or by each individual school? The TV production classes are very low right now. Thought put into promoting those classes for students. Increase computer science offerings that offer instruction to students in understanding programming.

Jon Green –SEPAC Report – Dr. Dwight will be meeting with someone for DEAC who is looking to take a leadership role with SEPAC. Dr. Dwight has a meeting planned with this person and will review the SEPAC survey with her before sending it out.

Patty Wenger reported that CIPIC postponed their meeting until Wednesday. There was no Athletic Advisory meeting tomorrow.

SusanMary Redinger reported that the All Boards meeting was last week. Understood from the town there is they are still getting the numbers in and will depend on free cash. They are looking at a small deficit. They are looking for departments to prioritize additional items. Capital went over the big picture and their priority is the HES renovation. There are other projects they would like accomplished through borrowing.

On Friday, Patty Wenger, SusanMary Redinger and Mary Traphagen met with the Student Advisory Committee. It was a great meeting and students gave a lot of information and feedback on various issues such as the rock incident, new physics labs, locker rooms, parking and new administration.

Future Agenda Items

Parent Survey Results

Financial Report

District Improvement Reports

Special Education Report

Youth at Risk Survey

Science Fair – March 3rd

Parent Survey - TBS

Youth Risk Survey results

Interested Citizen Commentary -- none

Closing Commentary –

Jon Green enjoyed the winter concert and is looking forward to the concert on Thursday. Thank you to the administration for the presentation on Global Competency.

SusanMary Redinger made a motion and Patty Wenger seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight.

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

Respectfully Submitted:

Mary Zadroga