

**Harvard Public Schools**  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

---

**School Committee Meeting**  
**Monday, December 10, 2018**  
**6:15 PM**  
**Upper Town Meeting**

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:17)**
- III. Trip Approval (6:20)**
- IV. Student Report (6:25)**
- V. Student Achievement Report (6:30)**
- VI. Budget Approval; Vote (7:05)**
- VII. Superintendent Update (8:05)**
- VIII. Consider a Request to Expand Applewild Campus in Devens; Vote (8:15)**
- IX. Discuss and Vote Additional Vans to Purchase (8:20)**
- X. School Building Committee Update (8:30)**
- XI. Donation Approval (8:45)**
- XII. Agenda Items (8:50)**
- XIII. Approval of Meeting Minutes (8:55)**
- XIV. Liaison/Sub-Committee Reports (9:00)**
- XV. Public and School Committee Commentary (9:05)**
- XVI. Adjournment (9:10)**

**Attachments: Superintendent Report, Applewild Request Memo, Donation Memo, Meeting Minutes, Budget Documents,**

**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.**

## **Out of State/Overnight Field Trip Request Form**

### **Youth and Government Overnight Trip Request**

**Advisor(s):** Kristin McManus and Kate Keane

**Grade Level(s) of Students Attending Trip:** Approximately 5 students Grades 9-12

**Trip Destination:**

MA State House, 24 Beacon Street, Boston, MA and Hyatt Regency, One Avenue de Lafayette, Boston, MA

**Date of Departure:** Wednesday, March 20, 2019

**Time of Departure:** 6:00 PM

**Date of Return:** Friday, March 22, 2019

**Time of Return:** 8:00 PM

**Travel Company (if applicable):** N/A

**Name of Contact Person:** Caitlin Cavanaugh, State Director

**Address:** South Shore YMCA

**Phone:** 617-688-2043

**Cost of Trip:** Approximately \$600 (including staff costs)

**Plan to address overnight stipend for professional staff:**

We are in the midst of a fudge fundraiser which typically yields sufficient money to defray the cost for students. Otherwise, we work the overnight stipend into the cost (as noted above.)

**Deposit Method and Due Dates:**

One deposit of \$225 has already been collected for attendance at Pre-Legislative Conferences. The remainder will be collected at the parent meeting on Wednesday, January 24, 2019.

**Date of Parent Meeting(s):**

Wednesday, January 24, 2019 (with a snow date of Thursday, January 25, 2019)

## Field Trip Step 1B

**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 field trip is for the State Conference for Youth in Government. At this conference, students will simulate MA state government, playing the role of various governmental bodies, including: legislative, executive, judicial, lobbyists, and the press corp.

### **Trip Itinerary:**

The itinerary typically stays the same from year to year and the 2019 itinerary is not released yet. Please refer to last year's which is attached.

**CONFERENCE SCHEDULE**  
**Youth & Government: Responsibility for the Future**  
**Thursday, March 22, 2018**

8:30-10:00am      **Legislative Breakfast: Invite Only – King**

8:30-9:15      **Breakfast –Alcott**  
**Advisor Breakfast-Stowe**  
**DLC Breakfast – Gardner**

9:15-9:55      **Working Sessions:**  
**Cabinet - Gardner**  
**Judicial – Alcott**  
**Committees –**  
*Purple/Green: Brandeis      Blue/Maroon: Hutchinson*  
*Yellow/Red: Lowell      Teal/Pink: Longfellow*  
*Tan/Orange: Holmes      Gold/Silver: Whittier*

10:00-10:40      **Welcome and Introductions – Governor, Lt. Governor & Attorney General – Press**  
**Orientation to Conference – Press**  
**Advisor Meeting – Stowe**

10:40-10:55      **State of Youth & Government – Governor Christopher Cantwell – Press**

11:00 – 1:00      **Delegation Lunches (leave time when returning to clear State House security)**

