

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, September 25, 2017
6:15 PM
Upper Town Hall

- I. Call to Order (6:15)**
- II. Read the Vision Statement (6:16)**
- III. Public Commentary (6:17)**
- IV. Trip Approval (6:20)**
- V. Grant Approval (6:25)**
- VI. Discuss the BOS Retiree Health Care Decision (6:27)**
- VII. School Improvement Plans (HES and Bromfield) (6:37)**
- VIII. Superintendent's Report (7:30)**
- IX. Shared School Committee/Superintendent Goals (7:40)**
- X. District Improvement Plan Draft (7:55)**
- XI. 5 Year Capital Requests Review (8:25)**
- XII. Brainstorm Questions for the Students Advisory (8:30)**
- XIII. Sub-committee/Liaison Assignments (8:35)**
- XIV. Meeting Minute Approval (8:40)**
- XV. Warrant Approval (8:45)**
- XVI. Agenda Items for September 25th (8:48)**
- XVII. Open to Interested Citizens' and School Committee Commentary (8:53)**
- XVIII. Adjournment (8:58)**

**Documents: superintendent's report, liaison list, field trip forms, goals, DIP, SIPs,
Capital Budget, meeting minutes, 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, contribute, to their local, national, and global community.

Field Trip Approval Form 2017-2018

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 9th grade trip to Washington, DC serves as both a culmination to the two-year study of US History in the 8th and 9th grades and an opportunity for 9th graders to develop more meaningful relationships with their classmates and teachers and staff.

Date(s) of Trip: Wed, March 14, 2018 - Sat, March 17, 2018 **Advisor(s):** Julie Horton

Students/Class/Grade Level Attending the Field Trip: ___9th grade_____

Destination: __Washington, DC_____

Departure Time: __6am_____ **Return Time:** approximately 7pm_____

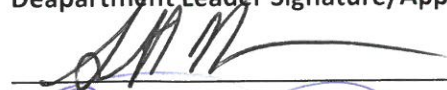
Mode of Transportation: coach bus provided by the tour company_____

(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).

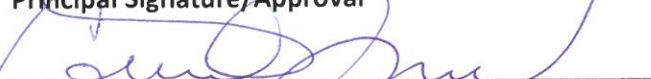
Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.



Department Leader Signature/Approval



Principal Signature/Approval



Nurse Signature/Acknowledgment

Out of State/Overnight Field Trip Request Form

Advisor(s): Julie Horton

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

Trip Destination: Washington, DC

Date of Departure: Weds, March 14, 2018

Time of Departure: 6am

Date of Return: Sat, March 17, 2018

Time of Return: 7pm

Travel Company (if applicable): EF Explore America

Name of Contact Person: Renee Boudreau

Address: EF Center Boston, EF Education First,
Two Education Circle, Cambridge, MA 02141

Phone: 617-619-1361

Cost of Trip: \$730

Plan to address overnight stipend for professional staff: incorporated into the HPS budget

Deposit Method and Due Dates: 3 payment options:

Pay in full when registering -- may pay with credit card

Make \$95 deposit when registering; choose automatic payment plan

- Payments automatically deducted from your bank account – choose monthly or bi-weekly
- Final payment extended to 25 days before tour

Make \$95 deposit when registering; choose manual payment plan

- Invoices sent and payments made in three or more installments
- Final payment due 75 days before tour

Registration deadline -- October 31st

Date of Parent Meeting(s): TBD -- late September or early October

Field Trip Step 1B

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

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

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

Purpose of Field Trip: The 9th Grade Trip to Washington, DC is an annual trip that provides Bromfield students with an opportunity to experience the nation's capital as a culmination of their two year study of American History. The students will visit all of the major memorials, see the exteriors of both the White House and Capitol, tour the National Cathedral, and explore the Smithsonian Museum and the Newseum. There they will be able to make connections between the memorials and landmarks and the curriculum in United States History I and II. For example, the depiction of the soldiers in the Korean War Memorial illustrates for students the hardships the men endured in a way that classroom instruction cannot, and the four "rooms" of the FDR Memorial highlight the defining moments of President Roosevelt's four terms of office and visually summarize what the students learn in class. Moreover, the trip serves as a unifying activity for the class, allowing them the potential for social growth and interpersonal relationships that is impossible to replicate in the classroom. The students should return from the trip with a new appreciation for past presidents and the US government, an awareness of the wealth of educational and cultural opportunities in Washington, DC, and a strengthened bond with their classmates and teachers.

