

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting

Monday, May 24, 2021

6:15 PM

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

<https://psharvard-org.zoom.us/j/85982142313?pwd=WTc0MDNaSEZaUnRlZ3ErZ0N6YjUxdz09>

Meeting ID: 859 8214 2313

Passcode: 453687

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Reorganization of committee officers (6:18)**
- III. Public Commentary (6:23)**
- IV. Student Report (6:33)**
- V. Superintendent Report (6:38)**
- VI. Mask Policy Review (VOTE) (6:48)**
- VII. Shift in Start Time Update (7:08)**
- VIII. Food Service Program Recommendation (7:18)**
- IX. Director of Community Recreation and Education (7:48)**
- X. End of Year Activities Update (7:58)**
- XI. Grant Approval (VOTE) (8:03)**
- XII. Future Meeting Dates (8:08)**
- XIII. Agenda Items (8:13)**
- XIV. Minutes (8:23)**
- XV. SC Liaison and Subcommittee Reports (8:28)**
- XVI. Public Commentary (8:38)**
- XVII. School Committee Commentary (8:48)**
- XVIII. Adjourn (8:53)**

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.

MASKS

For everyone's safety, masks are required in school and district facilities. All individuals including students, teachers, staff, and non-school personnel entering school buildings will be required to wear an appropriate mask at all times*, even when physical distancing of 6 ft. can be maintained, except during designated mask breaks or designated eating periods.

The designated eating period will be primarily outdoors, however, during severe weather an inside space with maximized ventilation will be used with 6 ft distancing between students. Masks will only be off when eating. Staff will keep their masks on while supervising the students while they are eating.

Masks are also required to be worn by everyone on school transportation including school buses and special education transportation vehicles and while entering and exiting buses/vehicles.

Outdoor Mask Use: At HES, students, teachers, and staff will be provided with the opportunity for outdoor mask breaks throughout the day with distancing of at least 6 feet any time that masks are removed. Once the students leave the designated eating area, masks will be required but the distance between students will not be regulated. At Bromfield, students will have a choice to either wear a mask or not when outdoors and distancing will not be regulated.

Students are expected to bring two (2) masks to school with them daily: one to wear and one as a backup in their backpack. Masks will go home with students each day. Reusable masks should be washed after each wearing. The school will have extra disposable masks available for students who need them during the day.

Appropriate masks:

- Are made of layered, tightly woven material;
- Fully cover the mouth, nose, and chin;
- Fit snugly against the sides of the face with no gaps.

Masks with exhalation valves are not permitted.

The school will provide a disposable mask for a student who brings a mask that does not meet the requirements for an appropriate mask listed above.

Masks should be clearly identified with the student's name or initials to avoid confusion or swapping. Masks may also be labeled to indicate top/bottom and front/back.

Staff and students will be educated on the safe wearing and use of masks. This will include instruction on safe removal and storage of masks during breaks and safe re-application of the mask after a break.

Exemptions to this policy can be made under certain circumstances, such as for students for whom it is not possible due to medical conditions, disability impact, or other health or safety concerns. Parents may not excuse their child from the mask requirement by signing a waiver. A written note from a physician or health care provider is required to initiate the exemption process and must be received by the Superintendent of Schools at least two weeks prior to the student's planned attendance at school. Requests for an exemption with the supporting medical note should be sent to Harvard Public Schools, Office of the Superintendent, 39 Massachusetts Avenue, Harvard, MA 01451. Requests for exemptions are subject to review and approval by the Superintendent who may consult with the district nurse, district physician or local Board of Health. If an exemption to this policy is granted, the Superintendent/designee will work with the family to consider alternative methods of keeping the student as well as other students and adults around the student safe. Face shields or physical barriers may provide an alternative in some instances.

Staff seeking exemptions to this policy should follow the same process for requesting an exemption as outlined above for students.

