

# Harvard Public Schools

14 Massachusetts Avenue, Harvard, Massachusetts 01451

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## **School Committee Meeting**

**Tuesday May 26, 2020**

**6:15 PM**

**Harvard Public Schools is inviting you to a scheduled Zoom meeting**

Topic: School Committee Meeting

Time: May 26, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82721707625?pwd=bkxVUHVDK2FQME5hSDFKUmQ4SVdNZz09>

Meeting ID: 827 2170 7625

Password: 4ARZmV

One tap mobile

+13126266799,,82721707625#,,1#,126510# US (Chicago)

+16465588656,,82721707625#,,1#,126510# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 827 2170 7625

Password: 126510

Find your local number: <https://us02web.zoom.us/j/82721707625?pwd=bkxVUHVDK2FQME5hSDFKUmQ4SVdNZz09>

1. Call to Order and Read the Vision Statement (6:15)
2. Student Report (6:20)
3. Public Hearing on FY 21 Budget (6:30)
4. Middle School ramp recommendation (6:55)
5. Superintendent Update (7:10)
6. PreK Tuition; Vote (7:20)
7. Canceling 2020 Summer Camps; Vote (7:25)
8. FY21 Personnel Communication; Vote (7:30)

**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 Public Schools

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9. Bus Agreement; Vote (7:40)
10. Policy Review; Vote (7:50)
11. School Committee Self-Review Kick-Off (8:10)
12. School Building Update (8:20)
13. Grant Approval; Vote (8:25)
14. Summer Meeting Scheduling (8:30)
15. Student Advisory Committee Topics (8:35)
16. Agenda Items (8:40)
17. Approval of Meeting Minutes (8:45)
18. Liaison/Sub-committee Reports (8:50)
19. School Committee Commentary (9:00)

Materials: Budget, Capital Plan, Bus Agreement, Policies, Self-Review Spreadsheet, Grants, Superintendent Report, Minutes, PreK Tuition Info.

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# TOWN OF HARVARD

## 5-YEAR MAJOR PROJECTS DEBT TIMING

	ATM Vote	Project Completion	1st Debt Service	FY21	FY22	FY23	FY24	FY25	FY26-FY30
<b>Fire Dept.</b>									
New Fire Engine (2022)	Apr-21	Jan-22	FY23		1,400,000				
New Fire Engine (2025)	Apr-24	Jun-25	FY26					600,000	
Refurbish or new Fire Station									16,000,000
<b>Public Works, Facilities</b>									
Construction of DPW Facility	Apr-21	Oct-22	1/2 @FY23			2,500,000			
<b>Water Dept.</b>									
Well field Development/ Water source (Note 1)	TBD								
<b>Hildreth House Building Committee</b>									
Hildreth House Addition	Apr-20	Jun-22	FY23	4,300,000					
<b>Sub-total, Town Submissions:</b>				<b>4,300,000</b>	<b>1,400,000</b>	<b>2,500,000</b>	<b>-</b>	<b>600,000</b>	<b>16,000,000</b>
<b>School Dept.</b>									
Middle School Ramp replace or refurbish (Note 2)				1,100,000					
<b>Sub-total, School Submissions:</b>				<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total, All Town &amp; School Submissions</b>				<b>5,400,000</b>	<b>1,400,000</b>	<b>2,500,000</b>	<b>-</b>	<b>600,000</b>	<b>16,000,000</b>
									<b>\$ 25,900,000</b>

\* This snapshot highlights the large project proposals which the Town may face in coming years to be funded by new debt. The costs shown are rough estimates provided by either the Selectmen or by the School Committee.

Efforts are underway on several projects to improve the cost estimates. The planning of these large projects requires further refinement as we seek to balance a project's impact on the Town's debt and the urgency to address the Town's building and infrastructure needs.

Note 1: While no proposal has been received for a new water source, it is listed as this is being closely monitored.

Note 2: The dollar amount for this is between \$500,000 and \$900,000.

This schedule does not include current town debt from prior projects, including: Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations, the Hildreth House Accessibility project and the HES Building project.

