School Committee Minutes

Town Hall Meeting Room

Monday, June 13, 2016

6:00 p.m.

Members attending: SusanMary Redinger, Mary Traphagen, Jon Green and Linda Dwight.

Absent: Nancy Lancellotti, Jennifer Bedford, Maureen Babcock and Lorraine Leonard.

SusanMary Redinger called the meeting to order at 6:02 p.m.

Mary Traphagen read the vision statement

**Public Commentary –** None

**School Improvement Plans End of Year Update**

Ms. Sue Frederick and Mr. James O’Shea presented the Harvard Public Schools School Improvement Plan Progress Report for 2015/2016. Both principals shared goals, strategies, time-lines, resources, measurements and percentage completed for the following Core Values: Student Achievement, Personal Growth, Partnership, and School Climate.

**School Committee/Superintendent Goals Status Update**

Dr. Dwight shared the Joint School Committee/Superintendent Goals as of May 2016. Goal #1 - The Science Labs - The goal to upgrade the furniture and cabinetry in the science labs was completed to 70%. Some of the work will be done over this summer with more work being planned for the following summer. The goal completion date is August 2017. Goal #2 - Dashboard - to have a metric for school leadership and management that broadly assesses student participation and achievement was completed to 50%. We have implemented Power School, but the dashboard company, Inform, just went out of business and we are seeking a new vendor. Chris Boyle will be researching new companies over the summer. Goal #3 – Fees – By February 1st a recommendation (based on the SC’s assessment of the best use of funding) has been made to the finance committee to increase funding for the school while decreasing fees paid by some (if not all) families in the Harvard school district completed to 100%. We continue to study the bus user fee issues. A recommendation was made to the Finance Committee regarding the athletic fees. As of now, all fees are remaining the same for the 2016/2017 school year ahead.

**Superintendent’s Report**

Dr. Dwight reported the following:

I. Hildreth Elementary Building project update

\*Ms. Frederick and Dr. Dwight traveled to Boston and attended an information session on the feasibility stage of the MSBA process.

\*Both the Visioning Committee and the Building Committee met to learn more about hiring the Owners Project Manager (OPM). Dr. Dwight prepared a PowerPoint to share the information and the committees ranked the selection criteria. The building committee chose members to serve on an interview sub-committee, planned interview process dates, and developed interview questions.

\*Dr. Dwight met with Ken Swanton to review paperwork required by MSBA. Dr. Dwight also met with Marie Sobalvarro as she will take over as procurement officer when Lorraine retires.

 II. The Harvard Public School was fortunate to receive $5,000 from the MIIA Loss Control for 5

additional security cameras. Lorraine, Mark and Dr. Dwight submitted the grant in

December. The leadership team discussed the placement and decided to add the cameras to the elementary school in several of the hallways and entrances. The camera footage will

connect to the separate server by a secure network, and administrators will follow the

recently approved security camera use policy.

III. Mr. Hoffman led the search process for the Associate Principal vacancy and he and his committee were able to narrow down the pool to two. Just before the candidates visited, one of them removed themselves from the search in order to take an offer from another district. The remaining candidate, Robin Benoit visited Bromfield and the Central Office on Wednesday, June 8th. She met with the department chairs, faculty, staff, and the leadership team and community members. Scott gathered feedback from these groups before deciding to offer the position to Robin. Dr. Dwight was pleased to announce the she met with Ms. Benoit today and agreed upon a contract with our district. We are excited to welcome her to our team.

IV. The DPW Director, Rich Nota, conducted water testing at Bromfield and Hildreth Elementary after seeing the news reports of issues in other districts. His proactive efforts put us ahead of questions generated by some of our Harvard families.

V. Nancy Lancellotti, Mary Traphagen, Lorraine Leonard and Dr. Dwight interviewed a retired School Business Manager candidate who seemed to have the preferred qualifications, experience, and management style. I submitted a waiver application to the state and we await their approval.

VI. The end of the year has been filled with special events from concerts, drama productions and art shows to field trips, author teas, and awards nights. Each special event becomes a fond memory for students and their families. We appreciate the extra effort and work that comes with preparing for and holding these events. Thank you, Teachers!

**Approval of Gifts to the District**

Mary Traphagen made a motion and Jon Green seconded to accept the $5,000 grant from MIIA Loss for 5 security cameras that will be to put in the Hildreth Elementary School and $1,000 grant from the Bromfield Friends of Drama to be used for theatre arts programs in the middle school and high school.

