

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, May 23, 2016
6:00 p.m.
Hapgood Room, Old Library

- I. Call to Order (6:00)
 - II. Read the Vision Statement (6:00)
 - III. Open to Interested Citizens' Commentary (6:03)
 - IV. Student Report (6:08)
 - V. Student Presentation on Sphero Balls (6:12)
 - VI. Technology Presentation on Survey Results and Fall Implementation (6:30)
 - VII. Approval of 6th Grade Class Trip (7:00)
 - VIII. Approval of Gifts to the Drama Department (7:05)
 - IX. Superintendent's report (7:10)
 - X. Bus Fee Discussion (7:20)
 - XI. Senior Class Activity Review (7:40)
 - XII. Superintendent Portfolio Review (7:45)
 - XIII. Update on School Business Manager Position (8:00)
 - XIV. Review meeting minutes (8:10)
 - XV. Report Out from Liaisons (8:15)
 - XVI. Suggest Future Agenda Items (8:25)
 - XVII. Open to Interested Citizens' and School Committee Commentary (8:30)
 - XVIII. MOVE to go into executive session for the following purposes:
 - (1) to discuss strategy with respect to collective bargaining with the Teachers' union, and
 - (2) to conduct a strategy session in preparation for negotiations with nonunion personnel, specifically custodians.
 - XIX. Open Session: Consideration of the bargaining agreement (8:50)
 - XX. Consideration of custodial alternative (9:00)
 - XXI. Adjournment (9:20)
- Documents: superintendent report, survey results, new employee resumes, gift letters, field trip forms, meeting minutes**

Vision Statement: The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her 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 continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

Field Trip Step 1

Field Trip Approval Form 2015-2016

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

The purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Date(s) of Trip: Wed., June 15 (rain date Fri., June 17)

Advisor(s): Carlucci, Tarullo, Miller, Tuttle

Students/Class/Grade Level Attending the Field Trip: Grade 6

Destination: Canobie Lake Park in Salem, NH

Departure Time: 8:15 a.m. **Return Time:** 2:20 p.m.

Mode of Transportation: Bus

(If travelling by private car, the 'Registration Form For Student Transportation In Private Vehicles' should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

[Handwritten signatures and dates]
5/13/16
5/13/16

Out of State/Overnight Field Trip Request Form

Advisor(s): Carlucci, Tarullo, Miller, Tuttle

Grade Level(s) of Students Attending Trip: Grade 6

Trip Destination: Canobie Lake Park in Salem, NH

Date of Departure: Wed., June 15 (rain date Fri., June 17) **Time of Departure:** 8:15 a.m.

Date of Return: Same Day

Time of Return: 2:20 p.m. (in time for dismissal)

Travel Company (if applicable): N/A

Name of Contact Person: Miranda Miller

Address: 14 Massachusetts Ave., Harvard, Ma 01462

Phone: work: 978-456-4152 Ext. 234 cell: 508-868-4318

Cost of Trip: Approximately \$36

Plan to address overnight stipend for professional staff: N/A

Deposit Method and Due Dates: N/A

Date of Parent Meeting(s): N/A

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

The purpose of the 6th Grade Canobie trip is to celebrate a successful first year at The Bromfield School. This is a culminating activity that strengthens the bonds made throughout the year and rewards the students for their hard work.

Trip Itinerary:

Leave Bromfield at 8:15 a.m.
Arrive at Canobie at 9:00 a.m.
Spend the day at Canobie.
Leave Canobie by 1:30 p.m.
Arrive at Bromfield by 2:20 p.m. for regular dismissal.

Dear School Committee,

This letter is to notify you that the Bromfield Drama Society has received a generous donation in the amount of \$4,000 to help fund the high school drama program. The donor has asked to remain anonymous.

Sincerely,
Martha Brooks

Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

Superintendent's Update May 18, 2016

I. Hildreth Elementary building project update

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

- Contacted Elena to arrange for someone from MSBA to come here for further training on the upcoming process. Both members of the Visioning Committee and the Building Committee would be welcome to attend. She has vetted the idea with members of the organization, and we await further information.
- Heard from Elena that we met the deadlines and our project will be voted into phase I on May 25th. Sue and I plan to attend as there will be an information session about phase I afterwards.