**Superintendent's Update**  
**May 26, 2020**

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**I. Coronavirus Planning**

*Standard I: Instructional Leadership*

Currently every district in MA is putting together detailed plans for 3 different fall scenarios for educating students; 1.) continued remote learning with significant adjustments, 2.) a hybrid arrangement where students learn remotely and in school, and 3.) traditional schooling with increased safety measures. We have formed a district-wide task force to help with this planning. The district task force will also branch into two different groups for school specific planning. We are planning to include Council members in those groups as well as gather input from parents through a survey to better inform our work.

What has become increasing clear during our planning process is that remote learning needs to change significantly for the success of our students. The partial movement of curriculum during this crisis needs to become a full educational experience for students in whatever remote plan takes shape in the fall and to facilitate in school and out of school changes as needed. To that end, I have vetted an idea with superintendents and now with the state leadership to contract with an existing education system that has a remote learning platform with robust MA curriculum. We would all have access to this resource to use with students and supplement and support with our local professional teaching staff. The superintendents and I who are forwarding this idea know that companies have been collaborating with educators for years to create virtual schooling that is already in existence.

The use of the resource would not be required, but equity would be ensured for all districts having access to the on-line platform. Parents would feel more supported and teachers would use their content knowledge and teaching knowledge to teach students using the tools. Our summer professional development could be targeted to the best use of this resource rather than trying to individually or as grade levels convert our lessons into a remote form or train to become experts in virtual schooling.

While the state leaders have responded positively to the idea, there are funding issues and timeline constraints that may make it impossible for full-state supported roll out. Meanwhile, we are continuing to explore existing resources and collaborate across districts. I will continue to update the School Committee on the development of this work and the planning of the task force.

**II. Celebrating the Seniors**

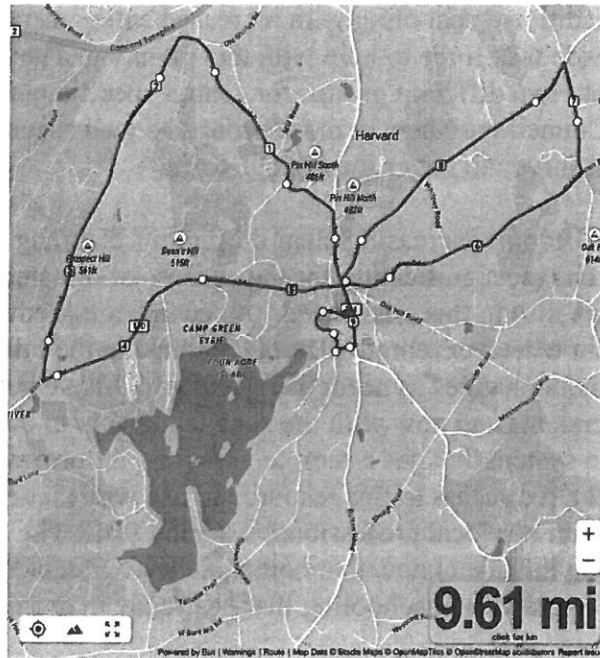
*Standard II: Management and Operations, Standard IV: Professional Culture*

There are three weeks left of the school year and planning is in full force to celebrate the seniors last days of high school. The principals are meeting with students and parents to finalize the car parade which will take place on June 5<sup>th</sup> starting at 5:30 PM. The planned route has been coordinated with the two chiefs in town and will be

**Superintendent's Update**  
**May 26, 2020**

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shared with the community. Our hope is that families will cheer on our students (while physically distancing) as the 87 decorated cars pass by the streets of Harvard. Seniors will receive their diploma from the administration in front of the high school. The Celebration Committee is also planning to provide each senior with a gift bag of celebratory items at the start of the parade. Thanks to Robin and Scott for their planning and coordinating on this special event.



**III. Staffing Announcements**

*Standard II: Management and Operations, Standard IV: Professional Culture*

On Friday I met with the full staff in the district to share with them the financial outlook and impacts to staffing. I wanted to be sure that the employees heard from me rather than through a newspaper article or from someone that may have attended the public finance meetings. The information that I shared with them is in the draft letter for your review.