VOTE 3/0

**Science Lab Update and Ventilation Project Update**

Dr. Dwight updated the Committee on the Science Lab renovation project that is scheduled to begin when school gets out in June. The total cost of $246,539 includes demolition, plumbing safety, demo of electricity, new plumbing, new electric, flooring and furniture with install. Currently the cost is coming in a little over the budget of $235,000. The HVAC portion of the project was approved to low bidder Ambient at a cost of $383,300.

**Parking Lot Project Update**

Sunshine Paving is ready to come out the day after school gets out to start the Bromfield upper parking lot project. They visited the school and did a site walk. Some of the details of the project need to be worked out. The tree warden will need to be involved in choosing the trees that will be planted in the island areas of the parking lot.

**Custodial Services Contract Review**

Our goal has always been to have a clean environment for the students and staff. It has come up that the cleanliness could be better. We worked on making sure cleaning routes were manageable, peer - training, changed hours so crews could over-lap and tried to better the communication from the facilities manager. With all the work and changes made there were still the same complaints. Our goal was not working with the model we were using. The model that we thought would bring about a different outcome was going with an outside vendor. The company that rose to the top was Durkin. They came in and did work on the cafeteria and satisfied all of our conditions and asks. Durkin will give us a day person in each building who will have ability to communicate and commit to a relationship with the school staff. At night the cleaning crew will come in with a supervisor. The company uses green products, they use their own equipment, and they train their people. We realize it is a gamble. There is an out clause in the contract should the outcome not be satisfactory. Durkin has been very accommodating while this transition occurs. We have plans to develop a survey to evaluate this as a specific measure. SusanMary Redinger indicated we did not make this decision lightly and wish all of the custodians the best as they move on to new positions.

**Approval of the Maintenance/Community Access Position**

Dr. Dwight presented the Committee with a job description for the Maintenance/Community Access position and reviewed the performance responsibilities. The person would work 40 hours per week. The Committee asked that Dr. Dwight add to the job description that the position is 12 months per year and 40 hours per week assignment.

Mary Traphagen made the motion and Jon Green seconded to move to accept the Maintenance/Community access positon as amended.

VOTE 3/0

**Update on School Business Manager Position**

Dr. Dwight shared with the Committee that she has applied for a waiver from DESE in order to hire an applicant who is retired and has worked for the Sudbury Public Schools in the last year. The timeline is one to two weeks. If the waiver is approved a part-time School Business Manager could be hired immediately.

**Review meeting minutes**

Mary Traphagen made the motion and Jon Green seconded to approve the minutes of the May 23rd meeting as amended.

**VOTE 3/0**

**Report Out of Liaisons**

Mary Traphagen reported that the Visioning Committee met and went through an exercise where they rated priorities and then compared their ratings to the Building Committee’s ratings and found that they are very close together indicating that both Committees share similar ideas.

Jon Green reported that SEPAC met on June 1st and had discussed various concerns. It was nice to have Marie Harrington present to answer questions. SEPAC is still looking for parent leaders for the next fall and still strategizing to increase participation, engagement and added value to the school and community.

SusanMary Redinger reported that Ron Ostberg, Linda Dwight and SusanMary Redinger will be meeting on Wednesday morning to go over the interview questions they will be submitting to the MSBA that they will be asking the Owner’s Project Manager Candidates. Jennifer Bedford has submitted her resignation effective August 1st. Her family is moving to Baltimore. The BOS will be bringing it up at their next meeting. The opening will be posted on the town website and interested parties can submit a volunteer application expressing their interest in the seat. The School Committee and Board of Selectman will come up with a date to meet to vote on the applications that have been submitted. The person chosen will begin their assignment August 1st. If you have folks interested the volunteer application should be available by this coming Wednesday for submission by the end of June. Our next meeting is July 11th.

**Agenda Items**

Superintendent evaluation

DDM discussion

Policy

Handbook review

Bus efficiency

Kindergarten update

Financial close-out

Superintendent Evaluation

Proposed goals for next year (August 13th) retreat

Devens Survey

Bromfield Parent Survey

Alumni Survey

Mary Traphagen will attend the DEAC meeting tomorrow night.

**Interested Citizen** - Jason Cole, Warren Ave. –question about the use of solar panels being used for the Bromfield parking lot.

**Commentary**

Jon Green – SPEAC shout out for all of the folks who have been keeping SEPAC together!!

Mary Traphagen – enjoyed graduation – small town, very nice celebration!

SusanMary Redinger – impressed with students – really a growing sense of going out making and making a difference in the world. Chris Jones gave a phenomenal speech

Linda Dwight – great end to the school year, everyone and everything comes together!

Adjournment

SusanMary Redinger with no objection made the motion to adjourn at 8:10 p.m.

VOTE 3/0

Respectfully submitted:

Mary Zadroga