

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

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**School Committee Meeting**  
**Monday, January 8, 2018**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:16)**
- III. Grant Approval (6:20)**
- IV. Student Update (6:30)**
- V. Student Achievement; Data Dashboard Overview (6:35)**
- VI. Superintendent Update (6:55)**
- VII. Building Project Video and Discussion (7:05)**
- VIII. Policy Updates (7:25)**
- IX. Budget Discussion (7:30)**
- X. Develop Student Advisory Questions (7:50)**
- XI. Annual Town Report Assignment (7:55)**
- XII. Agenda Items (8:00)**
- XIII. Approval of Meeting Minutes (8:05)**
- XIV. Liaison/Sub-Committee Reports (8:10)**
- XV. Open to Interested Citizens' and School Committee Commentary (8:20)**
- XVI. Adjournment (8:25)**

**Attachments: Superintendent Report, Budget Considerations, Grant Information, Meeting Minutes, Policy Graphic**

**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.**

# Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

December 18, 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:

	Number	Title	Requestor	Amount
10/30/2017	18-10	<u>New Club Supplies, materials, startup rocket project</u>	<u>Ms. Cristine Zacharer &amp; Mrs. Julie Burton</u>	<u>\$650.76</u>
10/16/2017	18-12	State Leadership Conference	Kristin McManus and Josh Thurston	\$3,185.00
12/12/17`	18-14`	The Bromfield Quiz Team	Kathleen Doherty	\$740.00

I hope you have wonderful holidays and some relaxing time as well!

Very truly yours,

Terry Symula,  
President, Harvard Schools Trust

Cc: Scott Hoffman  
Josh Myler  
Karen Shuttle  
Rolf VandeVaart

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## 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

December 13, 2017

Fanfare  
P.O. Box 428  
Harvard, MA 01451

To: Dr. Linda Dwight  
Scott Hoffman  
Craig Robbins  
Rebecca Ufema

CC: Tim Clark  
Cindy Waite  
Karen Shuttle

Re: Fanfare Gift to Tri-M Music Honor Society

Fanfare would like to donate \$846.00 to the Tri-M Music Honor Society for their earnings at the last two years' holiday plant sale fundraisers. For these holiday plant sales, Fanfare was the sponsor for the benefit of the Tri-M Music Honor Society, in which Fanfare acted as custodian of the funds and as a liaison to the plant nursery while the students were fully in charge of the set up, selling and clean up of the sale. All profits from the sales are being donated from Fanfare to Tri-M. These funds should be transferred to the Student Activities Account for the use of Tri-M under the supervision of Craig Robbins.

We hope that the Administration and School Committee will accept this gift at your next scheduled meeting so that the Tri-M students can go on a well-deserved trip to hear the Boston Symphony Orchestra next year.

Sincerely,

Natasha Fair  
Treasurer

**Superintendent's Update**  
**January 8, 2017**

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**I. Hildreth Elementary building project update**

*Standard II: Management and Operations*

*Standard IV: Professional Culture, Communications*

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

- Held a School Building Committee meeting on December 14<sup>th</sup>. The committee members approved the design being sent to the estimators for pricing.
- On December 19<sup>th</sup> teacher liaisons, school leaders and tech department members visited Natick to see their model classrooms for the future. General take-aways from the visit confirmed our focus on flexibility, technology as a tool, and providing coaching help for teachers to incorporate the tools.
- Josh and I consulted with Arrowstreet on the administration area of the building design by conference call held December 20<sup>th</sup>.
- I invited nine women from the community to a tea and conversation regarding the school project on December 21<sup>st</sup>.
- Met with some members of the working group on December 22<sup>nd</sup> to further discuss the design elements and to plan for an additional working group meeting in January.
- Several of us consulted on a video that Robert Curran produced. We posted it to the website, TVs in the school, Facebook, and e-mail.

**II. Guidance Department Update**

*Standard I: Instructional Leadership*

Christine Reale and I met with Terry Symula regarding the grant written to hold the Challenge Day for our students. Terry asked questions regarding the link to other district initiatives, and we provided the connections and further information.

**III. Winter Concerts**

*Standard III: Family and Community Engagement*

Our music department leaders, Becky and Craig, planned two evenings of winter concerts. The first, held on December 7<sup>th</sup>, included middle school chorus and band students. The second, held on December 14<sup>th</sup>, included high school chorus and band students. This was a new way of organizing the programs, and most audience members responded positively. For the final song, *Hallelujah*, Becky and Craig combined the high school choir and band and welcomed the audience to stand and join them. It was a memorable ending to a quality program.

