Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, October 15, 2018
6:15 PM
Bromfield School Library
14 Mass Avenue, Harvard, MA 01451

I. **Call to Order and Read the Vision Statement (6:15)**

II. **Public Commentary (6:17)**

III. **Student Report (6:20)**

IV. **Field Trip Approval (6:25)**

V. **Elementary Special Education Program Presentation (6:35)**

VI. **HES School Improvement Plan Vote (6:50)**

VII. **Superintendent Update (7:10)**

VIII. **Additional Custodial Coverage Request (7:20)**

IX. **Increased Music Tutor Position Request (7:30)**

X. **Nominate a Delegate to MASC Conference (7:40)**

XI. **Review Enrollment Numbers (7:43)**

XII. **Align on Superintendent Evaluation Measures (7:50)**

XIII. **Review Draft Letter in Response to PTO Request (8:00)**

XIV. **Review of the 5 Year Capital (8:15)**

XV. **Policy Review (8:20)**

XVI. **Grant Approval (8:50)**

XVII. **Agenda Items (8:55)**

XVIII. **Approval of Meeting Minutes (9:00)**

XIX. **Liaison/Sub-Committee Reports (9:05)**

XX. **Public and School Committee Commentary (9:15)**

XXI. **Adjournment (9:20)**

Attachments: HES School Improvement Plan, Superintendent Report, Policies, Draft Letter to the PTO, Superintendent Evaluation Form, Enrollment Numbers, 5 Year Capital Plan, Field Trip Forms, Grant Information

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

International Field Trip Request Form

Complete the information requested below for consideration by the School Committee in advance of your international field trip. This form should be submitted to the school's principal by November 1st (if you are planning to travel during 1st semester) or March 1st (if you are planning to travel during 2nd semester) in the preceding year. Please reference 'Steps to plan an International Field Trip' for a more detailed timeline of completion.

General Questions:

1. **Trip Leader[1]:** *Lisa Terrio*
2. **Trip Destination:** *Quebec City*
3. **Estimated Dates of Travel:** *Memorial Day weekend (5/25-5/27)*
4. **Plan for additional chaperones[2]:** *1 free chaperone per 10 students.*
5. **Eligibility of Participants[3]:** *Grades 9-12 (possibly 8th grade depending on number of students)*
6. **Travel Company (if applicable):** *Carousel Student Tours*
7. **Cost of Trip:** Depending on number of students approximately *$575-$615*
8. **Plan to address overnight stipend for professional staff[4]**: *Since this trip includes 2 overnights, we will build in $20 per student to cover the overnight cost. ~~We are hoping that~~ Carousel will build in this amount and then send a check to the school, ~~like EF does, but we are awaiting confirmation.~~*
9. **Payment method[5]:** *Payment goes directly to Carousel*
10. ***Estimated* date of initial and subsequent parent meetings[6]:** *The initial meeting will be mid to late October dependent on School Committee approval. The pre-departure meeting will be in early May.*

Additional Attachments:

11. Please attach a list of ALL POTENTIAL TRAVELERS eligible for the international field trip in order to assess potential/additional trip needs or funding

    □ I have attached a list of potential travelers

12. All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be summited with this sheet.

    □ I submitted disclosure form 1b for the Trip Leader

    □ I submitted disclosure form 14d for the Trip Leader

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[1] *Who will coordinate and lead the trip?*
[2] *i.e.: What is the ratio allowed via tour company? Who is planning on chaperoning?*
[3] *i.e.: grade level, department, club*
[4] *$100 per night per professional staff*
[5] *i.e.: Who will payments be made out to? When are estimated due dates*
[6] *Dates can be a broad range. Please state plan to address parents*

Field Trip Step 1

Field Trip Approval Form

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

The purpose of this trip is to generate interest and enthusiasm for French studies. Not only will it enable French students to practice their French and to hear a different accent, but it will also expose students to authentic francophone culture.

Date(s) of Trip: 5/25/19 - 5/27/19 **Advisor(s):** Lisa Terrio

Students/Class/Grade Level Attending the Field Trip: 9th-12th Grades

Destination: Quebec City

Departure Time: early morning **Return Time:** early evening

Mode of Transportation: buses provided through Carousel Student Tour

(If travelling by private car, the 'Registration Form For Student Transportation In Private Vehicles' should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Jennifer From

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Field Trip Step 1B

Out of State/Overnight Field Trip Request Form

Advisor(s): Lisa Terrio

Grade Level(s) of Students Attending Trip: 9th – 12th Grades

Trip Destination: Quebec City

Date of Departure: 5/25/19 **Time of Departure:** early morning

Date of Return: 5/27/19 **Time of Return:** early evening

Travel Company (if applicable): Carousel Student Tours

Name of Contact Person: Heidi Butler

Address: PO Box 1404, Pocasset, MA 02559

Phone: 508 - 563 - 9332

Cost of Trip: Depending on number of students approximately $575 to $615

Plan to address overnight stipend for professional staff: Depending on the number of students, we will build in approximately $20 per student into the cost.

Deposit Method and Due Dates:
Credit card and exact dates pending approval.

Date of Parent Meeting(s):
The initial meeting will be mid to late October.
The pre-departure meeting will be in early May.

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.

Carousel Student Tours, Inc.

PO Box 1404 • Pocasset, MA 02559 • ph 508-563-9332 • fax 5058-564-4878 • info@carousel-tours.com
Visit us at www.carousel-tours.com

PROPOSAL

		Paying Students	Free Chaperones	Price Per Student
Name of School:	The Bromfield School			
Destination:	Quebec City	100	10	$555.00
Travel Dates:	May 25 - 27, 2019	90	9	$575.00
Travel Days:	3	80	8	$595.00
Travel Nights:	2			

Price Includes:

Transportation:
- Coach bus to remain with the group for the duration of the tour

Meals:
- All meals

Accommodations:
- Two night stay in a Quebec City Hotel; Students 4 per room; Chaperones 2 per room

Personnel:
- Quebec City Guide for two days
- Bakery Tour
- 24-hour on-call support

Admissions:
- All admissions as specified on final itinerary

Insurance:
- Traveler's Health Insurance

Other:
- All taxes, fees, and tips
- Processing of all student applications and payments

Not Included:

Insurance:
- Trip Cancellation Insurance is recommended

Payment Schedule:

Due Date	11/15/2018	2/15/2019
Amount	$250.00	Balance

Please note: The price of the trip will change if any of the parameters above are modified. Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.

Field Trip Step 2

Field Trip Data Form

Please turn this form in to the main office no later than 3 days before scheduled departure.

Date(s) of Trip: 5/25/19 - 5/27/19

Advisor(s): Lisa Terrio

Advisor Cell Phone: 978-846-3679

Destination: Quebec City

Street Address: _____

Destination Phone Number: _____

City/State: _____

Contact Person: _____

Departure Time: early morning

Return Time: early evening

Bus Company: Carousel Student Tours buses

Phone number: 508-563-9332 (contact person: Heidi Butler)

Please attach the list of students going on the field trip.

Please give enough notice so the nurse can get you the medical information, the medications needed for students on the trip, and a first aid kit.

The nurse also needs a copy of this field trip information form and a copy of students attending the field trip.

A list of students attending the trip should be posted by the staff mailboxes at least one week in advance of the trip

Please tell the food service manager personally the date of the field trip and how many students will be involved at least a week before the trip.

If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Please attach copies of all letters and trip information provided to parents and/or students.

Please give the office a list of students scheduled to attend but absent (on the day of departure).

Please attach plans for students who are not participating.

Out of State/Overnight Field Trip Request Form

Advisor(s): Rob Cullinane

Grade Level(s) of Students Attending Trip: Grade 5 2019-2020

Trip Destination: Nature's Classroom, Ivoryton, CT

Date of Departure: September 30, 2019 **Time of Departure:** 8:00 am

Date of Return: October 4, 2019 **Time of Return:** 3:45 pm

Travel Company (if applicable):

Name of Contact Person: Rob Cullinane

Address: Hildreth Elementary School

Phone: 978-456-4145 Ext. 217 or 978-660-1637 (cell)

Cost of Trip: $425.00

Deposit Method and Due Dates: Parents will make a non-refundable deposit of $100.00 by April 26, 2019; Students will earn $50.00 on own by September 6th; Parents will pay balance by September 20, 2019.

Date of Parent Meeting(s): April 11, 2019 (An additional Parent Chaperone Meeting will take place in September.)

Purpose of Field Trip:

Students at the Hildreth Elementary School have had the opportunity to attend an extended environmental education field trip to Nature's Classroom, or similar program, for the last 20 years. In 2010, the trip was moved from the spring to the fall, with successful results. The 2019 five-day trip is scheduled for September 30 -Oct. 5 .

Community awareness, group cohesiveness and environmental stewardship are important goals of the Nature's Classroom program. As students live and learn together, they develop a stronger appreciation for others and gain more self-confidence.

Trip Itinerary:

A typical day begins with breakfast at 8 AM. Students spend the rest of the morning in field groups exploring the site and experiencing new challenges and discoveries. During the morning field group time, students gain a better understanding of the dynamic interactions in the natural world as well as interpersonal interactions among themselves.

After lunch, students have a little free time for rest and recreation and then get to choose two special interest classes, which are both academic and enjoyable.

Meals are served family style. Mealtimes provide a chance for students, staff and chaperones to interact and share experiences. The diversity within field groups, special interest classes, and other activities facilitates conversation among the students and adults. To be of service to the community, students take on the responsibility of helping as servers.

After dinner, students write in a journal provided by the HES teachers. This is followed by the evening activities, which include a Science Exposition, Night Hike, Multicultural Fair, and Thursday Night Live.

10/10/18

10/10/18

Memorandum of Understanding
Between the Harvard Board of Selectmen and the Harvard School Committee
Sharing the Finance Director

Purpose:
The purposes of the shared position of a Finance Director are to maintain transparency between the town cost centers and school cost centers, continue fiscal efficiencies and ensure communication regarding financial matters between the School Administration, School Committee and Town Officials, Boards and Committees.