12:30      **Opening Training: Chaplains, Clerks, Sgts, Speaker, President, Governor**

**STATE HOUSE**

1:30 – 2:15

**Opening Ceremony**  
**Massachusetts House of Representatives Chamber**

**Presiding:**  
**Speaker of the House**

**Introduction and Entrances**

**Pledge of Allegiance to the Flag of the United States**

**Reflection:**  
**House Chaplain**

**Welcome:**  
**Speaker of the House**

**Guest Speaker**

**Administration of the Oath of Office to Youth Leadership**  
**Administration of the Oath of Office to all Delegates**

**Message from Youth Governor Christopher Cantwell**

**Delegates will be dismissed by Branch**

2:30-4:30 Judicial Trials: Members' Lounge, Room 222, Room 350, Room 437  
 Press Corps: Room 167  
 Cabinet: Room 348  
 House and Senate Session: House Chamber

4:30-4:45 Joint Session/Dismissal by delegation – House Chamber

4:45-5:00 Walk back to hotel for dinner.

#### **OMNI PARKER HOUSE**

5:00-6:30 Dinner – Delegation meetings- Alcott/Gardner  
 6:30-7:15 Debates – Press

7:15-9:45 Judicial Trials: Brandeis, Holmes, Lowell, Hutchinson  
 Press Corps: Longfellow  
 Cabinet: Whittier  
 House and Senate Session: Press

9:50-10:30 Final Comments for Candidates - Press

10:30-11:00 Voting & Announcements – Press

11:30 Advisors check delegates in rooms

#### **Friday, March 23, 2018**

7:30-8:00am Breakfast– Alcott  
 Advisor Breakfast- Stowe  
 DLC Breakfast – Gardner  
 Management Team Meeting – King

8:00-9:00 Delegation Meetings (leave time to clear State House security)

#### **STATE HOUSE**

9:00-9:15 Joint Session/Roll Call – House Chamber

9:15- 10:15 Judicial Trials: Members' Lounge, Room 222, Room 350, Room 437  
 Press Corps: Room 167  
 House and Senate Session: House Chamber

10:15-11:15 Judicial Review: House Chamber  
 Press Corps: Room 167

11:15-11:45 Joint Session/Conference Photo– House Chamber

11:45-12:00 Walk back to Hotel

12:00-12:30 DLC Awards and Devotional – Ballroom

12:30-3:00 Banquet – Ballroom

Brandeis/Holmes luggage storage

## Out of State/Overnight Field Trip Request Form

### Business Professionals of America State Leadership Conference

**Advisor(s):** Kristin McManus and Josh Thurston

**Grade Level(s) of Students Attending Trip:** Approximately 28 9th-12th graders

**Trip Destination:** Sheraton in Framingham, MA and Assabet Valley Regional Vocational Technical High School in Marlboro, MA

**Date of Departure:** Saturday, March 2, 2019

**Time of Departure:** 10:00 AM

**Date of Return:** Monday, March 4, 2019

**Time of Return:** 2:30 PM

**Travel Company (if applicable):** N/A

**Name of Contact Person:** Judith McKinstry, State Director of MA Business Professionals of America

**Address:** 28 Brierly Circle, Millbury, MA

**Phone:** 508-277-2459

**Cost of Trip:** Approximately \$275

**Plan to address overnight stipend for professional staff:**

We had a mattress sale fundraiser in the Fall which raised a substantial amount of money. We plan to use money from that fundraiser to address the overnight stipend.

**Deposit Method and Due Dates:**

Deposit of \$100 will be due on the date of the parent meeting, Wednesday, January 23. The remainder will be due on Tuesday, February 5, 2019.

**Date of Parent Meeting(s):**

Wednesday, January 23, 2019 at 7:00 PM (snow date of Thursday, January 24 at 7:00 PM)

## Field Trip Step 1B

**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:**

This trip is for Business Professionals of America to attend the State Leadership Conference. At this conference they will compete in various business and technology events, participate in leadership workshops, and network with students from across the state.