**Superintendent's Update**  
**January 8, 2017**

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**IV. Science Lab Update**

*Standard II: Management and Operations*

Construction in the rooms has steadily continued. The concrete, plumbing and electrical contractors have finished most of their work. The flooring, finishers, and furniture contractors are scheduled to complete the project by the end of January.

**V. Board of Selectmen Meeting**

*Standard II: Management and Operations*

The Board of Selectmen met on December 19<sup>th</sup> to discuss the town budget. Several of School Committee members and I attended the meeting. They approved a \$100,000 decrease to the school district's budget. We will discuss potential changes to our proposed budget to include this reduction.



## **Harassment by Students**

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment includes communications such as jokes, hate speech, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon actual or perceived: race, religion, color, national origin, age, gender, sexual orientation, socio-economic status, or disability.

The school will investigate all complaints of harassment at school or at school related events and, if substantiated, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complainant or targeted student/s informs the school that he/she wishes the school not to address the matter. Every allegation of harassment will be investigated.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective depends on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

### **I. Pre-Investigation**

When the school has notice of allegations of harassment, the Superintendent should be informed as soon as possible. Consideration should also be given to the need to contact the local police, the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance in responding to a complaint even before fully investigating allegations of harassment. School personnel should consider whether there is a need to take immediate steps to protect the alleged targeted student/s from further possible harassment. The administrators will contact the parent(s) or guardian(s) of all students involved. In taking any such action, however, the rights of both the alleged targeted student/s and alleged harasser/s must be considered.

### **II. Investigation**

**Timeliness.** The investigation should be started as soon as possible following notice or knowledge of alleged harassment.

Written statement of the complaint. It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

What specifically happened, Who committed the alleged act, Who was present or may have information about the event, When the event occurred (date, time of day), Where the event occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator should record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator should sign and date the document her/himself.

**Interviews.** Once the allegations of the complainant are established, interview of the alleged perpetrator and/or possible witnesses may be the next step. The investigator will keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

**Confidentiality.** The confidentiality of the complainant, other witnesses, and the accused must be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it is not necessary, nor is it advisable, to state the name of the complainant (or target). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.

**Retaliation.** If appropriate, the investigator will remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident is strictly prohibited and could result in its own disciplinary action.

### **III. Determination**

School personnel must weigh all of the facts objectively to determine whether the alleged event occurred and, if it did, whether it constituted harassment. The determination must be based upon all of the facts and circumstances, and the perspective of a reasonable person with the characteristics upon which the harassment was based. [See *Ellison v. Brady*, 924 F.2d 872 (9<sup>th</sup> Cir. 1991)] The "reasonable person" standard as applied to children is "that of a reasonable person of like age, intelligence, and experience under like circumstances."

### **IV. Corrective Action**

If harassment is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the targeted student/s is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the harassment and the age of the students. The following are suggestions for steps that may be taken:

- Separate the harasser/s and the target/s;
- Administrators will notify the staff as needed to monitor and ensure student safety.
- Provide relevant educational activities for individual students or groups of students (guidance counselors and others in the school setting who have been trained in

working with students on interpersonal issues may helpful in providing such programs);

- Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them;
- Provide counseling;
- Impose disciplinary action, including but not limited to, a written warning and/or suspension from one to ten days, subject to applicable procedural requirements. Discipline may also include loss of or curtailment of extra-curricular privileges.
- Ensure that the harassed student/s and their family know how to report any subsequent problems;
- Conduct follow-up inquiries to see if there have been any new incidents;
- School-wide action – consider further trainings for students and staff, send out the policy and contact information;

#### **V. Closing the Complaint.**

The investigator will give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence of harassment. It is not appropriate to inform the complainant of specific disciplinary action taken against a student.

The investigator will retain notes and other documents relating to the investigation in a confidential file. The investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the actions taken.

The investigator will contact the complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

ADOPTED: June 11, 2007

AMENDED: May 20, 2013

AMENDED: January 23, 2017

AMENDED: May 8, 2017

***CROSS REF: JCIFB Anti- Bullying Policy***

**LEGAL REF:** M.G.L. 151B:3A Title VII, Section 703, Civil Rights Act of 1964 as amended by the Board of Education 603 CMR 26:00



# HPS Harassment by Students Action Flow Chart

## PRE-INVESTIGATION

School receives notice of allegations of harassment.