Structure:
The Finance Director will become the primary School Business Manager on record. This person will oversee the town accounting division and the part-time Assistant School Business Manager. The part-time Assistant School Business Manager would be hired by the School Superintendent and would work under the direction of the Finance Director/School Business Manager and the Superintendent.

Implementation Plan:
The intent is to build the Finance Director position into a combined Finance Director/School Business Manager supported by a part-time Assistant School Business Manager. This may take several years to enact as the initial hiring will focus on employing a town Finance Director willing to advance his/her training to include the certification for a School Business Manager.

The job descriptions of the Finance Director/School Business Manager will be approved by both boards and the job description for the Assistant School Business Manager will be written and approved by the School Committee. The hiring decision of the Finance Director will be a joint majority vote of the Board of Selectmen and School Committee members. Interviews would be conducted by two members of both boards, the Superintendent, the Town Administrator (and others designated by agreement). The evaluation of the Finance Director/School Business Manager will be a shared responsibility between the Town Administrator and the School Superintendent.

Agreement Details:
This memorandum will continue unless deemed unsuccessful by either board. Periodic evaluations of the arrangement will be done. Either board must notify the other in writing of their dissatisfaction with the terms of the memorandum six months ahead of any dissolution.

See attached organizational chart.

Written 9/16

Original Graphic Created by Lorraine Leonard
Modified 9/16

Town of Harvard
Organizational Chart
Financial Operations

School Committee

Board of Selectmen

Superintendent

Town Administrator

Finance Director/School Business Manager

Assistant School Business Manager

Cost Center Managers
Central Office
Bromfield School
Hildreth Elementary School
Pupil Services
Facilities
Community Education
School Lunch
Transportation

Accounting Division
Treasury Division
Assessing Division

Cost Center Managers
Department of Public Works
Fire Department
Police Department

HARVARD PUBLIC SCHOOLS
www.psharvard.org

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(978) 456-4140 • FAX (978) 456-8592

Linda G. Dwight
Superintendent

Memo: Custodial Request
Date: October 12, 2018
From: Linda Dwight, Superintendent
Jon Snyer, Facilities Director

We are recommending the hiring of an additional custodian full-time to help maintain the building cleanliness established over the summer. Jon has worked with his mentor Brian Curley on an analysis of the staffing for our buildings. You will find the data they used attached to this memo. Here is part of Brian's analysis:

Jon and I have spent a good portion of our time attempting to find the best allocation of the available custodian labor at the two buildings. To that end, I asked a vendor to run the APPA numbers based on information and layouts that Jon provided. APPA is a proven system for measuring necessary custodial hours in educational facilities. This system is used nationwide to develop staffing levels and justify work force numbers. It's tiered to give an indication of what can be expected at different staffing levels. The conditions are rated from 5 to 1, with the lowest number giving the highest level of quality. This labor is devoted to cleaning, and doesn't take into account other tasks assigned to the custodians. So any landscaping, maintenance, crossing guard time etc., would not be accounted for. Most districts would, based on the economics, shoot for a level between 3 and 2. At the Hildreth Elementary School the allotted labor seems to be in line with that goal, and from the feedback Jon has provided, this appears to be the cleaning level that you're receiving there.

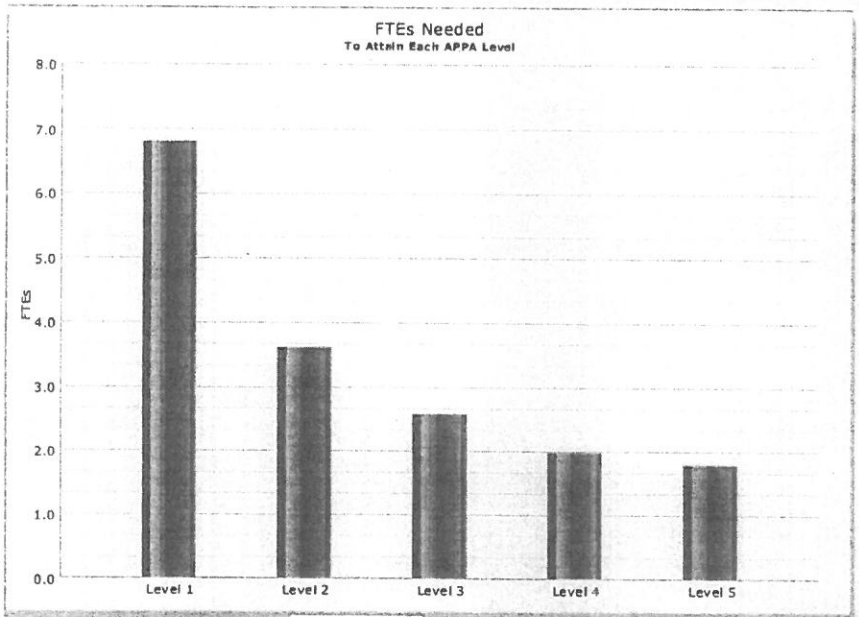
That's the good news. Unfortunately, at the High School you have pretty much the same staffing level, but the building is a little more than twice the size of the Elementary School. I'm of the opinion that the only reason it doesn't look worse, is that you have good quality workers in there, and they are still riding the crest of the summer cleaning. This is going to deteriorate quickly though, once the winter weather rolls in. Another factor you want to be cautious of, is burning out the quality workers you have. Also, currently, there is no contingency plan for absenteeism, so when an employee is out on a given day, the building suffers."

Brian, Jon and the Principals agree that the current staffing model has created a less than successful model. By adding another member, the Bromfield School will not need to be on an every other day cycle of cleaning that is currently in place.

You will find the financial details of this request attached. The details show that we are spending $66,040 less this year than we budgeted when we planned to use Durkin. Hiring another custodian for $42,000 would still keep us within our budget.

APPA Based Easy Staffing Analysis

Enter Building or Area Name: Bromfield School, Harvard, MA



Total Cleanable Space in Sq.Ft.:	56,599					
How many FTEs now perform cleaning tasks?	0					
		Level 1	Level 2	Level 3	Level 4	Level 5
Total FTEs you need to maintain the area at each APPA level:		6.8	3.6	2.6	2.0	1.8
Production rate per FTE per day		8,313	15,677	21,919	28,460	31,525

Instructions:

1. Enter the name of the building or area that you are workloading in the box on the upper right.
2. Enter the total amount of space that you clean for each space category.
3. Enter the number of full time staff that you have assigned to cleaning tasks. A full-time staff member works 8 hours. Combine part-time positions to make FTEs.
4. The staffing level needed to maintain the area or building based on APPA's five levels of cleanliness will display at the bottom of the page. Your current staffing level will be highlighted in blue if it is within 20% of one of the cleanliness levels.
5. View summary charts using the View Chart buttons.
6. Save and recall your work using the "Save/Recall Your Work" button.

Tip: To save time workloading multiple buildings or areas, save a blank scenario. Recall and load the "blank" scenario whenever you would like a clean sheet.

View Charts:

No Graphs/Clear Graphs

FTE Summary Chart

Production Rate Summary

Save/Recall Your Work

INFOCLEAN

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APPA Based Easy Staffing Analysis

Enter Building or Area Name: Bromfield School, Harvard, MA

APPA Standard Space	Enter Cleanable Sq. Ft. (CSF) Below	FTEs need to maintain each APPA level				
		Level 1	Level 2	Level 3	Level 4	Level 5
Auditorium Seating & Foyer	0	0.0	0.0	0.0	0.0	0.0
Auditorium Stage & Wings	0	0.0	0.0	0.0	0.0	0.0
Cafeteria with Carpet	0	0.0	0.0	0.0	0.0	0.0
Cafeteria with Hard Floor	5200	0.5	0.3	0.3	0.3	0.3
Classroom with Carpet Floor	0	0.0	0.0	0.0	0.0	0.0
Classroom with Carpet Floor-High Use	0	0.0	0.0	0.0	0.0	0.0
Classroom with Hard Floor	33385	3.9	2.0	1.3	0.8	0.7
Classroom with Hard Floor-High Use	0	0.0	0.0	0.0	0.0	0.0
Dormitory Washroom	0	0.0	0.0	0.0	0.0	0.0
Dormitory Sleep/Study	0	0.0	0.0	0.0	0.0	0.0
Dormitory Lounge	646	0.1	0.1	0.0	0.0	0.0
Gymnasium (Wood Floor)	5185	0.3	0.1	0.1	0.0	0.0
Library with Carpet	0	0.0	0.0	0.0	0.0	0.0
Library with Hard Floor	1421	0.1	0.1	0.1	0.0	0.0
Locker/Changing Room No Shower	0	0.0	0.0	0.0	0.0	0.0
Nursing Station — Hard Floor	242	0.0	0.0	0.0	0.0	0.0
Office with Carpet Floor	0	0.0	0.0	0.0	0.0	0.0
Office with Hard Floor	828	0.1	0.1	0.0	0.0	0.0
Patient Conference Room	0	0.0	0.0	0.0	0.0	0.0
Patient Treatment Area Carpeted	0	0.0	0.0	0.0	0.0	0.0
Patient Treatment Area Hard Floor	0	0.0	0.0	0.0	0.0	0.0
Entrance	470	0.1	0.1	0.0	0.0	0.0
Public (Circulation) with Carpet Floor	0	0.0	0.0	0.0	0.0	0.0
Public (Circulation) with Hard Floor	6866	0.9	0.3	0.2	0.2	0.2
Research Lab with Hazardous Waste	0	0.0	0.0	0.0	0.0	0.0
Research Lab without Hazardous Waste	0	0.0	0.0	0.0	0.0	0.0
Shower Room	0	0.0	0.0	0.0	0.0	0.0
Stairwell	700	0.1	0.0	0.0	0.0	0.0
Storeroom	540	0.0	0.0	0.0	0.0	0.0
Utility	0	0.0	0.0	0.0	0.0	0.0
Vending	0	0.0	0.0	0.0	0.0	0.0
Washroom	1216	0.6	0.5	0.5	0.5	0.5
Washroom-High Use	0	0.0	0.0	0.0	0.0	0.0
Total Cleanable Space in Sq.Ft.	56,599					
How many FTEs now perform cleaning tasks?	0	Level 1	Level 2	Level 3	Level 4	Level 5
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View Charts:

No Graphs/Clear Graphs

FTE Summary Chart

Production Rate Summary

Save/Recall Your Work

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FY19 CUSTODIAL SALARIES	GRADE	STEP	HOURLY RATE	ANNUAL SALARY
PETER WALSH	VI	4	20.29	42,203.20
ZACK DUFFEN	VI	4	20.29	42,203.20
SANDRA DESOUZA	VI	4	20.29	42,203.20
MARIA DEMOTA	VI	5	20.86	43,388.80
GERALDO DEMOTA	VI	5	20.86	43,388.80
MARCIA GAUDETTE	VI	5	20.86	43,388.80
CLENILDO LADISLAU	VI	5	20.86	43,388.80
DAVID WOODSUM	VII	10	29.30	60,944.00
JON SNYER				80,017.60
				441,126.40

FY19 BUDGET		**BUDGET**	**PROJECTED**
BUDGET	SALARIES	$153,622.00	$441,126.00
BUDGET	CLEANING CONTRACT	$374,544.00	$0.00
BUDGET	SNOW REMOVAL	$65,000.00	$60,000.00
BUDGET	PAPER/CLEANING PRODUCTS	$0.00	$26,000.00
		$593,166.00	$527,126.00
			$66,040.00

HARVARD PUBLIC SCHOOLS
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Linda G. Dwight
Superintendent

Memo: Music Tutor Request
Date: October 12, 2018
From: Linda Dwight, Superintendent
Scott Hoffman, Principal
Rebecca Armitage, Unified Arts Department Chair

We are recommending that the part-time music tutor position be increased to full-time for this current school year and in subsequent years. This request comes after several meetings with the Bromfield music department and after reviewing the current schedule of Nik Hunt who fills the part-time position in our district.

We are fortunate to have Nik's level of talent and professional background as he is an accomplished musician and certified teacher. His assistance in the department has led to increased student involvement and higher quality classroom experiences.

Please see the attached schedule that shows that Nik comes and goes throughout the day to stay within the 3.75 hours a day and provide consistent assistance to students. We propose that his hours increase to 7 hours a day to create a more reasonable schedule and demonstrate support for the growing music department.

The difference between our budgeted amount and the change would be an additional $17,180.92 per year. The funding for this position would be covered by the fact that we did not fill a clerical position in the central office that was budgeted for $26,795.

ROTATION O[illegible] ERIODS ---

	"A"DAY 1 (4.0)	"B"DAY 2 (4.75)	"C"DAY 3 (3.25)	"D"DAY 4 (5.0)	"E"DAY 5 (2.25)	"F"DAY 6 (3.25)	"G"DAY 7 (5.0)	ER
7:45 7:50	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	7:45 7:50
7:53 8:38	A 6 BAND	B LIFE FIT 6 EXP MUS	C 5 BAND	D 7/8 BAND	E MUS THEO 5 BAND	F 7 CHORUS 7 EXP MUS	G VOC/M.T. HS WE	7:53 8:26
8:41 9:26	B LIFE FIT	C	D 8 CHORUS MS JAZZ	E	F	G HS CHORUS HS JAZZ	A 6 CHORUS 6 BAND	8:29 9:02
9:29 10:16	C	D 7/8 BAND	E MUSIC THEORY	F 7 CHORUS 7 EXP MUS	G VOC/M.T. HS WE	A 6 CHORUS	B LIFE FIT	9:05 9:41
10:19 11:04	D 8 CHORUS MS JAZZ	E	F	G HS CHORUS HS JAZZ	A 6 BAND	B LIFE FIT 6 EXP MUS	C	9:44 10:17
11:07 12:44	E MUSIC THEORY	F 7 CHORUS 7 EXP MUS	G HS CHORUS HS WE	A 6 CHORUS	B LIFE FIT	C	D 7/8 CHORUS 7/8 BAND	10:20 10:53
12:47 1:32	F	G HS CHORUS HS JAZZ	A 6 BAND	B LIFE FIT 6 EXP. MUS	C	D 7/8 BAND	E	10:56 11:29
1:35 2:20	G VOC/M.T. HS WE	A 6 CHORUS	B LIFE FIT	C	D 8 CHORUS MS JAZZ	E	F	11:32 12:05

1st Lunch
11:07 – 11:29

2nd Lunch
11:32 – 11:54

3rd Lunch
11:57 – 12:19

4th Lunch
12:22 – 12:44

masc
massachusetts association of school committees
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MASC/MASS 2018: Conference Schedule

Note: The icon next to a session indicates that a ticket is required to attend. This is typically in the case of the lunch and dinner programs. You may add tickets to meal programs when you register for the conference, or if you've already registered, you may add tickets to your registration.

Friday, November 9

8:00AM - 11:30AM

Registration Open

7:30AM - 9:30AM

Continental Breakfast

BoardDocs
Your Paperless Governance Solution

9:00AM - 3:00PM

COSCAP Annual Fall Conference
Learn More

9:00AM - 10:15AM: PANEL SESSION VII

New Role for Collaboratives: Regional Responses to District Needs
School Law 201
Very Early Education: An Ounce of Intervention Beats a Ton of Cure
Role of the Chair
Planning for Continuous Improvement
MIAA Mission and Core Values: Updating the Work of the Blue Ribbon Committee
Cyber Liability and how it can Affect your District
Why we Need Trauma-Sensitive Schools
Families in Crisis: Addressing the Social-Emotional Needs of Students and Families
Therapy Animals

10:30AM - 11:45AM

General Session
Guest Speaker: Jim Braude - TV and Radio Host/Commentator

11:00AM - 3:00PM

MASC Delegate Registration

12:00PM: FRIDAY LUNCH PROGRAM

Leadership Luncheon: Legal Update on Equity Lawsuit

INTERNET ESSENTIALS from Comcast

Guest Speakers: To be announced!

2:30PM - 5:15PM: DOUBLE SESSIONS

New Member Orientation: Part I

New members who attend Part I and II (Saturday at 9am) will have met the requirements for the mandated new school committee member training

Parliamentary Procedures

2:30PM - 3:45PM: PANEL SESSION VIII

Partnering with Your School Business Manager to Stay Focused on Student Achievement
Linking the Development of Social-Emotional Learning to Quality After-School Care
The Role of the Arts in Social-Emotional Learning
LGBTQ: Safe and Inclusive Spaces
Evaluating the Superintendent
Organizing District Resources in Support of Student Learning

2:45PM - 3:10PM

MASC Resolutions Clinic

3:15PM

MASC Delegate Assembly

4:00PM - 5:15PM: PANEL SESSION IX

Student Vaping: Introduction to E-Cigarettes and Policy Responses
Global STEM: Facing a New Reality of Artificial Intelligence and "Deep" Learning
Early Childhood Education Update

6:00PM - 7:00PM

MASC Life Member/Award Recipient Reception

7:00PM: FRIDAY DINNER PROGRAM

MASC Leadership Awards & Life Member Banquet

report of the resolutions committee

The MASC Resolutions Committee met on Monday, July 9, 2018 to consider resolutions proposed by member districts and the MASC Board of Directors for consideration at the 2018 Annual Meeting of the Association. Members present were: Devin Sheehan, (Holyoke), Chair; Beverly-Hugo (Framingham), ex officio; Carrie Greene (Mt. Greylock); Irene Feliciano-Sims (Holyoke), Mildred Lefebvre (Holyoke); Jake Oliveira (Ludlow); Jason Fraser (Plympton); Brian O'Connell (Worcester); Laura Fallon (Northampton); William Fonseca (East Longmeadow); Brendan Walsh (Life Member); Kim Hunt (Plymouth); Denise Schultz (Franklin).

The following resolutions were moved forward by the Resolutions Committee and approved by the Board of Directors.

RESOLUTION 1: Rejecting the Arming of Educators
(Submitted by the MASC Board of Directors)

WHEREAS: The Massachusetts Association of School Committees has been a strong advocate of providing students, faculty and staff a safe and supportive school and classroom; and

WHEREAS: Attention has been focused recently on the mass killing of students in schools in Florida and Texas; and

WHEREAS: The President of the United States and other policy makers have given support toward equipping educators with firearms;

THEREFORE BE IT RESOLVED that: The Massachusetts Association of School Committee rejects the notion of providing firearms to any educators.

RATIONALE: The safest environment would be to provide additional mental health resources and violence prevention programs in public schools.

RESOLUTION 2: Small and Rural Districts
(Submitted by the MASC Board of Directors)

WHEREAS: Massachusetts has a number of small and rural school districts that have special academic, social, financial, and operational needs, and, yet, operate with an enviable measure of success; and

WHEREAS: Some of the factors that create disproportionately severe impact upon small and rural districts are declining population, lower bases upon which to set property taxes, loss of employment, inequitable access to technology including wireless and traditional internet access, costs of transportation, access to social supports and major health care centers, and isolation of the population; and

WHEREAS: The already onerous compilation of state regulations imposes an added burden on small and rural districts with small staffs and fewer administrators to comply with the many reporting requirements and standards imposed by the Commonwealth;

THEREFORE BE IT RESOLVED that: MASC call for the creation of a working group to advise the legislature on the best public policy solutions to support small and rural school districts; and further

That this working group propose modifications to the Foundation Budget and other elements of the Chapter 70 financial assistance program; designate specific instances where excessive regulation interfere with the ability of school leaders to direct the academic improvement of children; identify and advise on eligibility for state and federal programs to support public education; and find strategies to ameliorate the impact of forces that jeopardize the growth, stability and success of these school districts; and further

MASC oppose legislation or unlegislated regulations that would attempt to undermine the right of any city, town or regional district to have imposed upon it a mandate to restructure, expand, regionalize, or dissolve its school district without its consent.