Trip Itinerary: Please see attached.

Donation:

The PTO has generously donated \$3500 for use by teachers and administration at The Bromfield School. This money has been used by the administration to defer costs of trips (especially grade level trips) for students with financial need. We also use the money to fund unexpected activities or needs that occur during the year. If approved, the money will be added to the student activity account and the principal gift accounts so we can continue to fund the above activities as needed.

Thank you,

Scott Hoffman

Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

September 21, 2017

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grant this month:

Submit Date	Request	Title	Submitter	Amount
7 -28-2017	2017-30	Aquatic Insect Investigations program at Bare Hill Pond	Pam Chapman, Lisa Hopkins, Marie Phillips, Karen Shaw	\$1,447.06
8-24-2017	2017-31	3D printer for HES	Lauren Crittedon	\$3,244
8-1-2017	2017-32	Music ensemble risers*	Craig Robbins & Rebecca Ufema	\$6,345
8-31-2017	2017-33	Speech and Debate Club	Michael Poe	\$1,000
9-9-17	2017-34	Building Bridges: Portraits of Immigrants and Refugees	Kathleen Doherty	\$1900

You will see that the Music Riser grant has an asterisk next to it. Tim Clark and I met with Scott Hoffman, Craig Robbins & Rebecca Ufema and explained that the Trust is able to partially fund the request. We will reserve this funding for this fiscal year, which ends September 30, 2018. The total request was \$12,690.

Also, I had a conversation with Scott about funding student fees. I would like to arrange a meeting with he, Josh and yourself to discuss the subject from a district perspective. What might be a good day and time?

Very truly yours,

Terry Symula, President, Harvard Schools Trust

Cc: Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

2013-2014 Directors

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

**TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2019-2023**

		Funding * Source	FY19	FY20	FY21	FY22	FY23
	School Dept.						
	HES - Renovation/Build	Major Cap					
1	TBS - Design/Repair or Replace ramp to MS	CSF	240,000				
2	TBS - HVAC Equipment/Controls Upgrade and Repairs (HEAC)	CSF	25,000	25,000	25,000		
	TBS - Upgrade Science Room and Prep rooms	Devens	240,000				
3	TBS - Renovate the Cronin Auditorium; lighting, carpet, curtain, seats, a	CSF	220,000	200,000			
4	TBS - Replace/remove indirect fired H/W storage tank, boiler rm	CSF	28,000				
	HES - Replace boiler room air compressor	CSF	-				
	HES - Upgrade Elevator	CSF		-			
	TBS - Replace gym bleachers	Devens		150,000			
5	TBS - Upgrade the sewage lift station	CSF		40,000			
6	TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing & Ramp	CSF	25,000	25,000			
	TBS - Add air conditioning to the AHU for science wing	CSF		65,000			
	HES - Replace playground material as needed	CSF		-			
	TBS - Remove plantings in courtyard & redesign	CSF		20,000			
7	TBS - Shore up driveway banking by tennis courts	CSF		-			
8	TBS - Replace the AHU and add air conditioning to the for south facing	CSF			150,000		
9	TBS - Install HVAC units	CSF				150,000	150,000
10	TBS - Install card access system, external doors	CSF			100,000	100,000	
11	TBS - Replace Damaged Flooring	CSF				100,000	
12	TBS - Install system coordinated IP clocks	CSF				150,000	
13	TBS - Upgrade Network Backbone (Servers, switch, routers)	Devens				150,000	
14	TBS - Renovate the locker rooms	CSF					150,000
15	TBS - Replace locker sections	CSF					200,000
	BH-Move and/or Renovate Central Office	Major Cap					
	CSF/Grants Sub-total, School Submissions:		778,000	500,000	275,000	500,000	500,000
	Devens Sub-total, School Submissions:		240,000	150,000	-	150,000	

Memo: Capital Budget Draft Explanation

To: School Committee Members

Date: September 21, 2017

From: Linda Dwight

Mary, SusanMary and I met to discuss the Capital budget and develop questions and points of clarification for Mark Force's and Peter Rowe's input. We decided to change any expenses for Hildreth Elementary School to zero, but retain the place holder. I then met with Mark, Scott and Peter to adjust costs and suggest changes to the timelines for the remaining Bromfield focused projects. Below are the explanations for the changes highlighted in green.