The Superintendent/designee will identify the need for and the use of personal protective equipment (PPE) in addition to masks for certain staff, such as but not limited to school nurses based on job duties and the need to maintain safety for all staff and students. PPE will be made available for use accordingly throughout the school year. Staff will be provided training on the proper use of PPE, including putting on and removing PPE.

Masks must be worn properly at all times. If a student is in violation of this policy, the following steps may be taken:

- Staff will signal to the student to put the student's mask on correctly;
- If a student is not able to immediately comply, staff may take the student outside for a mask break;
- Staff will work with families to discuss challenges and reinforce compliance;
- A student may be required to switch to remote learning if noncompliance is repeated.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

*At HES, masks may be removed if a teacher is remote teaching in a classroom that will remain otherwise empty for the day. Masks may be removed if a teacher is in their classroom during a break time (when students will enter the room afterward) as long as there is a plastic study carrel around them and they are within their teaching space. Masks may also be removed in the afternoon after student dismissal, if the teacher is

working from their otherwise empty classroom. Meetings should be held in other locations, virtually, or outside.

*At TBS, masks may be removed if a teacher is remote teaching in a classroom (when students will enter the room afterward) as long as there is a plastic study carrel around the computer and their teaching area. Masks may be removed if a teacher is remote teaching in a classroom or space that will remain otherwise empty for the day. Masks may also be removed in the afternoon after student dismissal, if the teacher is working from their otherwise empty classroom. Meetings should be held in other locations, virtually, or outside.

*Students, teachers, and staff may lower their mask for a quick drink of water as long as they are at least 6 ft. away from other people. Ideally these drink breaks will be done in a vacant hallway or outside.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 – <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department Elementary and Secondary Education – Reopening Guidelines – <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts – Mask Up MA! – <https://www.mass.gov/news/mask-up-ma>

FIRST READ: August 10, 2020

ADOPTED: August 10, 2020

REVISED: August 17, 2020

REVISED: September 28, 2020

REVISED: March 22, 2021

REVISED: May 24, 2021

Director of Community Recreation and Education (Draft)

Reports to: Harvard Public School Superintendent and the Parks and Recreation Commission

Requirements:

- Leadership Experience
- Communication skills; including collaboration, problem resolution, technology use, training, and presentation skills
- Fiscal ability to develop, recommend, and manage budgets

Responsibilities:

- Performs work which includes planning, organizing, coordination and management functions of community recreational and education programs requiring the exercise of a high degree of judgment and initiative as well as the ability to anticipate and to react positively to technical and administrative problems in the area of responsibility.
- Responsible for program planning and implementation; develops and plans services to meet the recreational and educational needs of the community; develops and directs the implementation of goals and objectives. Recommends policies, and procedures.
- Recommends the Community Recreation and Educational budget to the Parks and Recreation Commission and School Superintendent. Monitors expenditures and prepares financial reports.
- Supervises the office activities of the Community Recreation and Education staff including bookkeeping, accounting, communications, records maintenance and report preparation functions.
- Manages all transactions in the town's Activities software (currently CivicREC) and school district system. Works with the public to answer questions. Current activities include:
 - Before and after school Childcare
 - Summer Camps
 - Swim and boat lessons
 - Track clinic and ski program
 - Boat Lottery / Storage

- Boat Rental kiosk
 - BHP Events (Fishing Tournaments, Regattas, Triathlon, etc.)
 - Park and Recreation field/facility rentals
-
- In conjunction with the School Superintendent, Parks and Recreation Commission and the town's HR departments, oversees the employees and volunteers of programs such as the beach program, before and after school care, summer camps, and all other offerings. Responsibilities include advertising positions, interviewing, recommending new hires and compensation, training, scheduling, and payroll.
-
- Conducts an active public relations program, including speaking engagements, news releases, preparation and distribution of brochures, posters, etc.
-
- Coordinates with Town Officials, including the Director of Public Works, The Town Administer, The Land Use Administrator, Adult/Youth Sport Leaders and the School Athletic Director on scheduling of programs, construction, maintenance and rental of recreation facilities.
-
- With the Parks and Recreation Commission, inspects work done on recreation fields and the beach for compliance with contractual requirements and federal/state code standards, etc.
-
- Coordinates with the Parks and Recreation Commission's Field Liaison and the School's Athletic Director to close fields due to inclement weather and to support a rotation schedule.