RESOLUTION 3: Elimination of the Federal Department of Education
(Submitted by the MASC Board of Directors)

WHEREAS: The current Administration has made proposals to merge the U.S. Department of Education with the U.S Department of Labor to create the Department of Education and the Workforce; and

WHEREAS: The role of the Department of Education is to serve as a fiduciary agent over federal education funding, drive education policy for the country and protect the rights of all students; and

WHEREAS: The merger of the two government agencies could diminish the work of the current Education and Labor Department;

THEREFORE BE IT RESOLVED that: the Massachusetts Association of School Committees works with the federal delegation to reject any notion of combining the U.S. Department of Education with other government departments.

RESOLUTION 4: Regional School Transportation
(Submitted by the MASC Board of Directors)

WHEREAS: Among the transportation cost concerns for regional school districts is the lack of competition for bus contracts for regular day ("yellow bus") services, as well as the steadily mounting cost for special education transportation; and

WHEREAS: M.G.L. c. 71, § 7C prohibits certain uses of regional transportation authorities to provide school district transportation services; and

WHEREAS: Elimination of M.G.L. c. 71, § 7C would free the Regional School Districts and Regional Transportation Authorities to collaborate on plans to provide safe and efficient transportation alternatives that lessen the financial impact on the both the districts and the Commonwealth; and

WHEREAS: The lack of bidders on school transportation contracts requires a deeper analysis by the appropriate state officials;

THEREFORE BE IT RESOLVED that: To promote greater competition for bus service contracts, the Legislature should eliminate M.G.L. c. 71, § 7C, and authorize a deeper analysis of the lack of bidders on school transportation contracts.

RESOLUTION 5: Reporting and Accountability Standards
(Submitted by the MASC Board of Directors)

WHEREAS: The Massachusetts Association of School Committees recognizes and upholds the right of any group to establish and maintain schools so long as such schools are fully financed by their own supporters; and

WHEREAS: Private and home schools should be subject to governmental regulation that assures a minimum standard of instruction under state law; and

WHEREAS: Private schools or other entities that receive public subsidies, funding, or support under state or federal law, whether directly or indirectly, should be held to the same reporting and accountability standards, including the same annual assessments of student proficiency, required of public schools as a condition of continued eligibility to receive public subsidies or funding; and

WHEREAS: Schools that receive any public funding should be subject to the same statutory and constitutional requirements as public schools;

THEREFORE BE IT RESOLVED that: the Massachusetts Association of School Committees works with the legislature and Board of Elementary and Secondary Education to ensure that all students or persons in schools that receive public funds under the authority of the MA Department of Elementary and Secondary Education or a local public school district are held to the same standards and requirements in the Commonwealth of Massachusetts.

RESOLUTION 6: Reproductive Health Education
(Submitted by the MASC Board of Directors)

WHEREAS: The Massachusetts Association of School Committees supports the health of all students; and

WHEREAS: Youth should be committed to feel empowered to make healthy and informed choices about their bodies and their relationships; and

WHEREAS: The Massachusetts Association of School Committees supports a medically accurate and age-appropriate reproductive health curriculum; and

WHEREAS: The Massachusetts Association of School Committees rejects the federal government's' plans to redirect funding from evidence-based programs to prevent teen pregnancy to programs that teach abstinence-only and rhythm method-based sex education initiatives;

THEREFORE BE IT RESOLVED that: the Massachusetts Association of School Committees supports evidence-based reproductive health curricula. Further, we call upon the U.S Department of Education and the Executive Branch to stop their support of abstinence-only education.

RESOLUTION 7: Gender Identity Inclusive Athletic Participation Policy
(Submitted by the Framingham School Committee)

WHEREAS: Public school leaders need to provide educational access and maintain safe environments for all, including LGBTQ students; and

WHEREAS: All students must be protected from discrimination, harassment and bullying; and

WHEREAS: LGBTQ students experience adverse incidents at alarming rates compared to their counterparts; and

WHEREAS: It is the job of the schools to provide safe and supportive environments for optimal wellbeing; and

WHEREAS: There are instances in athletics where LGBTQ students do not have protection nor the opportunity for privacy;

THEREFORE BE IT RESOLVED that: MASC help file legislation which would have the effect of protecting LGBTQ students from discrimination, harassment and bullying by that schools should treat students based on their gender identify, protecting their privacy, providing access to gender-neutral restrooms, locker rooms and private stall showers, using their preferred pronouns, embedding sensitivity training in professional development and providing uniform accommodations.

RATIONALE: The at-risk behavior for LGBTQ students, which includes suicidal ideation, is sharply reduced with some basic interventions. With federal laws that are vague with the protections for our vulnerable students, public schools in Massachusetts should take steps to ensure their protection. With guidance from the legislature, LGBTQ students throughout Massachusetts will have better protections and will have reduced adverse behaviors.

RESOLUTION 8: Sports Wagering
(Submitted by the MASC Board of Directors)

WHEREAS: The General Court, in its effort to fund public education to the full extent of the law, including partially funded and unfunded mandates imposed upon school districts, is limited in its ability to do so by the limits to revenues generated from the current tax codes; and

WHEREAS: Advocates for public education have articulated several important strategies to improve public schools, many of which require additional funding appropriated by the General Court; and

WHEREAS: The Commonwealth has begun implementing casino gambling as a means of generating additional tax revenues; and

WHEREAS: In Nevada, sports wagering has provided an additional element to legalized gambling that has generated additional revenue; and

WHEREAS: A recent decision by the Supreme Court of the United States (Murphy vs. National Collegiate Athletic Association) has overturned federal restrictions on wagering on the outcome of sporting events; and

WHEREAS: The Commonwealth has had a long and successful history of administering a public lottery program that is convenient, accessible, and locally based, as well as easily adaptable to accommodating wagering;

THEREFORE BE IT RESOLVED that: the Massachusetts Association of School Committees requests that, should the General Court enact legislation to legalize wagering on sporting events, the General Court, shall commit a portion of the revenues generated from sports wagering to public education.

RESOLUTION 9: Access to Information for Parents and Students Who Are Clients of Special Education
(Submitted by the MASC Board of Directors)

WHEREAS: The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children; and

WHEREAS: In the law, Congress states that Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.

WHEREAS: The stated purpose of the IDEA is to ensure that the rights of children with disabilities and parents of such children are protected, to ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting system improvement activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services; and

WHEREAS: Parents are also members of the team during the IEP process and should but do not always have access to the assessments and other information related to their child(ren) with sufficient advance time to review them, consult with experts or advocates, or prepare for meetings at which Individual Education plans are discussed;

THEREFORE BE IT RESOLVED that: MASC urges the legislature to amend state law to require that parents and students be provided with a copy via email or mail of all the assessments that are performed for students in the families' preferred language, at least five days prior to any meeting at which parents and students will review a proposed Individual Education Plan (IEP).

PROPOSAL TO AMEND THE MASC BY-LAWS
The Board of Directors of the Association has recommended to members that the by-laws of the Association be amended as follows:

The following change to Article IX–Meetings of the Association, Subsection 1. Annual Meeting

The annual meeting of the Association, to be known as the Delegate Assembly, shall be held at such hour on such business day, not earlier than September 20 nor later than November 30, in each year and at such place within Massachusetts as the Board of Directors shall determine. Resolutions and other purposes for which an annual meeting is to be held additional to those proscribed by law, by the agreement of the association, and by these by-laws may be specified by the Board of Directors and by written application made to the Secretary-Treasurer **not later than July 1** in any year by at least five active members located in at least two Divisions. Resolutions submitted by a single school committee may be presented to the Delegate Assembly upon approval by the Board of Directors, on the recommendation of the Resolutions Committee. If an annual meeting is not held within the dates specified above, a special meeting may be held upon call by the Board of Directors with all the force and effect of an annual meeting.

The Board asks to amend the by-law by changing the July 1 date (noted in the text in bold face) to no later than **June 1**.

Rationale: Moving the submission date of resolutions to June 1 will give adequate time for the resolutions committee to meet and report out. It also aligns with the submission date for nomination of officers.