### **Trip Itinerary:**

The itinerary is not released for this year, so please see last year's program itinerary.

**Superintendent's Update  
December 10, 2018**

---

**I. Stipend Committee Work Continues**

*Standard IV: Professional Culture*

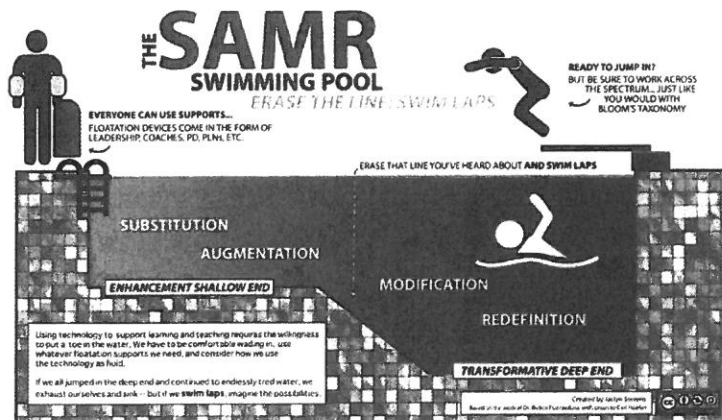
A small group of teachers and school leaders continue to meet with a goal to improve the process for approving clubs and to create equity in payments. A survey was sent out to current club leaders asking about the number of hours required, expectations, participation, etc. Committee members have gathered research of other districts' practices. We have edited drafts of our club formation forms. And, the committee is looking at a tiered system of payments. All of the finding and recommendations will be brought to the School Committee at a future meeting.

**II. Cross District Reflection on PD**

*Standard I: Instructional Leadership*

*Standard IV: Professional Culture*

Leaders from Ayer-Shirley, Littleton, and Harvard met to review the feedback from the November PD day and to begin planning for another collaborative day in 2019. The feedback was overwhelmingly positive from surveys given in each district. The survey results were shared and strengths and points of improvement clarified. We then agreed upon the date for next year and began to discuss our focus. The focus for 2019 will shift from technology specific to curriculum enhancement with technology. We are committed to the advancement of teaching and learning across the SAMR model.



**III. Technology Survey**

*Standard I: Instructional Leadership*

As part of our District Improvement Plan, we have given the technology survey out to the staff. The self-assessment was delayed from the proposed 6/30/2018 date.

*By 6/30/2018 a self- assessment by all teachers has been done to identify their level of proficiency against the SAMR model.*



**Superintendent's Update**  
**December 10, 2018**

---

**IV. Director of MASS Shares Budget Update**

*Standard IV: Professional Culture*

At the monthly meeting of Worcester County superintendents MASS Director, Tom Scott, shared information on the state budget for school funding. There is a growing disparity between the per pupil expenditure for students across the state of MA, and the district leaders are interested in changes to the foundation budget, especially for low-income communities. A film entitled, A Tale of Two Sister, shared at the MASC conference, highlights the issues.

<https://www.massupt.org/2018/11/09/a-tale-of-two-sisters/>

MASS leaders are working with state legislators to increase funding for schools.

**V. Middle School Concert Success!**

*Standard IV: Professional Culture*

The choral music teacher, Becky Armitage, and the instrumental music teacher, Craig Robbins, led the middle school students through a joyful performance on Thursday evening. Both teachers shared information with the audience about their teaching philosophy and demonstrated the growth in learning across the grade levels. They also demonstrated a strong relationship with their students that has contributed to the growth of both music programs.



*The 7th and 8th Grade Chorus*

**Superintendent's Update**  
**December 10, 2018**

---



*The First Middle School Jazz Band Performance*



Memo: Applewild Expansion Request  
Date: December 7, 2018  
From: Linda Dwight, Superintendent

Earlier this year, the Headmaster of Applewild School, Christopher Williamson, contacted me about the goal to expand their campus in Devens from a preschool/kindergarten school to a preschool through grade 5 school. This growth would develop over the upcoming years as students progress through those grades. Currently students must transfer to the Fitchburg campus if they would like to stay in the Applewild School past kindergarten.