Superintendent is informed.

School administrators contact parent(s)/guardian(s) of all students involved.

School considers need for immediate protection of the alleged targeted student(s) from further possible harassment.

School considers informing local police, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel.

## INVESTIGATION

Complainant or investigator to draft and sign a written statement of complaint.

Investigator to conduct interviews of alleged perpetrator and/or possible witnesses. Collect written statements if appropriate.

Investigator to remind all involved about confidentiality and the possible consequences of retaliation.

## DETERMINATION

School personnel to weigh facts and determine if the alleged event did occur and was it harassment.

If harassment...

## CORRECTIVE ACTION

The school takes steps to prevent recurrence.

### Possible suggested actions:

- separate the harasser and target
- Administration to notify appropriate staff to monitor student safety
- Provide educational activities/trainings for students involved or school-wide
- Arrange guided communication between parties to help resolve the issues
- Provide counseling
- Impose disciplinary action
- Ensure knowledge of procedures for subsequent problems
- Conduct follow-up inquiries

## CLOSING THE COMPLAINT

Investigator will give complainant an update.

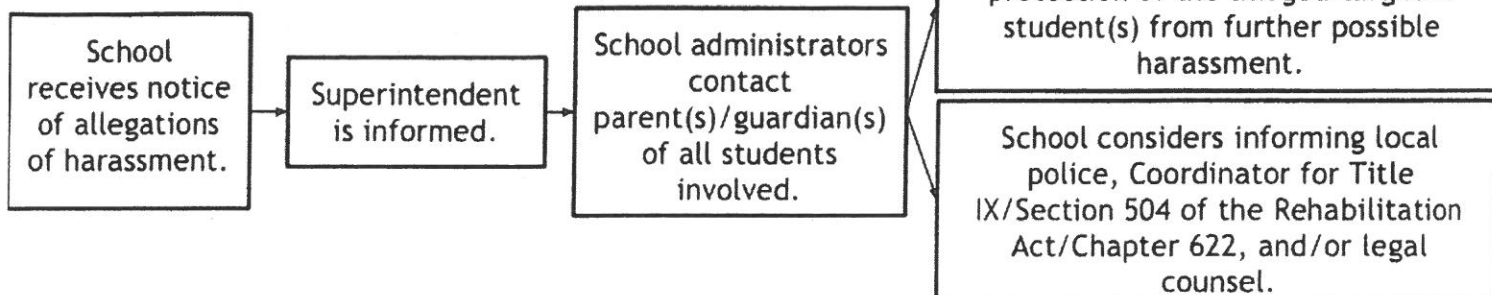
Investigator to retain notes/documents in a confidential file.

Investigator to file a report with Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

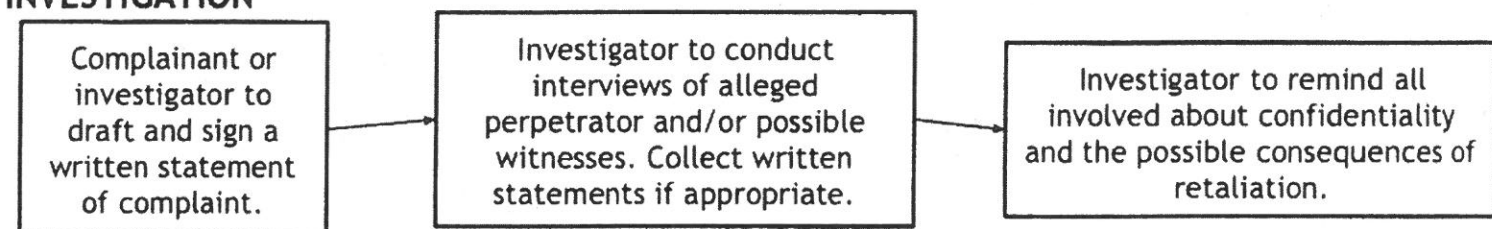
Investigator will check back in with the complainant within a reasonable time period to determine whether there has been any recurrence of harassment.