Harvard Public Schools
2018/19 Enrollment
10/01/2018

Grade	Harvard Residents	Choice Students	Devens Students	Total Students
Pre-K	13			13
K	50		4	54
1	67		6	73
2	59	2	7	68
3	67		8	75
4	65	4	5	74
5	77	4	7	88
HES Totals	**398**	**10**	**37**	**445**
6	63	7	5	75
7	69	3	8	80
8	59	12	6	77
9	93	6	6	105
10	94	6	2	102
11	77	7	6	90
12	92	13	3	108
Bromfield Totals	**547**	**54**	**36**	**637**
Totals	**945**	**64**	**73**	**1082**

	A	B	I	J	K	L	M	N	O
89	*CSF = Paid for from the Capital Stabilization Fund.*	*Bond/BAN=Borrowed, Long Term or Short Term*			*Levy= Raised Tax Levy*				
90	*Cap Excl =Raised thru taxes and paid for in a single year;*	*Major Cap = See Major Capital Schedule*							
91	**** Funding Sources for Budget years FY2020 through FY2023 are subject to change***								
94	**School Dept.**								
96	HES - Renovation/Build	*Major Cap*							
99	TBS-Renovate Cronin Auditorium (Lights, Carpet,Curtain,Seats & Sound Upgrades)	*CSF*	100,000	50,000					
100	TBS - Design/Repair or Replace ramp to MS	*CSF*		**240,000**					
101	TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC)	*Grant*	100,000						
102	TBS - Replace gym bleachers	*CSF*	53,000						
103	TBS - Add air conditioning to the AHU for Science Wing	*CSF*	65,000						
104	TBS - Repair Roof	*Devens*	**80,000**						
105	TBS - Replace the Refrigeration System in the Cafeteria, handsinks, floor	*Devens*	**150,000**						
106	TBS - Replace AHU and add Air Conditioning to the for south facing	*CSF*		150,000					
110	TBS - Install HVAC units	*CSF*			150,000	150,000			
111	TBS - Install card access system, external doors	*CSF*		100,000	100,000				
112	TBS - Replace Damaged Flooring	***Devens***				100,000			
113	TBS - Upgrade Network Backbone (Servers, switch, routers)	*CSF*			150,000				
114	TBS-Renovate the Locker Rooms	***Devens***		**150,000**	**150,000**				
115	TBS-Replace Locker sections	***CSF***			**100,000**	**100,000**	**100,000**		
116	TBS - Resurface the Tennis Courts and Basketball Courts	***CSF***					**100,000**		
117	TBS - Main Office Renovation	***CSF***					**200,000**		
118	TBS - Guidance Office Renovation	***Devens***					**100,000**		
119	HES - Solar arrays for the roof (HEAC)	***Grant***							
120	BH-Move and/or Renovate Central Office	*Major Cap*							
121	***CSF/Grants Sub-total, School Submissions:***								
122	***Devens Sub-total, School Submissions:***								
123									
124	**Total, All Town & School Requests**		**1,075,420**	**677,107**	**885,795**	**309,388**			2,947,710
125									
126	Crosscheck totalling		FALSE	FALSE	FALSE	FALSE			
127									

FY19 Dept. Detail PROJECTIONS | FY19 Dept. Detail | FY19 DR Large Cap | Fy18 Large Capital | Fy19 Summary | Approved Per CPIC 12-04-17 | Fy18 Fin Proj-Calculator | Fy18

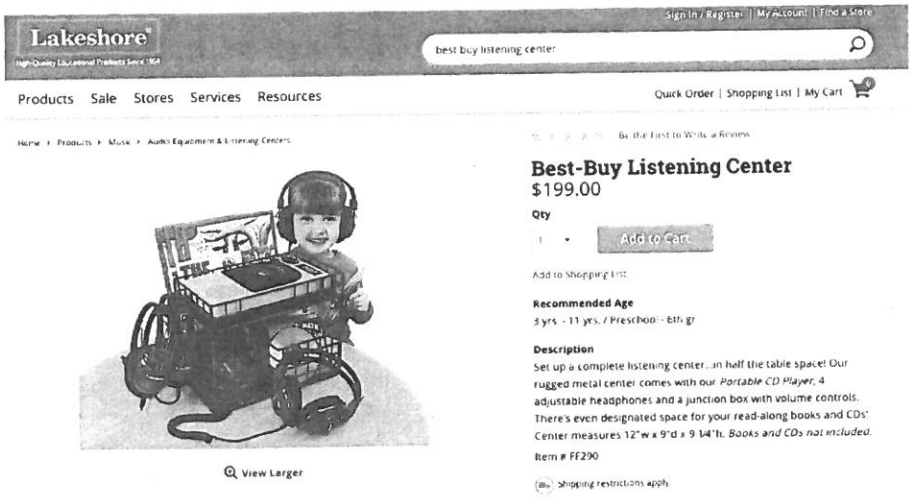
Good morning,

The PTO is pleased to fund your request of the Best Buy listening center for your first grade classroom. Please let me know the final amount (including any sales tax and shipping charges) and I we write a check for the total made out to the Hildreth Elementary school. Margaret I believe will then place the order.

Again, we are so pleased to be able to help with this request.

Warm Regards,

Laura Thomas



October 4, 2018

Fanfare
P.O. Box 428
Harvard MA, 01451

To Dr. Linda Dwight
Scott Hoffman
Josh Myler
Becky Ufema
Craig Robbins

Fanfare would like to announce that on our meeting of October 3, 2018 we approved a series of grant requests submitted by the Music Departments of the Hildreth and Bromfield Schools.

Grant 2019-01 Ukuleles $2108.92 – David Gilfix at HES will be introducing an exciting addition to his elementary music curriculum: A grant for 23 Soprano size ukuleles and a mobile storage cart was unanimously approved Fanfare.

Grant 2019-02 Digital Tuners $149.90 – Craig Robbins at Bromfield has been granted the funds to purchase 11 digital tuners to help small ensembles and individuals keep their instruments in tune on a daily basis.

Grant 2019-03 Keyboard Amplifier $199 – Craig Robbins has a jazz program that is so popular that he now has both a middle school and high school ensemble. The current digital keyboard in use has integrated speakers that can't keep up with those brass players. The funds for the purchase of a portable, combination PA/Amplifier has been approved and we look forward to hearing it in action.

We hope that the Administration and School Committee will accept the funding for these gifts at your next scheduled meeting so that the funds maybe utilized by the Music Department to purchase the equipment outlined above.

Sincerely,

Tim Clark
President - Fanfare

FANFARE

Dedicated to the support of music education in both the Hildreth Elementary School and The Bromfield School in Harvard, Massachusetts

Grant Application

1. **Applicant**

a. Name(s): David Gilfix

b. Relationship to Harvard public schools: Hildreth music teacher

c. Email address: DGilfix@psharvard.org

d. Phone: 978-456-4145 Date: 8/20/18

2. Project title and description. If applicable, attach additional information.

Request is for Fanfare to finance purchase of Ukuleles and Ukulele storage cart for Grade 5 Students.

The KA-S provides good quality gear and tuners that should help keep the ukuleles in-tune, and it is built to be tough enough to withstand the bumps of classroom use. It is made out of durable laminate Mahogany wood, with rosewood bridge and fretboard.

The Mobile Soprano Ukulele Storage Cart provides the safest method of storage that I could find. My goal was to find an easy, space-efficient way for students collect and return their ukuleles, while minimizing the risk of bumps and falls. Since this cart is mobile it could be transferred easily to the new elementary school in a few years.

3. Which students, and how many, will benefit from this project?

Ukuleles would be for grade 5 students. Approximately 80 students would benefit. The unit would be ongoing, so each year a new group of 80 students would benefit.

4. What is the time line for this purchase/project?

I would like to begin the ukulele learning in November. However, the sooner we receive them them better.

5. What is the amount of the request? Please provide a detailed cost/budget estimate.

23 Kala Model KA-S Soprano sized Ukuleles - $1466.25

1 Mobile Soprano Ukulele Storage Cart - $642.67 (price includes $58.67 for shipping)

Total: $2108.92

Purchase for the Ukulele would be made through The Minor Chord, in Littleton, MA; they would service the ukuleles when necessary.

Purchase for the Mobile Storage Cart would be made through BandStorage.com

https://bandstorage.com/shop/soprano-ukulele-rack/

FANFARE's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office)

Please feel free to provide further narrative information. If there are other relevant materials that might be of interest to FANFARE, please include them with this application.

FANFARE

Dedicated to the support of music education in both the Hildreth Elementary School and The Bromfield School in Harvard, Massachusetts.

Grant Application

1. **Applicant**
   a. Name(s): Craig Robbins
   b. Relationship to Harvard public schools: Instrumental Music Teacher
   c. Email address: crobbins@psharvard.org
   d. Phone: (978) 456-4152 x1579

2. **Date:** 9/13/18

3. **Project title and description. If applicable, attach additional information.**

Tuners for Instrumental Music Classroom – In working to help all instrumental music students achieve and succeed together as individuals and as an ensemble (in their respective groups), acquiring a set of *10* chromatic tuners (one per every 3-5 students in each ensemble) for the instrumental ensemble classes would aid both the listener and music students in playing in tune and more regularly at that! This would also help teach the students, along with their instructor's guidance, how balance in intonation makes a different to the greater ensemble's sound.

4. Which students, and how many, will benefit from this project?

All instrumental music ensembles (gr. 6-12) will benefit from this grant in most every class, and will continue to be used throughout the coming years in tuning for performances and rehearsal/class settings. It would be possible to use certain school issued tech devices in the ensemble classroom (ie: 6-7 band students with iPads), however for the ease of all using like equipment across their time in the ensembles, these tools would be used most every class rehearsal daily!

5. What is the time line for this purchase/project?

At the next convenience of Fanfare!, as these items will help the instrumental music students in ensembles class as soon as they come in!

6. What is the amount of the request? Please provide a detailed cost/budget estimate.

A quote of $14.99 per item has been acquired from our district's regular music vendor, David French Music Co. of Westboro, MA. They are able to offer them at cost with free shipping direct from the manufacturer with a BUY 10, get 1 FREE deal, as I had inquired. **TOTAL COST: $149.90 (10 @ 14.99/tuner)**

FANFARE

Dedicated to the support of music education in both the Hildreth Elementary School and The Bromfield School in Harvard, Massachusetts.

Grant Application

1. **Applicant**
   a. Name(s): Craig Robbins
   b. Relationship to Harvard public schools: Instrumental Music Teacher
   c. Email address: crobbins@psharvard.org
   d. Phone: (978) 456-4152 x1579

2. **Date:** 9/26/18

3. **Project title and description. If applicable, attach additional information.**

Keyboard Amp – In working to help all of our ensembles flourish and succeed together in their respective groups, acquiring a working keyboard amp for use in our jazz classes (which could move to all courses depending upon where classes are held) will help add more of the rhythm section sound in the ensembles. This will aid both the listener and music students in playing together and hearing the keyboard's (or keyboardists) offering to the music we make!