#1 Middle School Ramp – the original replacement cost was set at \$150,000 five years ago. Meanwhile the cost of construction has gone up and the current ramp has been deemed unsafe and will need to be completely removed. The removal and a yet to be determined solution are likely to be closer to the \$240,00 current request as per Mark's professional opinion. The study of solutions has not been completed yet, so this number may need to change before final submission of the budget or we would need to seek other funding sources. FY19-\$240K

#2 HEAC controls upgrade – this original request for \$75,000 in 2018 was not funded because of some miscommunication about grant qualifications. It has now been confirmed that the expenses for this would not come under the Green Community Grant, but are recommended to be funded by town as an energy saving measure identified in the Peregrine Energy Study. We decided to break the expenses into 3 years. FY19-\$25K, FY20-\$25K, FY21-\$25K

#3 Cronin Auditorium Renovation – We originally asked for \$220,000 for lighting and carpet replacements. In the time since the request was submitted, the auditorium needs continued to expand to include the curtain, seats, stage and acoustics. We put the extra \$200,000 in the following year and will prioritize the items with the teachers. FY19-\$220K, FY20-\$200K

#4 Water tank removal and replacement at TBS – Originally the \$28,000 was for both schools. Mark has current estimates for the replacement and removal of the tank at TBS and it will be close to the same price. FY19-\$28K

#5 Upgrade the sewage lift station – Originally Mark was planning to move the current lift that is located near the Bromfield gym. This plan has now changed to having the current lift evaluated and parts replaced to ensure its continued use. FY20-\$40K

#6 Renovate Bathrooms – We have current costs to renovate bathrooms and one set of bathrooms is closer to \$25,000. Scott requested adding a set to next year to continue the renovation of bathrooms that began in FY17. FY19-\$25K, FY20-\$25K

#7 Shore up driveway banking by tennis courts – After a meeting with Tim Bragan and Tim Kilhart it was decided that Harvard DPW will take action to make the necessary repairs to the driveway bank near the tennis courts.

#8 Replace an AHU (Air Handling Unit) and add air conditioning for the South Facing Classrooms – The air handlers need to be replaced on an on-going basis and adding air conditioning units at that time is cost effective. The prices for this unit are based on the prior work done in the science rooms. FY21-\$150K

#9 Install AHU – We suggest taking the original \$300,000 and put the expense across two years. This is an on-going maintenance need. FY22-\$150K, FY23-\$150K

#10 Install a Card Access System – We added another \$100,000 to this project as costs have continued to increase for security systems. This would allow card access across the district as the new school would already have this system for entry. FY21-\$100K, FY22-\$100K

#11 Replace Damaged Floors – We suggest reducing this request from the original \$300,000 for two reasons; we took off HES and Mark has been replacing sections of flooring under his yearly budget and this has helped the issue in an on-going way. FY22- \$100K

#12 Install IP Clocks – We suggest reducing this request from the original \$200,000 because HES is no longer involved. FY22- \$150K

#13 Upgrade Network Backbone – We have reduced this request from the \$300K contained in the FY18 Capital budget as the Hildreth School infrastructure will be replaced as a component of the new building. FY22- \$150K

#14 Renovate the Locker Rooms – The Bromfield Locker Rooms are in need of upgrade to meet the need of the significant usage by sports teams. FY23- \$150K

#15 Replace Locker Sections – many of the banks of lockers are deteriorating after many years of heavy usage. This will allow for the replacement of sections to be determined based on condition. FY23- \$200K

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Liaison Assignments	
Board of Selectman	Mary Traphagen
FinCom	SusanMary Redinger
DEAC	John Ruark
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	SusanMary Redinger
HEAC	John Ruark
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Athletic Advisory	John Ruark
Subcommittee Assignments	
Budget	Mary Traphagen/SusanMary Redinger
Policy	John Ruark/Mary Traphagen
Science Labs	Nancy Lancellotti/SusanMary Redinger
Website Review	SusanMary Redinger and Jon Green
Superintendent Review	Mary Traphagen and Nancy Lancellotti
Building Committee	Mary Traphagen and SusanMary Redinger
Student Achievement	Pending
Communication Plan	Pending

School Committee Meeting
Monday, September 11, 2017
6:15 p.m.
Upper Town Hall

Attendance: Mary Traphagen, Nancy Lancellotti, SusanMary Redinger, Jon Green, John Ruark, Linda Dwight, Peter Rowe.