One of our messages to the teachers was to consider whether they would benefit from a change in their career. Would they like to teach in a different position, a different grade level, job share, or some other creative idea? We asked them to visit with the principals during office hours this week to explore their ideas. We wanted to remain open to possibilities that we may not have thought of but that would be beneficial to the students and our staff.



**Superintendent's Update**  
**May 26, 2020**

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The harder message was to our hourly employees who are being laid off until school resumes. Sharing the news in the large group setting reinforced that we are in this difficult situation together and need to support each other. Many of these workers have dedicated years to our school district and facing this uncertain time is painful. To provide them with as much information as possible for their life planning, we have scheduled a virtual meeting with the Town's HR director, Marie Sobalvarro for Thursday afternoon.

Memo:       Preschool Information  
Date:       May 26, 2020  
From:       Linda G. Dwight, Superintendent

There are currently 17 students attending preschool for full tuition.

Paid in Full – 2

Partially paid – 2

Payment pending - 13

Total – 17

Current Revolving Account Balance:	\$108,126.64
Off set to Preschool from tuitions:	\$85,000 (\$55K original off-set + \$30K for partial salary for the second preschool teacher mid-year addition)
Amount to be refunded:	\$7080 (4 families)
Remaining Balance	\$16,046
Total cost of revenues not collected	\$45,135

## AMENDMENT TO CONTRACT

This Amendment (the "Amendment") is entered into as of this \_\_\_\_ day of May, 2020, by and between **TOWN OF Harvard**, a Massachusetts municipal corporation with a mailing address of 39 Mass Ave, Harvard MA 01451 ("Town"), and **DEE BUS SERVICE, INC.**, having a mailing address of 33 Great Road, Shirley, MA 01464 ("Contractor").

### WITNESSETH

WHEREAS, Town and Contractor are the current parties to that certain Contract for Harvard School Bus Transportation dated as of the 10<sup>th</sup> day of June, 2019, as the same may be amended from time to time (the "Contract") between Town and Contractor, relating to the school transportation services as specified thereunder (the "Services"), a copy of which is attached hereto as Exhibit A and incorporated herein;

WHEREAS, to ensure readiness of Services, and in conformance with applicable law including without limitation M.G.L. c.41, §56, the Town and Contractor desire to amend the Contract as set forth herein;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Town and Contractor hereby agree to amend the Contract as follows:

### AGREEMENT

1. All capitalized terms used but not defined herein shall have the meanings given to them in the Contract. If there is any conflict between the terms of this Amendment and the terms of the Contract, the terms of this Amendment shall control.
2. Contractor acknowledges and agrees that the payment for Services due from Town under the Contract shall be reduced by an amount equal to fifty-five percent (55%) of the amount stated thereunder (the "Service Fee") effective as of Governor Charles Baker's March 10, 2020 declaration of a state of emergency pursuant to Executive Order No. 591, as amended or supplemented, or said Governor's April 21, 2020 executive order in response to COVID-19 (as such term is defined thereunder), and continuing until sixty (60) days after the expiration of the later thereof (the "Amendment Term").
3. In the event that Contractor agrees to a rate reduction that is lower than that set forth in Paragraph (2) of this Amendment with any other city, town or district, the Town will be eligible for the lowest negotiated rate of any of those customers and will receive a credit on any invoices already paid, applicable to Services performed under the Amendment Term.
4. It is understood that during the Amendment Term, Contractor shall only perform maintenance, inspections, and general upkeep for all vehicles and equipment under Contract and that the Service Fee is a sufficient amount therefore. **Contractor agrees and represents that any of the invoices paid by the Town pursuant to this**