4. Which students, and how many, will benefit from this project?

All instrumental music ensembles (gr. 6-12) will benefit from this grant in most every instrumental ensemble class, though it will also aid our choral classes should an additional keyboard be acquired in the coming year. This amp will be the main sound of the keyboard in the now two jazz ensemble classes for performances and rehearsal/class settings. To date, we do not have a working keyboard amp that is functional for this purpose.

5. What is the time line for this purchase/project?

At the next convenience of Fanfare!, as this item will help the instrumental music students in ensembles classes as soon as it comes in!

6. What is the amount of the request? Please provide a detailed cost/budget estimate.

A quote of $199.99 for a **Behringer ULTRATONE K450FX Keyboard Amp/PA System** from our district's regular music vendor, David French Music Co. of Westboro, MA. They are able to offer this to us at cost with free shipping direct from the manufacturer **TOTAL COST: $199.99**

October 4, 2018

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
9-21-18	19-01	Bromfield Speech and Debate Team	Michael Poe	$2,000.00
9-25-18	19-02	Museum of Science Field Trip	Chris Burns	$1,196.00
9-28-18	19-03	Model UN	Bryce Mattie-Brown	$4,325.00
10-1-18	19-04	Louisa Alcott performance	Peggy Bragg	$2,392.50

Very truly yours,

Terry Symula
Harvard Schools Trust

Cc.
Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

Harvard Schools Trust
Grant Application

Please address each point and answer all questions. **If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.**

1. Applicant Information

a. Name(s):
   1. Michael Poe
   2. Chloe Fitzgibbons
   3. Nikhil Kommenini
   4. Kate Selig
   5. Fiona Nash

b. Title, position, or relationship to the Harvard public schools:
   1. Teacher advisor
   2. Student captain
   3. Student captain
   4. Student captain
   5. Student treasurer

c. Email address:
   1. mpoe@psharvard.org
   2. 20fnash@psharvard.org

d. Phone (cell):
   1. 716-361-2343 (Michael Poe)

e. Application date:
   1. Wednesday, September 12, 2018

2. Project Information

a. Project title and brief description. If applicable, attach additional information.
The Bromfield Speech and Debate Club is led by student captains Chloe Fitzgibbons, Nikhil Kommenini, and Kate Selig, as well as Fiona Nash, the treasurer. The club was graciously funded by the Harvard School Trust Fund for the past three school years and has currently grown to approximately 55 active members who seek to compete in local, state, and national tournaments in the 2018-2019 competition year.

An entrance fee is charged per student for each tournament. In the 2018-2019 school year, our team competed in a total of 22 tournaments; 14 for debate and 8 for speech, including the state tournaments for both speech and debate as well as national circuit tournaments.

Last year, following our previous record, Bromfield students qualified for both the MA state debate and MA state speech tournaments. We continue building our program as our members not only competed in the states tournaments, but now 8 (previously 2) of our debaters qualified for national level forensics tournaments (Yale University, Harvard University, Princeton University, Columbia University, and finally the Grand National, held last year in Florida). Furthermore, the club has grown in the area of speech. One of our members won the Top Novice Award in Radio Broadcasting, as well as 3rd place overall in our debate district, and many of our members have placed highly in other events as well, such as being named quarter finalists at the Columbia University and Harvard University tournaments. With these impressive achievements, we are seeking to support more student competitors this year, and to be able to access more nationally ranked tournaments. Many of our members have ambitious goals to qualify for the Tournament of Champions (the national finals tournament). In order to do so, they must win bids from national-qualifying tournaments, such as Big Lex (MA), Harvard University (MA), and Yale University (CT). These usually run two to three days, and host a wide range of schools from all over the country.

b. What is the enrichment value of the project? Are there long-term benefits?
The speaking and debate skills students learn in this club are valuable for both in and outside of the classroom. Students learn to express themselves effectively with confidence, which is a lifetime skill. Speech and debate allows participating students to gain new perspectives of the world, meet students from across Massachusetts and the United States, and not only learn to become better orators, debaters and world citizens, but learn the skills of creativity, research, case writing, and public speaking. Many famous U.S. politicians have benefited from speech and debate events through their life. For example, politician Bill Clinton, a debate participant, was active in and won accolades in the college debate league. Furthermore, Bromfield students have a chance to meet students from other schools who share the same interests, which broadens their horizons and social perspectives. Lastly, students have the opportunity to represent Bromfield in a competitive, non-athletic forum.

c. How many students will benefit from the project?
Approximately fifty-five students are currently participating members of the Speech and Debate Team in the 2017-2018 school year. The team is open to any student in grades 8 through 12. Students who are on the team have the opportunity to enter as many tournaments as the team attends at the state-level. Furthermore, students who qualify for national tournaments will be supported by the team to compete at the more advanced level.

d. Has this grant ever been requested before?
Yes.

e. How does the project address the precepts of the Harvard Ed Plan?
In general, through a variety of events in both speech and debate, students will learn how to properly construct arguments, present speeches, and communicate their ideas to others.

Furthermore, newcomers to the team will learn to present with expression as well as refine arguments by receiving constructive criticism from older members, and in turn, the older members will be able to use their leadership skills to mentor their younger teammates. From this club, students will gain both research skills and public speaking skills that they can exhibit whilst competing at speech and debate tournaments as well as throughout the remainder of their education and lives.

More specifically, however, in the debate section of this club, students will take part in debate related events such as "Public Forum Debate." They will learn to properly write cases for their arguments and debate their ideas with peers. Students will also learn to define national and global problems, collect and analyze data, synthesize concepts, and draw conclusions. They will conduct research, gaining knowledge about a wide assortment of subject areas. During this school year, for example, monthly debate topics have included removal of statues of important historical figures who have caused great harm to the nation (Confederate statues in South), the rise of social media and the misconception that online activism is authentically helping the world, NATO accords, the Catalonia independence movement, and the legality of the president being able to override congress and "push the button" if our nation is attacked.

Next, in the speech section of this club, students will take part in many different speech events, including, but not limited to: "Original Oratory," "Children's Literature," "Declamation," and "Radio Broadcasting." Through the participation in these events and this club, students will learn to write moving speeches, effectively explaining themselves orally. Students will also learn to arrange stories and poems into presentable pieces that they will then learn to present with expression, interpretation, and feeling.

f. If the request is for "seed money", what measures will be put in place to ensure the project's continuity?
N/A.

g. If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?
N/A.

h. What is the projected time frame? When will the project begin?
We meet weekly on Thursdays beginning in September through the end of May. Tournaments are scheduled from October through April and run on Saturdays, usually from early morning to the late evening. National tournaments are typically two or three day events (running a slot anytime from Friday, through the weekend, to Sunday), from morning until evening.

3. Financial Information

a. What is the total amount of the grant request?
$2000

b. What are the detailed costs involved? Please provide an itemized account.
The team covers logistical entrance fees for our members. For some tournaments, a base entry fee for a school is charged. For each entry in a single-day local tournament, there is a fee of $5-30 per team (15-30 for team of two in debate, or 5-15 for single person speech entries). For national qualifying tournaments, entries are generally $50 (Yale) to $95 (Grand National) per team.

In the past, the team has attended Harvard, Tim Averill, Yale, Princeton, Columbia University, and Big Lex, as national qualifying tournaments. This year, we are seeking more opportunities in hopes of having more teams qualify for nationals tournaments and have experience competing at a higher level. We continuing with our yearly trips to the Yale and Harvard University tournaments to our schedule and are planning to attend one more national qualifying tournaments as the year progresses (we are aiming to bring 2 teams of 2 debaters, and 2 speech entries to Harvard in February).

In order for students to compete at the state tournaments, our team must be a member of the Massachusetts Speech and Debate League (MSDL), for which the annual membership cost is $50.

Furthermore, considering the recent influx of middle school debaters, we also joined a middle school league for which the annual membership cost is also $50.

This year, we are also seeking membership from the National Speech and Debate Association (NSDA), for which the annual cost is $150.

For the 2017-2018 school year, the team paid over $3000 for dues and entrance fees, with the rest of the funding coming from various fundraisers outlined below. With the assistance of this grant, we can continue to support our middle school team, as well as high school, and also assist to completely cover costs of students unable to attend tournaments due to financial need.

c. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
No. Depending on whether or not we receive this grant, a fee may need to be charged to members. We are trying to avoid doing this so as to allow all students interested to participate and not incur fees. We also ask our parents to support the team and their students in other ways, such as driving to competitions and judging at local tournaments-really without them, the team would not be possible. In order to compete, a team must provide some number of judges based on the number of entries; otherwise fees ranging from $100 to $150 will be incurred per judge hired per day hired. (We had to hire judges in 3 instances last year, and your grant helped us cover those costs completely.)

d. If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?
N/A.

e. Have upkeep and maintenance costs been considered? Please explain.
For the 2018-2019 school year, the major costs we are expecting are tournament entrance fees. With an increased number of student participants, and looking to expand the number of entries into the tournaments we attend, therefore we are expecting larger team costs simply due to bringing more contestants. We are also required yearly dues in December.

Besides this grant, we hosted a bake sale at the end of last school year, for which the money will be put towards this season. Furthermore, we are seeing fundraising nights at local restaurant(s) to increase funding so as to attempt to hire an assistant coach within the next 3 years. We are planning on organizing the same type of fundraisers this year and more fundraising events are being considered by our team treasurer.

f. What is the time schedule for disbursement?
Preferably in early November, so that we have the funding needed to enter the earliest available tournaments and pay the MSDL league dues.

g. The Trust's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office) unless there are specific circumstances that require other arrangements.

4. Evaluation

a. How will you evaluate the success of this project? What criteria will you use?
As we have already seen growth in our student numbers this year, we will gauge success based on student participation in state-level tournaments. Although not all team participants enter the tournaments, it is vital to have members practice and prepare. We will determine how many enter the tournaments and how many qualify for state-level tournaments. We will also look at individual growth throughout the year, which can be measured not only by the scores the students receive, but also through the confidence and knowledge they gain as being a member of the Speech and Debate team.