Organization Chart:

Director of Community Recreation and Education

(oversight shared by Superintendent and Park and Recreation Commission Chair)

Administrative Assistant

Bridges

Community Education

Park and Recreation

Responsibility for:

Lead Teacher
Teachers

Program Teachers
Outside Contractors

Beach Director or Head Lifeguards
Out of Town Organizations

Coordination with:

Principals
School Admin. Asst.

Principals
Director of Maintenance

Field Liaison
Beach Liaison
DPW
Athletic Director
Town Administrator
Harvard Youth & Adult League Leads

Administrative Assistant responsibilities:

Communicate with the public
Registration
Advertisement
Fee Collection
Balance Sheet preparation for P&R and SC meetings
Warrant preparations

Notice of Gift

5/5/21

Hildreth Elementary School has received a gift from the Harvard PTO in the amount of \$397.19 to fund an inclusive library with books on various disabilities for our Students Achieving Independent Living room. SAIL teacher Lauren Campanello will develop lessons and activities to go along with each book to be shared throughout the school.

Hildreth Elementary School requests that the School Committee accept the gift to be placed into the HES Gift Account to be used to pay for the virtual field trip.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Josh Myler', written over a horizontal line.

Josh Myler

Principal

HARVARD PTO GRANT REQUEST FORM

The Harvard PTO Grant Program is designed to support curriculum enrichment as well as programs and projects that enhance the educational experience of HPS students. Teachers and staff are encouraged to apply for grants to fund enrichment programs, performances and other opportunities as well as to fund supplies, equipment, and other programs or projects which have a direct and beneficial impact on the quality of student education and experience.

Date of Request: April 22, 2021 Total Amount Requested: \$ 397.19

Submitted By: Lauren Campanello Email: lcampanello@psharvard.org

Program/Project Title: Building an Inclusive Library

Description: (please provide as much detail about your request as possible including whether it is a new, modified or previously funded program or request):

I am requesting funding to purchase several books that are about or feature people with a variety of disabilities. It is extremely important for all students to see themselves represented in the books we have in our classrooms. I have done some research and put together a list of books that feature people with different physical, medical and learning disabilities including Autism, speech disorders, Tourette's syndrome, dyslexia, deafness/hearing loss, Down Syndrome, Cerebral Palsy, anxiety, ADHD, children with limb deficiencies/amputated limbs, diabetes, and other non-specified physical disabilities that show children using wheelchairs, walkers and other assistive technology.

I am a special education teacher at HES and currently teach in our SAIL program. SAIL stands for Students Achieving Independent Learning. All of the students I get to work with have one of or a combination of these disabilities. It is important for them to have access to these books where they can relate to the characters and see themselves in the story. It is also just as important for their non-disabled peers to have access to these stories so that they can continue to be understanding, supportive and welcoming of ALL of their peers. I purposely included books that discuss the importance of belonging and embracing differences. After receiving these books, I plan to develop lessons, activities and discussion guidance to go along with each one that I can share with all of our teachers. This project will help Hildreth become an even more inclusive

and accepting school community. Please let me know if you have any questions or suggestions, thank you!

Approximate number of students impacted: This will have a positive impact on our whole school community.

Program/Project Start Date & End Date: ASAP, no end date.

Please itemize expenses: Please see attached book list

Signature of Applicant: Jauren Camporeale Date: 4/22/2021

Signature of Principal: Alex Pulizzi Date: 4/26/21

Please email a copy of this completed form to info@harvardpto.org or return to the main office in an envelope marked "PTO". Grants will be board reviewed for approval weekly.