**Amendment are representative of costs related exclusively to the readiness of Services.**

5. Contractor agrees to diligently apply for any available COVID-19 related relief offered by the federal, state or local government, including, but not limited to, tax credits available to it under the Coronavirus Aid, Relief, and Economic Security Act (also referred to as the CARES Act), the Families First Coronavirus Response Act (also referred to as the FFCRA), or any other federal, state or local law that has been or will be passed in response to COVID-19.
6. Contractor agrees to apply for any available insurance credits through the state or federal government or directly through Contractor's insurance carriers, and agrees to pass along to the Town the same credit in the form of a discount for any such insurance credits received that are reasonably attributable to the service provided to the Town by Contractor under the Contract.
7. In the event that a determination is made or opinion rendered that such payments under this Amendment are not permissible or unlawful under federal, state, or local laws, regulations, by-laws or ordinances, whether issued by a court of competent jurisdiction or appropriate governmental agency, any payments made hereunder shall be credited back to the Town for purposes of satisfying charges associated with any Services provided by Contractor under the Contract at no additional cost to the Town.
8. Contractor agrees to provide substantiated documentation to the Town in order to demonstrate compliance with this Amendment when requested, as determined by the Town in its sole discretion.
9. This Amendment shall be governed by the laws of The Commonwealth of Massachusetts, without regard to any conflict of law principles.
10. If any provision of this Amendment is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Amendment, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
11. As affected hereby, the Contract shall remain in full force and effect in accordance with its terms.

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IN WITNESS WHEREOF, the undersigned has caused this Amendment to be duly executed and delivered by its duly authorized officer as of the date set forth above.

TOWN:

TOWN OF HARVARD

By: \_\_\_\_\_

Name:

Title:

Hereunto duly authorized

CONTRACTOR:

DEE BUS SERVICE, INC.

By: \_\_\_\_\_

Name:

Title:

Hereunto duly authorized

File: AC

File AC

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## NONDISCRIMINATION

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Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Harvard public school system will do its part. This commitment to the community is affirmed by the following statements that the Harvard School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school district, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school district in order to achieve to the greatest extent possible the objectives of this statement.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, marital status, sexual orientation, genetic information, ancestry, military status, disability, homelessness, linguistic differences, pregnancy, or pregnancy related condition or any other characteristic protected by law. Further, any retaliation against an individual who has reported, witnessed, or complained about prohibited conduct or retaliation against individuals who have provided information during an investigation into a complaint of prohibited conduct is similarly prohibited.

**Deleted:** If someone has a complaint or feels that they have been discriminated against, their complaint should be registered with the Title IX compliance officer.

This policy applies to conduct on all school premises, on school buses, and at all school-sponsored programs and activities. Any prohibited conduct that occurs off school premises or outside of school related or school-sponsored programs or activities will be regarded as conduct in violation of this policy if it has a continuing effect on or creates a hostile environment for the victim of the conduct on school premises, on school buses, or at school-sponsored programs and activities.

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Please note that while this policy set forth the Harvard Public Schools' goal of promoting a workplace and school environment that is free of discrimination and harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which the district deems unacceptable, regardless of whether the conduct satisfies the definition of unlawful and prohibited conduct set forth in this policy.

Anyone who has a complaint or feels that they have been discriminated against or harassed in violation of this policy by a staff member should raise a complaint following the procedures in section ACABB. Anyone who has a complaint or feels that they have been discriminated against or harassed in violation of this policy by a student should raise a complaint following the procedures in Section ACABA. The chair of the School Committee is responsible for receiving complaints and reports of violations by the superintendent.

If someone has complaint or feels that they have been discriminated or retaliated against because of race, color, sex, religion, national origin, sexual orientation, disability, pregnancy, or pregnancy related condition, they should register their complaint with the Title IX Coordinator, Dr. Marie Harrington, at [mharrington@psharvard.org](mailto:mharrington@psharvard.org), 978-456-4143

Or the

U.S. Department of Education, Office for Civil Rights  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109  
(617) 289-0111

Massachusetts Commission Against Discrimination ("MCAD")  
One Ashburton Place - Rm 601  
Boston, MA 02108  
(617)994-6000

ADOPTED: June 11, 2007  
AMENDED: May 20, 2013  
AMENDED: September 24, 2018  
AMENDED: May 26, 2020

LEGAL REFS.:

Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 1993  
M.G.L. 76:16 (Chapter 622 of the Acts of 1971)

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File: AC

BESE regulations 603CMR 26:00  
BESE regulations 603CMR 28.00

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CROSS REFS.:

ACA – ACE, Subcategories for Nondiscrimination  
GBA, Equal Opportunity Employment  
JB, Equal Educational Opportunities  
JICFB, Anti-Bullying Policy



## 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 Title IX Coordinator, Dr. Marie Harrington, [mharrington@psharvard.org](mailto:mharrington@psharvard.org), 978-456-4143 will designate an investigator(s) for all complaints of harassment at school or at school related events. The investigator(s) will determine if complaints are substantiated, and, if so, 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.