We are aiming to reach our goal this year of, once again, placing at the State finals, as well as gathering more bids on the national-circuit level.

b. What input will students and teachers have in the evaluation?

We will seek to gather student data after each tournament. At the end of the year, we will evaluate their personal growth in tournaments, as well as their experiences of competing in the tournament.

Mr. Michael Poe (faculty advisor) will seek to gather student data and observations of students during weekly Thursday meetings, as well as during and after tournaments.

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

Harvard Schools Trust
Grant Application

Please address *each* point under the five sections, answering *all* questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.

1. **Applicant information**
    a. Name(s):
        i. Bromfield Model United Nations (BMUN)
        ii. Advisor: Bryce Mattie-Brown
    b. Title, position, or relationship to the Harvard Public Schools:
        i. Teacher // advisor
    c. Email address
        i. bmattie@psharvard.org
    d. Phone (day and evening)
        i. 609.204.0332
    e. Application date
        i. 10/2/2018

2. **Project information**
    a. Project title
        i. 2018/19 BMUN Conferences
    b. Brief description. If applicable, attach additional information.
        i. Model United Nations is a club at The Bromfield School that provides an opportunity for students to express their leadership abilities and collaborate with their peers to solve common global issues. The club at Bromfield has about seventy students from a wide variety of grades who participate. A typical schedule for the MUN club is a meeting once a week for about an hour where a multitude of topics are discussed. These topics include anything from the basics of a committee session to impromptu speaking activities. In particular, this year the club has focused on the fundamentals of MUN to encourage the newer members to participate and feel more comfortable in a committee session at a conference. Historically, the club attends three conferences every year. The first conference is Harvard University's MUN conference (also known as HMUN), the second is the UMass MUN

conference, and the third is usually a conference that is selected by the leadership of the club. This year, the three conferences that have been selected are the UMass MUN conference, HMUN, and Georgetown's MUN conference (also known as NAIMUN). These conferences offer fantastic opportunities for students and are a great environment for growth.

ii. HMUN Website

iii. NAIMUN Website

c. What is the enrichment value of the project? Are there long-term benefits?

i. Through Model United Nations conferences, students learn many valuable lessons that are not only relevant to this club, but will benefit them greatly in the long-term. For instance, the goal of Model United Nations is for students to work with others to solve global issues. Not only does this help them to gain a greater understanding of the world around them, but it also helps them to learn the value of collaboration and leadership. Furthermore, students from all over the world attend these conferences. Because of this, Model United Nations conferences also give students the opportunity to connect with peers from different countries and backgrounds, teaching them lessons in the importance of diversity.

d. How many students will benefit from the project?

i. Approximately 70 students participate in Bromfield's Model UN. However, conference spots are limited by the conference organizations. We currently have 45 seats for two conferences, HMUN and NAIMUN. Our final conference, UMassMUN, will allow younger students actively involved in the club to participate in an overnight conference.

e. Has this grant ever been requested before?

i. Yes

f. How does the project address the precepts of the Harvard Ed Plan?

i. As stated on the home page of psharvard.org, "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." This project addresses this mission by allowing students to realize their highest potential, as it allows them to be immersed in a new experience outside of their comfort zones, which pushes

them to strive for greatness. In an environment different than that of the classroom, students are given the opportunity to contribute to not just their local community, but the national and international communities, as these conferences consist of other students from around the globe. At each conference, students need to be able to adapt to newly presented information, which strengthens their ability to apply previous knowledge and collaborate with others.

g. If the request is for "seed money," what measures will be put in place to ensure the project's continuity?
    i. N/A
h. If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?
    i. N/A
i. What is the projected time frame? When will the project begin?
    i. The project covers three separate dates. The first, Harvard Model United Nations, begins on the 24th of January and ends on the 27th. Georgetown Model Nations begins on the 14th of February and concludes on the 17th. The final conference, University of Massachusetts Model United Nations, begins on March 9th and concludes on the 10th.

3. Financial information

a. What is the total amount of the request? $4325
b. What are the detailed costs involved? **Please provide an itemized account.**

	HMUN	**NAIMUN**	**UMassMUN**
Total:	**$1680**	**$1420**	**$1225**
School Fee	**$80**	**$70**	**$100**
Delegate Fee	**$80 x 20= $1600**	**15 x $90= $1350**	**15 X $75= $1125**

c. Have you requested funds or gifts-in-kind from other sources? If so, please indicate.
    i. BMUN fundraises throughout the year to additionally offset student cost. Potential grants and fundraised money will first be allocated to students who meet the sliding scale of free and reduced lunch criteria.

d. If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?
    i. N/A
e. Have upkeep and maintenance costs been considered? Please explain.
    i. N/A
f. What is the time schedule for disbursement?
    i. Our first payment is due mid-October. Thank you!
g. The Trust's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office). Are there are specific circumstances that require other arrangements
    i. Please include BMUN in the check memo. Thank you for your consideration!

4. Evaluation

a. How will you evaluate the success of this project? What criteria will you use?
    i. The way the success of this project will be evaluated is by the participation and growth within each conference. At each conference, the teacher advisor observes many of the students' committee sessions, in which it is clear how much students have chosen to get involved with the given topic. Also, after each conference, the conference leadership gives out awards, such as best position paper (a pre-written paper with your country's stance on an issue), best delegate, as well as numerous honorable mentions. So, another way that this project's success could be measured is by how many awards we as a group acquire at each conference. Lastly, and most importantly, this project will be successful if students come back with better knowledge and experience in parliamentary procedure and debate, as the purpose of each conference is to expose students to this aspect of the world. Delegates can then share this knowledge with the club at later meetings.
b. What input will students and teachers have in the evaluation?
    i. As the success of the project will be evaluated by students' participation and growth within the conferences, students and teachers will have much input in the evaluation. If students going to the conferences come back from them feeling as though they have had a positive experience with more knowledge, they will report this positive input to the teachers. Meanwhile, the teachers who chaperone the conference will also evaluate the conference and determine if students' conference experience met their goals based on both tangible and intangible measures. Intangible measures of success include the amount of knowledge (both in terms of global knowledge and knowledge of

parliamentary procedure) students acquired and their overall enjoyment of the event post-conference. Teachers will also evaluate tangible evidence of student success through awards students earn, such as best delegate or honorable mentions.

5. **Follow-up with parents**

   a. The Harvard Schools Trust is a 501(c)(3) nonprofit organization. In order to fulfill grant requests it relies on membership contributions from parents, school personnel, and community members. As a grant recipient, what will you do to make parents aware of the Trust's support and to encourage them to become Trust members?

      i. Harvard School's Trust has been a generous supporter of BMUN since our founding. We truly appreciate this partnership which helps so many students attend conferences. Every spring, BMUN hosts a Lip Sync fundraiser that has become a fun community event. We feel the best way publicize our partnership is include and thank HST as our club sponsor during that time. We will also publicize the partnership during mandatory parent meetings before overnight conferences.

Thank you for your consideration!!!

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

Harvard Schools Trust
Grant Application

Please address *each* point under the five sections, answering *all* questions. If questions are ignored or not answered clearly, the Trust may need to postpone consideration until clarification is obtained.

1. **Applicant information**
    a. **Name:** Margaret Bragg (representing a committee of Harvard Public Schools educators, administrators, and community members convened by Superintendent Linda Dwight to plan educational connections to Little Women film project)
    b. **Title:** Director of Reading K-8
    c. **Email address:** mbragg@psharvard.org
    d. **Phone:** Day: 978-456-4145 ext. 310 / Evening: 508-320-4172
    e. **Application date**: October 1, 2018

2. **Project information**
    a. **Project title**: Louisa May Alcott Inter*Act Performances
    b. **Brief description:** In an effort to provide understanding of the historical and cultural backdrop for the filming of Little Women in Harvard and surrounding towns, we would like to bring performances offered by Jan Turnquist, Executive Director of Louisa May Alcott's Orchard House to Hildreth Elementary School (HES) students and eighth grade students at The Bromfield School (TBS). A description of the performance content may be found here: http://yamass.org/our-programs/interact-performances/
    c. **Enrichment value of the project:** Students will gain an understanding of the historical time period in which Louisa May Alcott and her family lived and their connections to Harvard and the surrounding areas. Our goal is to better help them to connect to the historical and cultural significance of the events (filming) currently taking place in their community. A long-term benefit would be that students will have increased knowledge of this period of history as they move through school. Eighth grade students participate in a multi-disciplinary unit each year in which they study "reformers" in their social studies classes and read "reformer" themed literature in English class. Both Louisa May Alcott and her father, Bronson Alcott fall into this category and will be highlighted in the unit.
    d. **Number of students that will benefit from this project:** Students in grades K-5 at HES (427) and students in grade eight at TBS (76) will benefit from this project.
    e. **Has this grant ever been requested before?** No

f. **How does the project address the precepts of the Harvard Ed Plan?** The performances will have connections to Social Studies and English Language Arts curriculum standards. In addition, students will be provided the opportunity to understand diverse perspectives and think critically and creatively in accordance with the Harvard Public Schools Vision Statement.

g. **If the request is for "seed money," what measures will be put in place to ensure the project's continuity?** NA

h. **If the request is for technology, has it been reviewed for compatibility with existing equipment and plans for future equipment?** NA

i. **Projected time frame:** Our plan is to schedule the performances at HES during October and the TBS presentation in March.