DESE requires the educating oversight committee to approve the expansion and write a letter of support and include the minutes from a vote by the committee. Chris and I discussed the unique relationship between the education of the Devens students, DEAC, and Mass Development. He agreed to contact Mass Development and discuss the best way to proceed. Meanwhile, I visited the Applewild Fitchburg campus for a tour with Chris, and he shared their well-developed philosophy and educational programming.

Last week, the Chief Financial Director of Mass Development, Simon Gerlin, and their legal counsel, Ricks Frazier, called me to discuss the approval process. The conclusion of our discussion was to ask Harvard's School Committee to approve the expansion by a vote. If this is successful, I would draft a letter and Mass Development would also sign the letter.



Memo: Additional Van Purchase Request  
Date: December 7, 2018  
From: Linda Dwight, Superintendent

We have the opportunity to buy two CASE vans for \$1,000 each. Both vans are from 2011 and have over 180,000 miles of use. The transportation director has assessed the vans and says they are in good working condition. I would like to recommend that we buy them and park them over at Bromfield behind the school for ease of access. The travel logs and keys would be kept in the Bromfield office.

The athletic advisory committee has discussed the benefits of owning at least one or two additional vans or a larger vehicle to help mitigate the rising costs of transporting students to a variety of events throughout the year. When our teams do well, as they have been, the season extends past the regular number of games/meets/competitions. The Athletic Director, Dave Boisvert, has added \$7,983 to his proposed budget due to these extra travel needs and because we will be bidding out for a new bus contract for the FY20 school year. Currently we pay \$4.50 per mile and \$80 per hour for the wait time for all extracurricular events (see contract information included).

The vans will be used in a variety of ways from club activities, sports participation, homeless family involvement, field trips, and more. We have provided the number of uses (149 trips) to date of the one van that we purchased last year. The van has traveled 3,897 miles. If we used a bus for that number of miles, there would be a charge of \$17,537 without considering the wait time of \$80 per hour.



Additional Support for Van Purchase

Date: December 7, 2018

*Linda Dwight <ldwight@psharvard.org>*

*1:35 PM (21 minutes ago)*

*to Marie, Debbie*

*Hello Debbie,*

*On Monday the School Committee will discuss the possibility of purchasing two more 8 passenger vans at a very reasonable cost. I was wondering if there would ever be occasions that COA would have the need to use the vans to transport people to events?*

*Thanks,*

*Linda G. Dwight*

*Superintendent, Harvard Public Schools*

*Debbie Thompson*

*1:53 PM (3 minutes ago)*

*to me, msobalvarro*

*Linda;*

*Thank you so much for letting me know this! We have been asking for help in the area of transportation for years now, and this could be a perfect answer to our needs. In fact, if you have the name of the company that is willing to sell the school department a van for a reasonable amount we would love to know who they are as well! Our van is on the road 5 days a week and we still have over 320 unmet rides per year that could be supported with another van. We need a much better answer on transportation for our seniors than we have at this time. Sharing is great!*

*Thanks, Debbie*

*Deborah Thompson, MS, LSW*

*Director, Council on Aging*

*Town of Harvard*

*978-456-4120*

# HARVARD PUBLIC SCHOOLS

www.psharvard.org



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

Linda G. Dwight  
Superintendent

Cost of Maintenance

Date: December 7, 2018

Date of service	Service Description	Invoice Amount
8/15/2017	Inspection Sticker	\$35.00
	Wiper Blades	\$19.96
	<b>Total</b>	<b>\$54.96</b>
9/27/2018	Inspection Sticker	\$35.00
	Replace Upper & Lower Ball Joints	\$419.16
	Replace Right Head Light & Right Tail Light	\$60.35
	Shop supplies	\$9.87
	<b>Total</b>	<b>\$524.38</b>

**Invitation for Bids – BUS TRANSPORTATION**

**PART II Additional Services**

**BID PRICE SUBMISSION FORM: K-12 (athletic runs, field trips and other extra-curricular activities)**

HARVARD PUBLIC SCHOOLS

*This bid may be awarded separately*

Three year contract period for August 1, 2016 to July 31, 2019.