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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 Title IX Coordinator, Dr. Marie Harrington, [mharrington@psharvard.org](mailto:mharrington@psharvard.org), 978-456-4143, 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.

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### 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, interviews 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).

**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.

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### 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.

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### 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:

**Deleted:** . [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."

- 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 be 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.

**Deleted:** , 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....

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- 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 [Title IX Coordinator, Dr. Marie Harrington, mharrington@psharvard.org, 978-456-4143](#), 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.

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ADOPTED: June 11, 2007

AMENDED: May 20, 2013

AMENDED: January 23, 2017

AMENDED: May 8, 2017

AMENDED: January 22, 2018

AMENDED: May 26, 2020

**CROSS REF:** [AC- Nondiscrimination](#)

[ACA – Nondiscrimination on the Basis of Sex](#)

[ACAB – Sexual Harassment](#)

[ACAB-P Graphic](#)

[ACE – Nondiscrimination on the Basis of Disability](#)

[JCIFB Anti- Bullying Policy](#)

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**LEGAL REF:** M.G.L. [c. 151B:3A](#)

[M.G.L. c. 76.5](#)

[Title VI of the Civil Rights Act of 1964](#)

[Title VII of the Civil Rights Act of 1964](#)

[603 CMR 26:00](#)



## Harassment by a Staff Member

### Complaints Made by Students or Staff Involving Harassment by a Staff Member

Upon receiving a complaint, the Title IX Coordinator, Dr. Marie Harrington, [mharrington@ps.harvard.org](mailto:mharrington@ps.harvard.org), 978-456-4143 shall confer with Complainant to gain an understanding and a statement of the alleged facts. As appropriate, the Title IX Coordinator, Dr. Marie Harrington, [mharrington@ps.harvard.org](mailto:mharrington@ps.harvard.org), 978-456-4143 will follow the steps below:

1. Meet with the person charged (such person is hereinafter referred to as "Respondent") to obtain a response to the complaint;
2. Conduct interviews of possible witnesses to the alleged events;
3. Report the matter to local police if criminal activity is involved;
4. Report the matter to the Department of Children and Families as required by M.G.L. c. 119, 51A if the matter involves suspected child abuse;
5. Refer the matter to the principal or superintendent for further disciplinary action.

### Retaliation

Respondent, individually and/or through others, is prohibited from retaliating in any manner against a Complainant or any party involved in the complaint procedure. Substantiated acts of retaliation will result in additional disciplinary action.

ADOPTED: June 11, 2007  
AMENDED: May 20, 2013  
AMENDED: May 26, 2020

### CROSS REF: AC – Nondiscrimination

ACA – Nondiscrimination on the Basis of Sex  
ACAB – Sexual Harassment  
ACAB-P – Graphic  
ACE – Nondiscrimination on the Basis of Disability  
JICFB – Bullying

### LEGAL REF: M.G.L. c. 151B:3A

M.G.L. c. 76.5  
Title VI of the Civil Rights Act of 1964  
Title VII of the Civil Rights Act of 1964  
603 CMR 26:00

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**Deleted:** The Principal or Assistant Principal may take steps 1 - 5 below. In addition, the Director of Pupil Services shall report suspected child abuse to the Department of Social Services as required by Mass. Gen. Laws, c.119, §51A and shall take, as appropriate, the steps necessary for disciplinary action against the staff member pursuant to the applicable collective bargaining agreement and state and federal law.

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**Deleted:** (see Mass. Gen. Laws, c. 265, §43, which prohibits stalking) The Department of Social Services will also be notified if the complaint of harassment involves a minor student.