Approved: Not Approved: Signature: Daniel Date: 5/3/21

TOWN OF HARVARD PTO
P.O. BOX 488
HARVARD, MA 01451

Pay to the Order of: Hildreth Elementary School Date: 5/5/21 2369
53-7122/2113

Three hundred ninety seven and 19/100 - \$ 397.19
CHECK AMOUNT
Dollars

Middlesex Savings Bank
BOXBOROUGH, MA 01719

For: Inclusive Library Grant

Daniel
2369

⑆211371227⑆ 161712479⑆

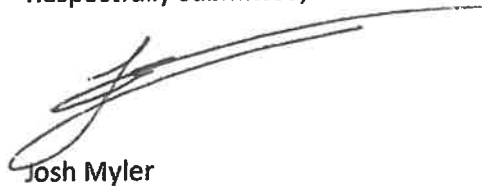
Notice of Gift

5/5/21

Hildreth Elementary School has received a gift from the Harvard PTO in the amount of \$600.00 to fund the First Grade's Exploring Organisms at Bare Hill Pond with the Nashua River Watershed Association Educator field trip. The Nashua River Watershed will provide first grade classes an outdoor hands experience at Bare Hill Pond.

Hildreth Elementary School requests that the School Committee accept the gift to be placed into the HES Gift Account to be used to pay for the field trip.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Josh Myler", written over a horizontal line.

Josh Myler

Principal

HES PTO CURRICULUM ENRICHMENT REQUEST FORM

The PTO asks to please be recognized on all permission slips & email communications sent to parents regarding the enrichment programs we support.

PLEASE NOTE: All checks will be made payable to Hildreth Elementary School.

Contact the school business office to request your approved funds for vendor payment.

Date of Request: **April 27, 2021** Amount Requested: **\$600**

Submitted By: **Lisa Hopkins/First Grade Team** Email: **lhopkins@psharvard.org**

Program/Project Title: **Exploring Organisms at Bare Hill Pond with Nashua River Watershed Association Educator, Stacey Chilcoat**

Description: (please provide as much detail as possible including whether this program is new, modified or has been funded in the past): **Students are guided by Stacey Chilcoat and their classroom teachers in a hands-on discovery experience with macro invertebrates, water quality connections and stewardship.**

Approximate number of students impacted: **62**

Program/Project Start Date & End Date: **Monday, May 10th, 2021**

Signature of Applicant: *Lisa Hopkins* Date: 4/27/2021
Signature of Principle: *[Signature]* Date: 4/27/21

TOWN OF HARVARD PTO
P.O. BOX 488
HARVARD, MA 01451

Pay to the Order of: Hildreth Elementary School Date: 5/5/21 2368
Six hundred dollars and no/100 \$ 600.00
CHECK NUMBER
Dollars

Middlesex Savings Bank
10252
ROXBOROUGH, MA 01719

For: 1st Grade Exploring Organisms
2113712271 161712479 2368

Daniel

form to info@harvardpto.org
front desk.
Approved
Daniel
5/13/21

School Committee Minutes
Virtual Meeting
Monday, May 10, 2021
6:15 p.m.

Members attending: Sharlene Cronin, SusanMary Redinger, Suzanne Allen, Abby Besse, Shannon Molloy, Maureen Babcock

Others in Attendance: Linda Dwight, Ingrid Nilsson, Olivia Ren and Josh Myler.

SusanMary Redinger called the meeting to order at 6:15 p.m.

Abby Besse read the Vision Statement

Public Commentary - None

Student Report – Olivia Ren reported that AP testing started last week. Most people are doing it in person with social distancing. Testing will go on throughout the month of May. The Project 351 Club which is a Middle School Service club is holding a clothing drive this week. Donations can be made in bins located in the middle school wing and at the entrance of HES.

Students are adjusting to the full days of school. Started out rocky but everyone is adjusting.

Superintendent Report - Attached

Policy Review (VOTE)

Suzanne Allen reviewed proposed changes to the COVID-19 policy as a result of the DESE recommendations related to exposure guidelines. The policy was changed to reflect that students will be exempt from being a close contact in school if they remain 3-6 ft apart and are fully masked. Close contacts including participants in extracurricular school activities and sports are still required to quarantine.