Year 1: August 1, 2016 – July 31, 2017

SCHOOL BUS:

Cost per mile

\$ 4.00

+ 15.9% (3.45)

Cost per hour waiting

\$ 70.00

+ 40% (50)

Year 2: August 1, 2017 – July 31, 2018

SCHOOL BUS:

Cost per mile

\$ 4.25

Cost per hour waiting

\$ 75.00

Year 3: August 1, 2018 – July 31, 2019

SCHOOL BUS:

Cost per mile

\$ 4.50

Cost per hour waiting

\$ 80.00

I certify that I have studied the Specification for this Bid and am familiar with the requirements contained therein. I further certify that I am authorized to submit this bid on behalf of the Transportation Company, which I represent.

Bidder: DEE BUS SERVICE, INC Date: 2-16-16

Authorized Signature 

## **Josh Myler**

Recently a parent who works at BOSE reached out to say that the company is clearing discontinued stock and asked if we would be interested in headphones to use for the school. We regularly use headphones for student listening centers, computer activities, and iPad use including audiobooks, filming and video editing, etc. They have provided 100 pairs of discontinued but new over-the-ear headphones for school use. We ask that you accept this donation and would like to thank Charlotte Pride and BOSE for their donation.

Josh Myler, Principal  
Hildreth Elementary School, Harvard MA.  
(978) 456-4145



School Committee Minutes  
Upper Town Hall  
Monday, November 26, 2018  
6:15 p.m.

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

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

SusanMary Redinger read the Vision Statement.

**Public Commentary** – None

**Student Report**

None

**Budget Preview**

Technology Director, Chris Boyle presented the cost to go from a MacBook purchase versus lease program. The changeover would occur over a period of time. As the lease terms are expiring those devices would be replaced with a purchased device. Mr. Boyle will distribute his presentation to School Committee members so they can have more time to look at the options before deciding at a future meeting.

Dr. Dwight and Aziz Aghavev presented the FY20 budget to School Committee members. The total budget increase is primarily due to the salary increase of 2.64%. The total Omnibus budget presented was \$13,976,430 which represents an overall increase of 4.31%. At the December 10<sup>th</sup> meeting the School Committee will vote the draft budget and send the paper and electronic copies to the Board of Selectmen and Finance Committee for review.

**Challenge Day Feedback**

SusanMary Redinger explained the Challenge Day program that was held for eighth graders at The Bromfield School on November 14<sup>th</sup>. It was an amazing day where kids got a better understanding of themselves, and being ok with themselves. The program is just wonderful and it would be great to be doing this with every single grade. The kids were changed and 70% of the room cried at some point. Its mental health, suicide prevention and money so well spent.

## **Superintendent Update**

### **\*Presentation to Parents/Students**

Dr. Kevin Hill presented to parents and students regarding the use of marijuana and other drugs. He shared his research and aspects of his work with patients with substance abuse issues. He shared some tips for parents in what to look for as warning signs and how to discuss the topic with their children. He also shared information about vaping as it is a common tool for ingesting the marijuana. Besides providing up-to-date information, the presentation also became a teaching tool for several students and families as attendance was part of a restorative plan following discipline offenses.

### **\*Athletic Advisory Meeting Update**

The third meeting is schedule for tomorrow at 8:00 a.m.

### **\*Budget Process Continued**

Meetings with cost center managers continued during the past two weeks. Dr. Marie Harrington shared and discussed the proposed Pupil Services budget, and Jon Snyder shared and discussed the proposed Facilities budget.