# HPS Harassment by Students Action Flow Chart

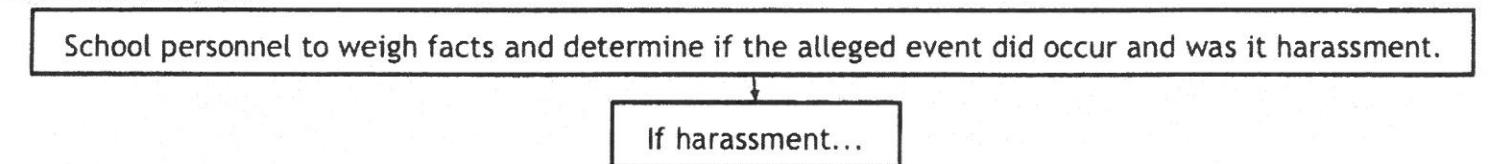
## PRE-INVESTIGATION



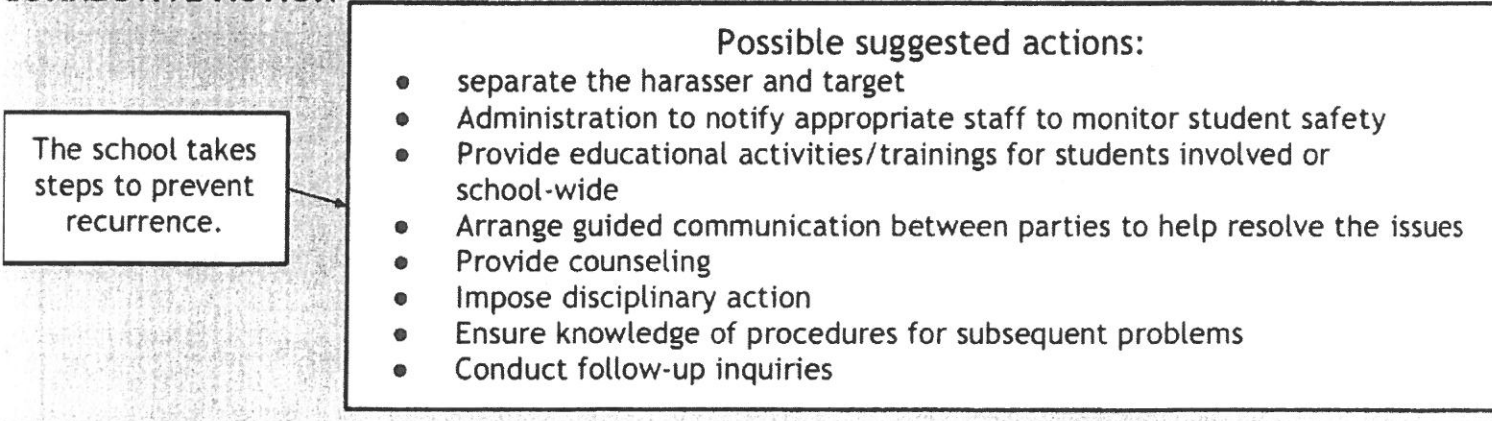
## INVESTIGATION



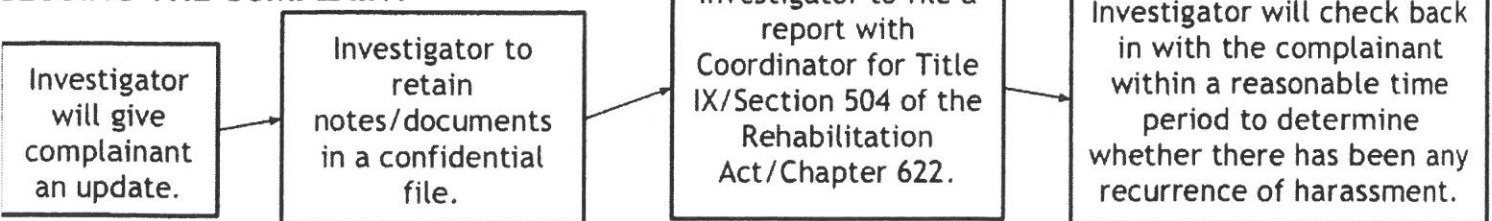
## DETERMINATION



## CORRECTIVE ACTION



## CLOSING THE COMPLAINT



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

Attendance: Mary Traphagen, Nancy Lancellotti, SusanMary Redinger, Jon Green, Linda Dwight  
Absent: John Ruark, Maureen Babcock (arrived at 7 pm), Peter Rowe

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

**Read the Vision Statement – Nancy Lancellotti**

**Public Commentary – None**

**Field Trip Approval**

Bromfield students Yohhan Kumarasinghe and Christopher Thornton presented a request to the School Committee seeking approval to attend an overnight/out of state field trip to the National History Bee and Bowl in Arlington, VA. The event will be held from April 27<sup>th</sup> to April 29<sup>th</sup>. The students would need to qualify in order to attend.