With no objections, SusanMary Redinger approved the Policy as amended.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy (Aye) Redinger (Aye)

Health Insurance Gap Coverage

SusanMary Redinger made the motion and Shannon Molloy seconded to move to table the insurance item at a later time.

Final Budget Approval (VOTE)

The Committee reviewed, approved and voted the FY22 final budget numbers as:
General Fund Allocation of \$13,984,923
Offsets of \$3,723,061

Sharlene Cronin made the motion and Shannon Molloy seconded to approve the FY22 budget as presented which includes the encumbrance to the Devens account.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

FY22 Budget Priorities Review

Sharlene Cronin reported that with the availability of additional, one-time grant funding through ARPA and ESSER, the budget subcommittee met to consider how those funds may be applied toward our budgetary needs in the coming years. The Budget Subcommittee recommends that Dr. Dwight prioritize the development of proposals for deepening the Middle School wellness programming and for hiring a curriculum coordinator who could also have responsibilities in the area of DEI and data analysis. These proposals would be presented to the full Committee for a review and vote at a future meeting.

In addition, the district will identify and close gaps resulting from COVID-19 learning loss, review initiatives and programs that have been put on hold or divested due to budget cuts. Dr. Dwight reported that the FY22 budget was created with one less Math teacher at The Bromfield School. Dr. Dwight feels the elimination of this position is spreading the department too thin and is recommending the Committee approve an additional Math teacher be hired at the Bromfield School for the 2021-2022 school year.

SusanMary Redinger made the motion and Shannon Molloy seconded to authorize the Superintendent to hire a full time Math Teacher at The Bromfield School for the 2021/2022 school year.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

Director of Community Recreation and Education

Dr. Dwight presented the job description for a proposed new position for the town and school for a Director of Community Recreation and Education. If the School Committee votes to approve the job description it will be handed to the town and will be brought back for future movement.

SusanMary Redinger made the motion and Abby Besse seconded to move that we approve the job description for the Director of Community Recreation and Education as presented.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

Summer Program Review

HES Principal, Josh Myler presented the 2021 Summer Support Program details that will be offered at Hildreth Elementary School this summer. There will be two sessions that will run July 13 through July 22 and July 27 through August 5. Sessions will run three mornings per week (Tuesday, Wednesday and Thursday) from 9:00 a.m. to 11:30 a.m. Students in rising first

through rising sixth grade can sign up for one or both sessions. The program is supported by state and federal grant funding.

Water Storage Tank Replacement Funding (VOTE)

Dr. Dwight reported that there is a leak in the hot water tank at the Bromfield School. Pat Harrigan has evaluated the system and recommends a replacement as it is beyond repair. Dr. Dwight is requesting an amount up to \$30,000 to be taken from the Shaw Trust account for this replacement.

Sharlene Cronin made the motion and Abby Besse seconded to move to accept the proposal for the storage tank as presented.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

Grant Approval

Dr. Dwight submitted for approval a grant from the Harvard Schools Trust and the Harvard PTO in the amount of \$1,500 each to be used to offset the cost of the sound system for graduation.

Without objection SusanMary Redinger approved the grants as presented.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

Bromfield House Lease (VOTE)

The Committee reviewed the rental agreement between the Town of Harvard and Shawmut Woodworking & Supply, Inc. for the lease of the Bromfield House to commence on May 17, 2021 and shall continue as a month to month tenancy until such time as it is terminated by either party upon thirty days' prior notice. Legal Counsel has reviewed the agreement. By allowing Shawmut to lease the Bromfield House, landscaping and trailer removal will be able to begin sooner. The rent will be paid at \$1,000 per month and will be credited into the building project funds.

SusanMary Redinger made the motion and Sharlene Cronin seconded to move to approve the lease agreement as presented.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)

SAC Topics for 5/28 Meeting

SusanMary may change the SAC meeting to May 21st to not interfere with the students last day of school. Topics for the meeting include:

Wish list items

Best practices

Lessons learned from a year of COVID

Send any additional ideas to SusanMary Redinger and add them to the agenda.