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

Nancy Lancellotti read the Vision Statement.

Public Commentary – None

Trip Approval

Bryce Mattie along with Sofia MacLean and Anya Begue presented a request for three overnight Model UN conferences during the 2017/2018 school year. The conferences are planned for HMUN - Boston/Harvard University in January, UMassMUN -UMass Amherst in March, and GCMUN in New York City during February break.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we approve the three Model UN trips as presented in the packet.

VOTE 5/0

Julie Burton, Chris Zacharer and Evan Bilafer attended the meeting to request approval to start the Bromfield Association of Rocket Science (BARS) Club. Building rockets will help students to learn about the science of rocketry. The club will help students apply knowledge they learn in math and science classes.

SusanMary Redinger made the motion and Jon Green seconded to approve the Bromfield Association of Rocket Science (BARS) Club.

Deb Pierce attended the meeting to request approval to start a Science National Honor Society at The Bromfield School. The Science National Honor Society would promote and support student research and projects in Science. The Science National Honor Society would provide an organized medium to recognize student involvement and achievement in science and give students a more specific and nationally recognized method to create a portfolio, become involved in a wide variety of STEM activities and properties and to be introduced to a wide range of potential careers in science.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the National Science Honor Society as presented.

VOTE 5/0

Lisa Terrio attended the meeting to request approval to start a German Club at The Bromfield School. The club would meet twice a month after school to learn German language and culture.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the German Club as presented.

VOTE 5/0

Grant Approval

John Ruark made the motion and Jon Green seconded to accept the generous donation of \$3,500 from the PTO to be used by teachers and administration at HES to cover incidental expenses incurred.

VOTE 5/0

Anne McWaters attended the meeting to request approval for the Harvard Athletic Association (HAA) to formally donate new basketball equipment to the Hildreth Elementary School. HAA would replace two existing main blackboards with Jaypro safety glass blackboards, breakaway rims, edge padding and electric height adjusters with key switch operating system. The total cost with installation is \$6,494 and HAA would like the school to cover the electrical/installation expense. The School Committee considered the cost of this work in light of the school building project that is proposed.

SusanMary Redinger made a motion and Nancy Lancellotti seconded to move that we accept the HAA proposal to install the basketball backboard equipment and that the School Committee will contribute \$1500 from the Shaw Trust toward the installation.

VOTE 5/0

Math Curriculum Review

Russ Wass and Julie Horton presented the Mathematics pathways for Grades 6 through 12. In addition, they shared several Math Department accomplishments such as ranking in US News and World Reports, above average SAT scores, advanced scores on MCAS, as well as recognition at the Elizabeth Haskins competition, Math Olympiad, and the American Math Competition.

Bromfield Dress Code Revision

Scott Hoffman presented new language that will be added to the student handbook regarding student dress code. In addition to the changes presented the Committee agreed to add the following language:

Items of clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate.

Scott Hoffman is going to add language to explain the “process” which will include treating students with dignity/respect. Lastly, fix the grammar of the first paragraph regarding the “requirements set forth above” AND add an “or” before items in the last bullet.

SusanMary Redinger made a motion and John Ruark seconded to accept the Dress Code language with the additional language from the Acton Public Schools and to include a process that references student’s respect and dignity.

VOTE 5/0

HEAC Presentation

David Fay and Brian Smith from the Harvard Energy Advisory Committee attended the meeting to report on the Peregrine Focus Project which is a monitoring system that tracks electrical usage by day. The tool can help find issues and make adjustments or repairs to save energy. HEAC would like to display real-time energy usage in a hallway at Bromfield. HEAC would like to see a student or students taking on the Bromfield energy usage using Energy Monitoring as a Science Fair project or Senior project. HEAC would like the School Committee to consider funding \$67K in identified failed components in the HVAC system. The School Committee can add it to the Capital Plan cycle but it is unknown if it will be funded. HEAC received a grant to hire a technician to plan the Bromfield lighting project.