### **\*Weather Testing**

Coordination between the town and schools created a successful model for snow removal. In a post storm meeting proposed by Tim Kilhart of DPW, the team agreed that the first events were managed successfully. Jon organized his team by preplanning with them, doing a walk through with the principals, checking his vehicles and equipment, and stocking supplies such as sand. He arranged a rotating schedule to ensure coverage without excess overtime. Tim Bragan arranged for the lease of a front-end loader and secured a properly licensed driver. We appreciate the coordination efforts that helped us to open school with a delay.

### **\*Parent Conferences**

Teachers and parents met together at both HES and Bromfield on Monday and Tuesday before Thanksgiving. This opportunity to collaborate follows the first report card at Bromfield. Parents follow a rigorous schedule if they would like to meet with each of their child's teachers as time slots are for 10 minutes and often follow back to back for teachers. The schedule is less rigorous for parents at HES as the number of teachers is fewer.

## **Enrollment Projection Review**

SusanMary Redinger presented the Harvard Public Schools Enrollment Projection Report for October 1, 2018. The report shows an expected decrease in enrollment by approximately 42 students. SusanMary Redinger found a number that needed to be updated and will resend the report out to members with the corrected numbers.

## **Policy Review and Vote**

The Committee reviewed Policy KF-R and KLF that were presented as a first read at the previous meeting.

Susan Mary Redinger made the motion and Jon Green seconded to approve Policy KF-R as presented.

VOTE 5/0

SusanMary Redinger made the motion and John Ruark seconded to approve Policy KLF as presented.

VOTE 5/0

### **Agenda Items**

DEAC Survey

Update on Assessments

FY20 Budget

### **Approval of Meeting Minutes**

SusanMary Redinger made the motion and John Ruark seconded to approve the November 13, 2018 minutes as presented.

VOTE 5/0

### **Liaison/Subcommittee Reports**

Mary Traphagen reported that the Budget Subcommittee met to discuss the budget presented today. The Bromfield School Council is scheduled to meet this Wednesday. The School Building Committee met to do some value engineering in order to meet the budget.

SusanMary Redinger – reported that the last round of drawings (60%) are finished. Two cost estimates were prepared. They came in pretty close. The conservative estimate showed an \$800K overage. The School Building Committee reviewed a list of possible items that could be taken out without compromising the educational components of the building. A list of the identified cuts will be voted on by the SBC and drawings will be submitted to MASBA. By January we will have 90% drawings completed and will be able to send out bids for the elevator and steel work.

SusanMary Redinger let members know that they can take a 3D tour of the building if they want to see the most current drawings.

SusanMary Redinger reported that CPIC will be reviewing the School Department Capital requests on Monday.

Shannon Molloy reported that the Wellness Committee has not met. There will be one more Hildreth School Council meeting, scheduled before the end of the year.

John Ruark reported that DEAC did not meet. He also reported that HEAC met and they are interested in paying for Jon Snyder to become a Certified Building Operator. HEAC reported that gas usage is up approximately 14% and they will be looking into that. HEAC is looking forward to establishing an energy strategy for the town. They will be looking for people to work on an Energy Strategy Committee in the future.

**Public and School Committee Commentary**

SusanMary Redinger commended Aziz Aghavev, Dr. Dwight and Mary Zadroga for preparing the first round of the FY20 budget presentation, and thanked them for the hours of time putting the budget together.

Mary Traphagen commented that the budget clearly shows that we continue to cut the non-salary and it comes with a cost.

Aziz Aghavev commented that the School Department is spending a lot of man hours on building the budget and also trying to figure out how to cut the budget.

**Adjournment**

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 8:35 p.m.

VOTE 5/0

Respectfully submitted:

Mary Zadroga

List of Documents:

FY20 Budget

Technology Lease Details

Enrollment Report

Policies

Thank you note