School Committee Member Assignment to BOS Revenue Committee

SusanMary Redinger introduced the background information for the formation of the Harvard Revenue Ideation Committee which will work to identify additional revenue sources to diversify its revenue sources. The Committee composition has seven members. One member each from the Finance Committee, Select Board, School Committee, Parks and Recreation, Energy Advisory Committee and two residents at large. The Committee agreed that SusanMary Redinger would represent the School Committee in this role.

ATM Review

SusanMary Redinger ran through the school side items that will need to be spoken about at the Annual Town Meeting which includes

1. The Card Access system at the Bromfield School
2. HVAC system at the Bromfield School
3. The Bromfield House disposition
4. The solar panel lease for the schools

SusanMary Redinger will be prepared to speak to all of the warrant items (minus the solar panels) but is happy to allow others to speak if they would like.

Future meeting dates

May 24th

June 28th

No meeting June 14th

July 26 - retreat

No meeting July 12

No meeting August 9th

August 23rd

Town Meeting

Agenda Items

Reorganization Meeting

Budget priorities

Review summer PD

Minutes

Without objection SusanMary Redinger approved the minutes of the April 12th meeting as amended.

Without objection SusanMary Redinger approved the minutes of the April 26th meeting as amended.

Subcommittee Report

Sharlene Cronin had nothing to report.

Shannon Molloy reported that DEI met but she was unable to attend the meeting and had no update.

Shannon Molloy reported that the testing group met and discussed the role of testing in the policy changes and potential in the summer program going forward. They are also discussed the

possibility of participating in a “sniff” test study out of Yale University. They are looking for partners who are running other testing sites. to create data.

Shannon Molloy reported SEPAC met and they are hoping to deploy their survey to families by the end of the school year. They were also pleased to be included in the hiring process for Dr. Harrington’s replacement.

Suzanne Allen reported that HES School Council met and discussed the excitement surrounding the move and when kids will tour the building. The bulk of the meeting was used to look at next year’s school improvement plan. The math curriculum, “Go Math” has been extended for another year. Also discussed were restorative practices, pandemic changes, and scheduling difficulties.

Maureen Babcock – DEAC met and reviewed the survey results. There was no surprising feedback. Mass Development has hired a new recreation director. They have not yet replaced the DPW director. There are a dozen homes on Bradley Circle that families are moving into. There may be a shift in building plans due to the cost of materials. The apartment building will be the last thing they will do.

Abby Besse reported that the TBS School Council will be meeting tomorrow.

Abby Besse reported that Parks and Rec met and learned that the money allocated to make improvements on the baseball and softball fields has been spent. Both infields have been completed. The Ann Lees outfield needs more work as well as it needs mowing. The Pond Road field had the fences installed this week and has been mowed.

SusanMary Redinger reported that the new school building was turned over today. Students are touring, movers will start moving on Friday. Monday and Tuesday teachers will be unpacking and Wednesday the students will be welcomed into their new school.

The project is on time and on budget. There is money in reserve for any unexpected in Phase II. We are super excited; the new building is a breath of fresh air.

Public Commentary – None

School Commentary

Suzanne Allen shared the success of student – Caroline Charland who was selected for her art work to be in the K-12 doodle contest. The top 5 vote getters get to visit an artist and get a cash prize and the winner’s school district gets \$50K toward technology equipment. Please check this out and our best wishes to Caroline and her family.

Adjourn

SusanMary Redinger made the motion and Sharlene Cronin seconded to move into executive session pursuant to Massachusetts General Laws Chapter 30A section 7 for the following purposes: To comply with, or act under the authority of, any general or special law or federal grant -in-aid requirements; specifically, to approve the executive session minutes from prior meeting. We will not be returning to Open Session.

VOTE: Allen (Aye), Bessie (Aye), Cronin (Aye), Malloy, Redinger (Aye)