Superintendent Report

Hildreth Elementary building project update

List of actions completed in the past two weeks

- *Met with members of the working group to outline upcoming steps in the process
- *Held a School Building Committee meeting; topics included site considerations and building sizing/location
- *Coordinated communication with NV5, Arrowstreet, Chief Sicard and Bob Scanlan for a meeting on 9/12

School Welcome Students and Staff

The staff convocation speaker, Dr. Rob Evan, shared an uplifting message about the power of teachers to make a difference in the lives of students. He reminded us to find joy in the daily interactions and collaborations. The informal review of his talk was so positive that we are planning to have him return in May. Students started school on August 30th and we saw lot of smiles and excited chatter. We have created learning environments where most students want to come. This is credit to all involved with the Harvard Public Schools.

Meeting Date Change

Our first scheduled meeting in October falls on Columbus Day and Mary Traphagen suggested that we discuss other options for meeting. The meeting will be held on Tuesday, October 10th.

Science Lab Update

The science sub-committee, town administrators, school leaders, and the science department leader met on September 7th to discuss the timeline and impediments to the project. The remaining hurdle in the project is the lack of a secured plumber due to no bids or an unacceptable bid. After exhausting any other possibility, we are forced to wait until September 20th in hopes that our outreach yields a successful bid in the latest procurement cycle.

Meanwhile students and teachers are displaced, but making the best of the situation. They are focused on ensuring student learning by sharing spaces and collaborating together. Scott, Robin and Julie will continue to work closely with the teachers on this part of the problem. While we wait until September 20th, we will continue with the concrete boring parts of the project and electrical preparations.

SusanMary Redinger made the motion and John Ruark seconded to move that we appropriate up to \$100K from the Devens funds towards the Science Lab project.

VOTE 5/0

Classroom Walk-throughs as a Priority

The leaders at both schools made frequent classroom visits a priority goal during our Leadership Summit. They have set time aside on their shared calendars to visit classrooms daily and provide feedback. They are setting a very positive tone with their focus on instructional leadership. At our leadership team meeting the leaders shared the positive impact of their visits; both to them, the students, and the faculty. We also shared our other goals for the year, reviewed the District Improvement Plan draft, and spent time discussing Dr. Evan's book. The Human Side of School Change.

Goals – Tabled

District Improvement Plan – Tabled

Vision Statement Revisions

Dr. Dwight presented three options created by the leadership team to change some language in the Harvard Vision Statement. The Committee discussed the changes and agreed on the following:

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 community.

SusanMary Redinger made the motion and John Ruark seconded to change the vision statement to the hybrid that was discussed.

VOTE 5/0

Financial Close-Out

Peter Rowe explained to the Committee the spending for the Harvard Public Schools for FY17 through June 30, 2017. The major factors negatively affecting total spending for the year, as previously reported, were

1. Custodial Service contract which exceed the budget by \$60K separate from snow removal
2. Regular transportation contract increased by \$36K
3. Out of District private placement and contracted services cost at \$68K
4. Legal services cost at \$37K
5. The loss of the state fund Kindergarten Grant at \$20K

The overages are largely offset by approximately \$150K in salary savings from staff turnover, energy costs under budget by \$54K and a projected surplus of \$33K in the Special Education transportation account. On balance the savings were able to offset the overages by a small amount: \$3,606.

Meeting Minute Approval

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the minutes of the August 28th meeting as amended.

VOTE 4/0/1 – John Ruark abstained due to absence from the meeting.

Warrant Approval

SusanMary Redinger entered into record a list of invoices on three warrants that were signed over the past summer. The signed warrants and the warrant recap of all invoices paid is available for anyone interested in reviewing them.

Agenda Items for September 25th

District Improvement Plan

School Improvement Plan

Five-year Capital Plan

Student Advisory Meeting Schedule

Bus Data

Course Enrollment

School Committee Commentary

Linda Dwight – of note there was no press present at tonight's meeting.

Mary Traphagen – In light of the recent hurricanes that have hit in other parts of our country we are in a very fortunate place.

John Ruark – Very happy to be part of the convocation for the first time and sorry that I could not stick around to hear the speaker.

Adjourn

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

VOTE 5/0

Respectfully submitted:

Mary Zadroga