3. **Financial information**

a. **Total amount of the request:** $2392.50

b. **Itemized account:**

*Two Grades K-2 performances, "Games, Pranks and Stories from the Childhood of Louisa May Alcott" (195 students): $232.50 each or **$465.00**

*Two Grades 3-5 performances, "Louisa May Alcott: Dynamic Author" (235 students):
$572.50 each or **$1145.00**

*One Grade 8 performance, "Louisa May Alcott: Dynamic Author" (76 students): **$572.50**

*Administrative fee: $30.00 per performance. Five performances = **$150.00**

*Performer travel costs: $20.00/day for three days: **$60.00**

(NOTE: Two performances at both grades K-2 and grades 3-5 will be required due to audience size restrictions)

TOTAL: $2392.50

c. **Have you requested funds or gifts-in-kind from other sources? If so, please indicate.** No

d. **If the request is for equipment or supplies, what other vendors have been considered? Have you checked for competitive pricing?** NA

e. **Have upkeep and maintenance costs been considered? Please explain.** NA
f. **What is the time schedule for disbursement?** We will pay Inter*Act upon completion of the October performances and completion of the March performance.
g. **The Trust's check will be written to The Harvard Public Schools Gift Account (managed by personnel in the Superintendent's office). Are there are specific circumstances that require other arrangements?** No

4. **Evaluation**
   a. **How will you evaluate the success of this project?** Teachers/Administrators will debrief after the events and will complete Inter*Act's evaluation form. Students will participate in discussions of the performances and their learning in their individual classrooms. Teachers will ask students to respond to the performance in selected ways including artwork, dramatization, and/or writing.
   b. **What input will students and teachers have in the evaluation?** (See above)

5. **Follow-up with parents**

   The Harvard Schools Trust is a 501(c)(3) nonprofit organization. In order to fulfill grant requests it relies on membership contributions from parents, school personnel, and community members.

   As a grant recipient, what will you do to make parents aware of the Trust's support and to encourage them to become Trust members?

   Principals of HES and TBS will notify parents of the upcoming events in their weekly newsletter and will credit the Trust with providing the grant which made the educational opportunity possible. We will also reach out to the Harvard Press to suggest that they cover the event(s).

Please feel free to provide further narrative information. Also, if there are other relevant materials that might be of interest to the Trust, please include them with this application.

School Committee Minutes
Upper Town Hall
Monday, September 24, 2018
6:15 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, John Ruark, Shannon Molloy, Jon Green, and Linda Dwight. Absent: Maureen Babcock.

Mary Traphagen called the meeting to order at 6:15 p.m.

Shannon Molloy read the Vision Statement.

Public Commentary – None

Student Report
Chloe Cushing reported that students are adjusting well to the start of school. There is a Club Fair planned throughout the week during the lunch period. Representatives from various clubs will speak about the clubs to advertise for membership.

Field Trip Approval
Ms. Bryce Mattie-Brown attended the meeting to seek permission for the Model UN Club to attend three conferences during the school year. Boston (HMUN) January 24-27th, Georgetown University, Washington, DC (NAIMUN) February 14-17th, UMass Amherst (MUN) March 8-10th.

SusanMary Redinger made the motion and John Ruark seconded to move to approve the HMUN, NAIMUN and UMass trips as presented.
VOTE 5/0

The Committee reviewed a field trip request from the Bare Hill Rowing Team to attend two regattas as part of their race schedule. Both trips will be to Saratoga Springs, NY.
The Head of the Fish Regatta, October 27th to 28th, and the Saratoga Invitational, April 26th to 28th.

SusanMary Redinger made the motion and John Ruark seconded to move to approve the Bare Hill Rowing Teams' trips as presented.
VOTE 5/0

Sabbatical Request

The Committee reviewed a sabbatical request from Bromfield teacher Ms. Anastasia Townsend to take a year off (2019-2020) to complete her doctoral dissertation. As a way to support the sabbatical, Dr. Dwight would negotiate an agreement that would be similar to one written for a sabbatical in the past. Ms. Townsend would agree to take the 2019-2020 school year off and be paid the amount that is the difference between Bachelor, Step 1 paid to her replacement and her salary. This arrangement would provide her the concentrated time to travel to France to take a course and study artifacts in archives located in Paris without adding costs to an already tight budget expected for the upcoming year.

SusanMary Redinger made the motion and John Ruark seconded to vote to accept Ms. Townsend's request for sabbatical under the terms of the agreement set forth in this letter.
VOTE 5/0

HCTV Partnership Funding Request

The Committee heard a request from Harvard Cable television seeking additional funding in the amount of $20,000 to support the increase in the use of the cable studio by the teachers and students of the Harvard Public Schools. The initial request was submitted to the Harvard Schools Trust but was turned down because it did not meet the approval criteria. The requested funds will be used to supplement the salary of the HCTV staff as they dedicate more time to teaching students to create and present their learning in areas that cross over the ELA and Social Studies curriculums.

SusanMary Redinger made the motion and Jon Green seconded to move that we encumber $20K from the Devens account to fund the increase to HCTV for the coming year.
VOTE 5/0

Roof Repair Funding Request

Dr. Dwight presented a request for funding up to $24,000 to repair the HES roof. These repairs would be done as soon as possible to prevent further damage to the building until the new elementary school is built.

Shannon Molloy made the motion and Jon Green seconded to move to approve up to $24,000 coming from the Devens fund to address the HES roof repair.
VOTE 5/0

Superintendent Report

*Met with members of the SBC to consider different options for exterior colors.

*Met with concerned community members about the sports field changes due to the building project.
*Traveled to Boston for an MSBA meeting related to our recent submission of Design Development documents.
*Met with SBC on September 20th to consider interior design elements. Confirmed the two-tone exterior colors.
*Arm in Arm met to plan upcoming events. Continuing the religious panels discussion on October 18th. Dr. Dwight will moderate the event. Encouraging students to attend by advertising it through the teachers in the Social Studies departments. Members of Arm in Arm are also organizing a multicultural dance for middle school students.
*Students returned to their newly remodeled science lab this past week. The prep rooms are also done and teachers are reorganizing the supplies.
*Teachers, HCTV staff, and school leaders from across the districts gathered together for an initial brainstorming session. They joined Arts Collaborative leader Willie Wickman and Dr. Dwight to discuss ways that students might benefit from the movie production activity in town. The group subsequently read several articles passed out by Kathleen Doherty, Department Chair for Social Studies, and there is a follow-up meeting planned for September 26th after school.
*Public Forum about the New Elementary school scheduled for September 27th – Upper Town Hall 7:00 p.m.
*Religious Panel – October 28th Harvard Public Library 7:00 pm.

Review of the 5-Year Capital
Dr. Dwight reviewed the Capital Budget considerations to help maintain and improve the physical condition of The Bromfield High School.
For FY20 the following Capital requests are being considered
* Renovate Cronin Auditorium - Capital Funds $100,000
* HEAC Interior Lighting – Grant Funds $100,000
* Replace Gym Bleachers – Capital Funds $53,000
*Upgrade sewage lift station – Capital Funds $40,000
*Air conditioning to the AHU for Science wing - Capital Funds $65,000
*Remove plantings in TBS court yard and redesign – Capital Funds $20,000
* Repair Roof at TBS– Devens Funds $80,000
*Replace the Refrigeration System, hand sinks and floor in the TBS Cafeteria - Devens - $150,000.

SusanMary Redinger made the motion and Jon Green seconded to approve the 5-year Capital Plan as presented.
VOTE 5/0

Policy Review

SusanMary Redinger made the motion and Shannon Molloy seconded to approve the amendments to policies AC, GBA, GCF and JFBB.
VOTE 5/0

John Ruark reviewed the following policies with minor changes:

CBE, CE, CHA, CHCA, CHC, CHD, KDD, KJA, KLG

SusanMary Redinger made the motion and Shannon Molloy seconded to approve policy CBE, CE, CHA, CHCA, CHC, CHD, KDD, KJA and KLG as presented and amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve policy CA as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve the elimination of Policy CA-B.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve policy CBD as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve policy CBI as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve policy CCB as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve policy CH amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to move to approve the elimination of policy CHB.
VOTE 5/0

Policy CL – First read (Shannon Molloy), policy will be presented at the next meeting for adoption.

SusanMary Redinger made the motion and John Ruark seconded to approve policy CM as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve policy KBD as amended
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve policy KHA as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve policy KHB as amended.
VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve policy KI as amended.
VOTE 5/0

SusanMary Redinger made the. Motion and John Ruark seconded to approve policy KLJ as amended.
VOTE 5/0

Policy KIJ - First read (Shannon Molloy) policy will be presented at the next meeting for adoption.

Grant Approval
The Harvard Schools Trust submitted the following grants for approval by the School Committee:

*Extending the Aquatic Investigation Program - $904
*Startup for HES Innovation space - $2,500
*Cooking a 19th Century meal field trip - $1,680

SusanMary Redinger made the motion and Jon Green seconded to accept the gifts from the Harvard Schools Trust as presented in the packet.
VOTE 5/0

Agenda Item
Assignment of the Delegate
Review MASC resolutions
Enrollment numbers
Policy
Align on performance measure for the Superintendent
Curriculum presentation

Approval of Meeting Minutes
SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the September 10th meeting as amended.
VOTE 5/0

Liaison/Sub-Committee Reports
John Ruark updated the Committee on the status of projects being done by HEAC.
Shannon Molloy reported that HES Council meeting for tomorrow has been rescheduled. Wellness is planning to schedule a meeting in October.
SusanMary Redinger - CPIC met this morning. The Old Library Access Committee informed CPIC that the bids that went out for renovation to the old library entry way came in $200K over what was approved. In addition, there is a $400K request to repair the roof on the same building. There was a lot of discussion as to the value of putting that much money into a building that doesn't have a defined future. The voters will decide and it will be a debt funded request.
Mary Traphagen reported that The Bromfield School Council meets Wednesday. The All Boards meeting is tomorrow at 7 p.m. The MASC conference is coming up in November. It is a great place to get a lot of information.

Open to Interested Citizens and School Committee Commentary –
SusanMary Redinger encouraged everyone to attend the public hearing on the School Building Project, Thursday, September 27th at 7 p.m.

Adjournment
SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 9:14 p.m.
VOTE 5/0

Respectfully submitted:

Mary Zadroga