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**Deleted:** Subject to the requirements of due process, take disciplinary action against Respondent, including without limitation, a letter of reprimand or warning or a suspension of one to ten days;

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**Deleted:** Respondent to the Principal or Superintendent for ...

**Deleted:** and his/her associates are prohibited from retaliating in any manner against a Complainant or any party involved in the complaint procedure. Substantiated acts of retaliation will result in immediate disciplinary action, including, but not limited to suspension and/or recommendation to the Superintendent for further disciplinary action.

## PUBLIC COMPLAINTS

*The School Committee takes complaints seriously and has adopted several policies to address complaints including the following policies:*

<i>Policy AC</i>	<i>Nondiscrimination</i>
<i>Policy ACAB</i>	<i>Sexual Harassment</i>
<i>Policy ACABA</i>	<i>Harassment by Students</i>
<i>Policy ACABA-P</i>	<i>Graphic</i>
<i>Policy ACABB</i>	<i>Harassment by a Staff Member</i>
<i>Policy GBK</i>	<i>Staff Complaints and Grievances</i>
<i>Policy JICFB</i>	<i>Bullying Prevention</i>

An individual with a complaint covered by one of the policies listed above should refer to the appropriate policy to report the complaint.

This policy KE addresses complaints involving matters not addressed by one of the above listed policies such as complaints involving instruction, student discipline, or learning materials.

The School Committee believes that most complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. School Principal
3. Superintendent
4. School Committee

*The School Committee encourages such complaints to be made in writing. The Committee expects professional staff to receive complaints courteously, to investigate the complaints, and to make a timely reply to the Complainant. An individual with a complaint covered by this policy will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or operations only.*

APPROVED: December 11, 2006

AMENDED: January 23, 2012

AMENDED: November 13, 2018

**AMENDED: May 26, 2020**

CROSS REF.: BEDH, Public Participation at Committee Meetings  
BEDH-E, Guidelines for Public Comment

LEGAL REFS.: M.G.L. 76:5  
603 CMR 26.00

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603 CMR 26.00

May 13, 2020

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following recent grants:

<b>Submit Date</b>	<b>Request</b>	<b>Title</b>	<b>Submitter</b>	<b>Amount</b>
4/18	2013	Graduate Signs	Scott Hoffman	\$500
4/21	2014	Generation Genius. One year subscription	Lauren Crittendon	\$795
4/21	2015	Aerogardens – 3 <sup>rd</sup> grade	Lauren Crittendon	\$425

We hope all is going well.

Very truly yours,

Lindsay Burke & Terry Symula  
Harvard Schools Trust

Cc.  
Scott Hoffman  
Josh Myler  
Karen Shuttle  
Rolf VandeVaart



School Committee Minutes  
Virtual Meeting  
Monday, May 11, 2020

Members attending: John Ruark, Sharlene Cronin, SusanMary Redinger, Suzannne Allen, Shannon Molloy, Maureen Babcock, Linda Dwight and Aziz Aghayev.

John Ruark called the meeting to order at 6:15 p.m.

Sharlene Cronin read the Vision Statement

John Ruark read a statement indicating that the meeting was being held remotely and the meeting was being held via video conferencing. Members in attendance were identified through a role call process.

### **Student Report**

**Felicia Jamba** – reported there are a lot of end of year activities that have been moved on-line. The talent show has now been moved on-line and students and staff can submit videos that will be put into a talent show presentation. The lip sync as well will be done on-line. Teachers recently sent out a lip sync video production to the song “Old Town Road” that was very fun. Will Walling-Sotolongo reported that AP testing began today using on-line material for testing. Students like the roll out of Phase 3 learning because the expectations are clear and the assignments for the week are all sent out in one email.

Vivien Jamba –reported that in Phase 3 all teachers send out the work on the same day and students have a week to complete the work. Students are happy about the clarification on that. Students have been meetings by grade level with administration to talk about how things are going to go with end of year grades and events. The Bromfield staff has done a lot to support the Seniors. There were yard signs put out for graduates, a parade is being planned and although there is a lot of uncertainty about graduation things are being planned.