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the April 26<sup>th</sup> to 29<sup>th</sup>, 2018 National History Bee and Bowl championship trip as presented.***

**VOTE 4/0**

Kristin McManus along with Samvit Pisal and Mischa Deruijter presented a request to the School Committee on behalf of the Business Professionals of America to attend the State Leadership Conference from March 3<sup>rd</sup> to March 5<sup>th</sup> at the Sheraton in Framingham and Assabet Valley Regional High School in Marlboro, MA.

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Business Professionals of America trip as presented.***

**VOTE 4/0**

Kristin McManus presented a request to the School Committee seeking approval for students to attend the overnight field trip to the State Conference of Youth and Government being held at the MA State House and the Omni Parker House in Boston from March 21<sup>st</sup> to March 23<sup>rd</sup>.

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Youth and Government trip from March 21st to March 23rd as presented.***

**VOTE 4/0**

Michael Poe presented a request to the School Committee seeking approval to attend a field trip to Columbia University the weekend of January 19-21, 2018 in order to bring two debate students to compete in a nationally ranked debate tournament.

***Nancy Lancellotti made the motion and SusanMary Redinger seconded to approve the Bromfield Debate team overnight field trip to Columbia University between January 19th to 21st as presented.***

***VOTE 4/0***

Bromfield students Julia Deng and Melissa Mazzu presented a request to the School Committee to start the "K-Club" for students in grades 6 through 12. This club would expand students' knowledge of Korean culture through music and fun. If approved Ms. Olyan Rosal will serve as the faculty advisor with an estimated stipend of \$618 per year.

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the K-Club as presented.***

***VOTE 4/0***

### **Superintendent Report**

#### ***List of the actions completed in past five weeks:***

\*CM at Risk candidates presented to the interview committee. After the interviews, the committee deliberated and then selected Shawmut.

\*Shawmut representatives attended the School Building Committee Meeting on November 30<sup>th</sup>.

\*SusanMary Redinger and Dr. Dwight attended the MSBA meeting on November 29<sup>th</sup> regarding an update to our design. Arrowstreet and NV5 presented. The board members were generally positive about the progress, but their discussion led to a requirement to change a ramp to a sloped floor.

\*The working group met on December 7<sup>th</sup> to further develop the design and lead into the final SBC meeting before cost estimators begin their process.

#### ***Guidance Department Update***

\*Christine Reale visited another district for Challenge Day. This is a program that several people have rave about for building a stronger school culture of inclusion, leadership, and reducing at-risk behaviors. She reported back to the leadership team and with encouragement has submitted a grant to the Harvard Schools Trust for funding the program this year.

#### ***Athletic Advisory***

This advisory committee met on November 30<sup>th</sup>. We reviewed the budget and discussed sports opportunities for 6<sup>th</sup> grade students. This committee supports the movement of the softball field to Pond Rd. and is investigating the possibilities of turf.

#### ***Science Lab Update***

The plumbers have been on site for the past week. They came in this past weekend to jack hammer the remaining concrete that was in the way of the piping. They expect to finish their work by the end of this week. We are coordinating the remaining contractors.

### ***Successful Partnership with Other Districts***

Harvard has a visit planned to Natick to learn more about their technology design for their new schools. This visit is planned for December 19<sup>th</sup> and will include the teacher liaisons and tech department leaders.

Leaders from Littleton and Ayer-Shirley came to Harvard for a debriefing meeting regarding the PD held on November 7<sup>th</sup>. We reviewed the teachers' feedback and started planning another joint day for next year.

### **Policy Second Reading**

The Committee reviewed Policy BDF and BCA for adoption after a first read of both policies was done on November 27<sup>th</sup>.

***SusanMary Redinger made the motion and Jon Green seconded to move that we adopt Policy BDF as presented.***

***VOTE 4/0***

***SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we adopt Policy BCA as amended.***

***VOTE 4/0***

### **CPIC Update**

SusanMary Redinger reviewed the CPIC projects that were recently approved. The projects were sorted by rank and the top fourteen projects were approved by the Capital Committee and will go forward for approval at Annual Town Meeting. School projects that were approved were updates to the Cronin Auditorium (lighting and curtain), Bromfield bathrooms, water tank and science labs. The Science labs will be funded through the Devenis revolving account.

### **Omnibus Budget Update**

Dr. Dwight, Peter Rowe and members of the Committee presented the school budget to the Finance Committee and Board of Selectmen. At the meeting Lucy Wallace talked through the 84 questions that were answered by Dr. Dwight and Peter Rowe prior to the meeting. It was recommended that a joint BOS meeting be held when the budget is being developed to help everyone understand the process and ask questions while the cost center managers are developing their budgets. The Committee is waiting to hear back from the Board of Selectmen. Dr. Dwight will ask Tim Bragan for a date when the Board of Selectmen will be deliberating the school budget so that Committee members can attend.

### **6<sup>th</sup> Grade Sports Involvement Plan**

The Athletic Advisory Committee met to discuss the possibility of allowing 6<sup>th</sup> grade students to participate in after school athletics. Dave Boisvert and Scott Hoffman will be working on the plan. The plan is to start a 6<sup>th</sup> grade developmental basketball team this January, and eventually adding field hockey, track and cross country. This would allow 6<sup>th</sup> grade students time at the beginning of the year to adjust to middle school, and at the same time giving them a structured after school option.



## **Agenda Items**

Policy

Budget

Goals Update

District Improvement Plan Update

School Improvement Plan Update

School Building Committee Update

Annual Town Report

Student Achievement Report

Student Update

## **Approval of Meeting Minutes**

*SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the minutes of the November 27<sup>th</sup> meeting as amended.*

**VOTE 4/0**

Dr. Dwight informed members of the Committee that Cindy Prescott, a long-time food service worker at the high school lost her battle with cancer and passed away last night. The Committee asked Dr. Dwight to send their condolence to the Cafeteria staff and Chef Paul.

## **Liaisons**

**SusanMary Redinger** – started the website review and sent out a google document to Jon Green and Mary Zadroga to start to tag things that need to be updated.

**Nancy Lancellotti** – Harvard School District Wellness Committee is planning an evening presentation for parents to discuss the Youth Risk Survey. The tentative date is mid-January to look at the 2016 data. A similar presentation format as was done two years ago will be used. The Bromfield School Council will meet tomorrow, subcommittees are on the agenda and will hopefully go forward.

**Mary Traphagen** – the School Committee met with Student Advisory last Friday. There were five members in attendance. They are not in favor of changing the early release to a late start scenario. Students would like to send out a survey to see how our students feel about the gender climate at Bromfield. They talked about the new language lab called "Dill". Not all teachers use Dill, they use other language programs and apps. Students are in favor of the way the language lab is run. Students want to do their own survey similar to the Youth at Risk survey with a focus on stress, sleep and mental health. Students had questions around the class rank policy. Our policy states we do not rank students but we do in the fact that we have a Valedictorian and Solitarian.

**Mary Traphagen and SusanMary Redinger** met with HTA members, Jessica Hyde and Melissa Niland. There was discussion around the science lab progress, the need for a Stipend Committee, and communication surrounding how advisors are chosen and equity between schools. In addition, staff are in favor of the new cell phone policy and students are happy with the MacBooks while some teachers are still getting up to speed. Melissa congratulated the team of Josh and Scott at HES for a job well done.

**Mary Traphagen** - HES School Council took a look at dress codes made comments to Josh Myler and he will consolidate them. HES is looking at doing some in reach at a full-scale faculty meeting to explain the project. School Council has not decided on which survey they will do this coming year.

**Jon Green** – No update.

#### **Open to Citizen Commentary**

Jennifer Finch, 165 Codman Hill Road, Harvard, MA asked for member names for the Communication and Wellness Subcommittees.

#### **Commentary**

Dr. Dwight recognized the Middle School students for a great job at the Holiday concert last Thursday. This Thursday the High School Band and Chorus will perform.

SusanMary Redinger – gave a shout out to the “Guys and Dolls” cast and Martha Brooks for a great production, which included our very own Scott Hoffman and Michael Poe. Great job by all students involved.

#### **Adjournment**

SusanMary Redinger made the motion and Jon Green seconded, to move to adjourn the meeting at 7:45 p.m.

VOTE 4/0