### **Senior Class Activities**

Dr. Dwight reported that the Bromfield administration held meetings with parents and students to make plans to celebrate the Class of 2020. Graduation is being delayed to July 31<sup>st</sup> at 5:30 p.m. with a rain date of August 2<sup>nd</sup> at 1:00 p.m. In the meantime, on June 5<sup>th</sup> a parade is planned. The decorated cars of 87 graduates will travel a parade route ending at The Bromfield School where students will receive their diplomas with a brief acknowledgement and photo opportunity for each member of the Class of 2020. The community will be invited to cheer on the seniors from their driveways. Harvard Cable TV is going to produce a video yearbook for the Class of 2020. They plan to film the events of June 5<sup>th</sup>. Each member of the Class of 2020 will also have the opportunity to be filmed individually which will be produced into a video. More details about ways to honor Seniors will be forthcoming.

### **Title IX Review Planning**

Dr. Dwight shared a proposal from Good Sports, Inc. for services that would cover a comprehensive review of Title IX compliance. The cost for the review is based on anticipated

hours for professional time. The cost of this proposal is \$17,500 for a full review excluding student questionnaires. John Ruark asked if the review could be done internally to save money. Members thought it would be hard to perform the review internally due to a lack of expertise. The Committee agreed to send out a request on the MASC list serve to gather feedback on what other districts have done regarding Title IX reviews. Dr. Dwight will seek additional proposals. The item will be brought back to the full Committee at a future meeting.

### **Booster Policy Update**

Shannon Molloy presented the Booster Policy as submitted by the Policy Subcommittee. The Policy Subcommittee is looking for feedback from the full Committee and the policy is not ready to be voted on tonight. Sharlene Cronin heard concerns on how the policy will be implemented. Susan Mary Redinger heard from parents that this policy will hamper fundraising. In addition, some organizations felt they should be exempt from the policy.

Shannon Molloy reported that overall there has been a lot of feedback with some concerns and some support for equity and compliance. The will of the Committee is to acknowledge with gratitude and partnership all groups that support the schools. Shannon Molloy then reviewed specific pieces of the policy where language was changed, i.e. alcohol at off site events, mailings, check signatories and school clubs. The Subcommittee will not change the process at this time until after the Title IX review. The groups that might be exempt are the Harvard Schools Trust, PTO, Celebration and Fanfare. The Policy Subcommittee plans to meet on Friday to craft a letter to send out to those group. The Booster Policy draft will be designed with an athletic focus and will wait until the Title IX comprehensive review has taken place before the policy is finalized. Next steps are to communicate to stake holder groups that are exempt and to communicate to athletic groups that there is nothing immanent coming at this point.

### **Superintendent Update – See Attached**

Suzanne Allen agreed to serve as the School Committee liaison on the Re-Entry Planning Committee. The first meeting is Friday, May 15<sup>th</sup> at 8 a.m.

### **Grant Approval**

The following gifts were presented to the Committee for approval:

PTO - \$500 for Lawn Signs for the Class of 2020

Harvard Schools Trust - \$500 for Lawn Signs for the Class of 2020

John Ruark made the motion and Suzanne Allen seconded to accept the gifts from the PTO and Harvard Schools Trust as presented.

VOTE: Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

### **Budget Update**

Aziz Aghayev gave an update to the FY20 budget. The FY20 budget surplus is estimated to be \$197,369. This surplus is due in part to a change in service and utility decrease due to COVID-19. The revolving accounts are experiencing a deficit because we are continuing to pay personnel and not receiving revenue from the programs. The Athletic Revolving account is currently

showing a deficit of \$6,177.78. The School Lunch program is showing a deficit of \$39,336.93. The Community Education program is showing a deficit of \$11,692.42.

### **School Building Update**

SusanMary Redinger reported that construction is continuing. The exterior is done and window placement will continue through mid to late June. Each day, the school nurses conduct screenings and take temperatures for construction workers in compliance with COVID -19 guidelines. SusanMary Redinger is preparing a letter to send to Governor Baker asking that federal funds be sent to the MSBA to offset the costs to comply with the mandated COVID-19 guidelines. The School Building Committee voted unanimously to keep the baffles in the budget. It is crucial to have the baffles for sound and acoustic value. It is hoped that the monies in the contingency will cover the additional cost. The next School Building Committee meeting is May 23<sup>rd</sup>. The project continues to be on budget. The move in date has been changed to the first week of June 2021.

### **SPED Classroom at HES, Vote**

Principal, Josh Myler presented a proposal that would allow out of district students the opportunity to attend an in-district inclusive classroom at HES. Mr. Myler reviewed the costs associated with the proposal and offered ways the change in service would benefit students.

SusanMary Redinger made the motion and Sharlene Cronin seconded to support the administration's request to add an inclusive support classroom at HES as provided in the presentation.

VOTE: Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

### **Kindergarten Tuition Refund; Vote**

Dr. Dwight reviewed information regarding the kindergarten tuition so that the Committee could decide if full-day kindergarten tuition will be collected during the months of April through June when school has been done virtually. The Committee discussed several options and the impact of each option. After discussion the Committee agreed that it made sense to continue to charge families for kindergarten tuition through the remainder of the school year.

Suzanne Allen made the motion and Sharlene Cronin seconded to move to bill families for the full year while communicating to families that the district would appreciate receiving payment as students are still receiving services and staff and teachers are still being paid but if families are unable to make the payment the district understands.

VOTE: Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

### **Contract Ratification; Vote**

John Ruark presented the one-year HTA/SC contract that has been ratified by the HTA and is being considered for ratification by the School Committee. Members discussed the enormous financial uncertainty upon the state and town and that it may be best to hold off on ratification until solid numbers are in place. The Committee agreed that a one-year contract would create stability for the teachers.

John Ruark made the motion and Sharlene Cronin seconded to move to ratify the one-year contract with the HTA as presented.

VOTE: Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

John Ruark – “Heartfelt thanks to Linda, Alice, and Sharlene and all of the HTA members for their work in negotiating this contract”.

### **Review/Set Summer Meeting Dates**

Table till the next meeting.

### **Agenda Items**

Goals

School Improvement Plan

Year-end close out

Superintendent Review

Title IX review (additional quotes)

Start time

### **Approval of Meeting Minutes**

SusanMary Redinger made the motion and Sharlene Cronin seconded to approve the minutes of the April 27<sup>th</sup> meeting as amended.

### **Liaison/Subcommittee Reports**

**Sharlene Cronin** reported that Bob O’Shea is the new chair of the Parks & Recreation Committee. Field maintenance will be prioritized with the new budget in July. The school will need to be part of the priority discussion.

**Sharlene Cronin** reported that the Dashboard Subcommittee will meet tomorrow.

**John Ruark** reported that HEAC will not meet this Wednesday as planned.

**SusanMary Redinger** reported that the TBS School Council will meet next week

**SusanMary Redinger** attended the HES School Council meeting. The Council talked about the inclusion classroom proposal, feedback from teachers and students regarding remote learning and the School Improvement Plan which is in progress but has been delayed. Council elections are in process.

**SusanMary Redinger** reported that the budget taskforce meets on Wednesday for the first time.

**Suzanne Allen** reported that SEPAC meets next week.

**Suzanne Allen** reported that the Wellness Subcommittee would like to meet before the end of the school year.

**Suzanne Allen** reported that the Start Time Subcommittee has not met.

**Shannon Molloy** – thanked everyone for the Booster Policy feedback and thanked SusanMary Redinger for attending the HES School Council meeting.

### **School Committee Commentary**

SusanMary Redinger – commented that she misses seeing everyone in person. The zoom meetings are not much fun anymore. Feels like it's been forever.

SusanMary Redinger - thanked John and Sharlene for their time and effort on the Negotiating Committee. It is commendable and appreciated. SusanMary also thanked all of the Committee members for their level of conversation and the thought and care involved in all decisions made tonight. She is very proud to be a member of this School Committee.

*Sharlene Cronin*– echoed John's points of appreciation and incredible partnership with the teachers on the IBB process. Looking forward to a continued partnership. Excellent experience.

Suzanne Allen made the motion and SusanMary Redinger seconded to adjourn the meeting at 9:05 p.m.

VOTE

Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

Respectfully submitted

Mary Zadroga