II. On-going Professional Development on Diversity

We invited Rob Jones from Holy Cross College to work with the teachers again on the early release days. He uses a workshop style to collaborate with teachers and staff on difficult topics of hidden biases, micro-aggressions, and inclusive practices.



III. Associate Principal Search Committee Update

Scott is taking the lead on this process. He has formed a committee and their first meeting is on May 25th. There were over 70 applications submitted for the opening. The search committee members are evaluating the 25 applications pre-selected by

Harvard Public Schools

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Scott for consideration. The committee members will submit their top choices to Scott and he will set up interviews for the first week of June.

IV. Additional Leadership Position Request

While meeting with staff and faculty regarding the change in leadership at Bromfield certain themes reoccurred with each group I addressed. They agreed that areas for future focus included the round table/advisory program, attendance issues, and managing the many state mandates. To focus on these growth opportunities, I am proposing a pilot year-long position of a .6 Dean of Students. This additional leader would help our district to move forward on important initiatives while ensuring that day to day operations have consistent coverage. The leadership team supports this request and offered the position previously when visioning for future improvements.

Funding for this position could come from the savings identified on the personnel spreadsheet. The spreadsheet identifies unplanned savings from newly hired teachers coming in significantly below the budgeted amount and a late resignation. We also have the potential to save at least 1 position.

V. Additional Department Leader Position

The leadership team requests a Health/Physical Education Department Chair stipend for next year. This past year, Tom Reynolds became the Unified Arts Department Chair for K-12. This department included health/physical education, art, digital art, library-media and music at both schools. The range of teachers and curriculum under this large umbrella proved difficult. With Tom's retirement, the leadership team re-visioned the positions in this way: Unified Arts Department to include music and art, Technology Coordinator Position to work with library media and computer, and Health/Physical Education Department to include health, physical education, nurses.

VI. School Business Manager/Town Finance Director Interviews

Nancy, Lorraine and I interviewed one candidate for the interim position. We are checking on his references. Meanwhile, another retired school business manager expressed interest. He has been working full time in another district, so a critical needs waiver would be required for him to work with us starting on July 1st. I am looking into this process.

VII. Science Lab Update

The furniture vendor has produced site plans. We have scheduled a meeting with Gabe V. to go over the details and consider any needed permits. Mark has been working with the different vendors to move the project forward with consideration to the tight timetable.

HARVARD SCHOOL DISTRICT
Job Description

Job Title: Dean of Students .6FTE (Middle & High School)

Reports To: High School Principal

Evaluated By: High School Principal

JOB GOAL: To serve as an educational leader and, as such, to be responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, participation in staff and student activities and establishment of effective community relations.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree
2. Appropriate Administrative License (principal certificate preferred)
3. Ability to establish and maintain an effective learning climate in the school
4. Ability to interpret and implement all School Committee policies, administrative regulations and negotiated agreements
5. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
6. Ability to provide direction to others and to make independent judgements
7. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
8. Ability to maintain confidentiality
9. Ability to communicate with individuals of varied cultural and educational backgrounds
10. Ability to keep and maintain accurate records and to meet deadlines
11. Such alternative to the above requirements as the Principals may deem appropriate and acceptable
12. Ability to inspire and be a role model to staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Support initiatives to move the district towards our Vision Statement.
2. Use positive and productive techniques for improving student behavior.
3. Provide consistent follow through regarding attendance issues, and work toward improvements.
4. Understand and apply due process in a considerate and dignified manner
5. Collaborate with other district leaders and teachers to plan professional development, manage reflections and PDP certificates tracking.
6. Participate in the educator evaluation process as an evaluator to the extent determined by the Principal and outlined in the Educator Evaluation document
7. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information.
8. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the

- purpose of providing written support and/or conveying information
9. Represent the school within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment
 10. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
 11. Participate in leadership meetings, negotiation meetings and other such meetings as required or appropriate
 12. Provide leadership by collaborating with leaders and teachers on the round table/advisory program.
 13. Perform such other tasks (which may require knowledge of other job descriptions) as deemed to be appropriate by the Principal

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License issued from the Massachusetts Department of Elementary and Secondary Education

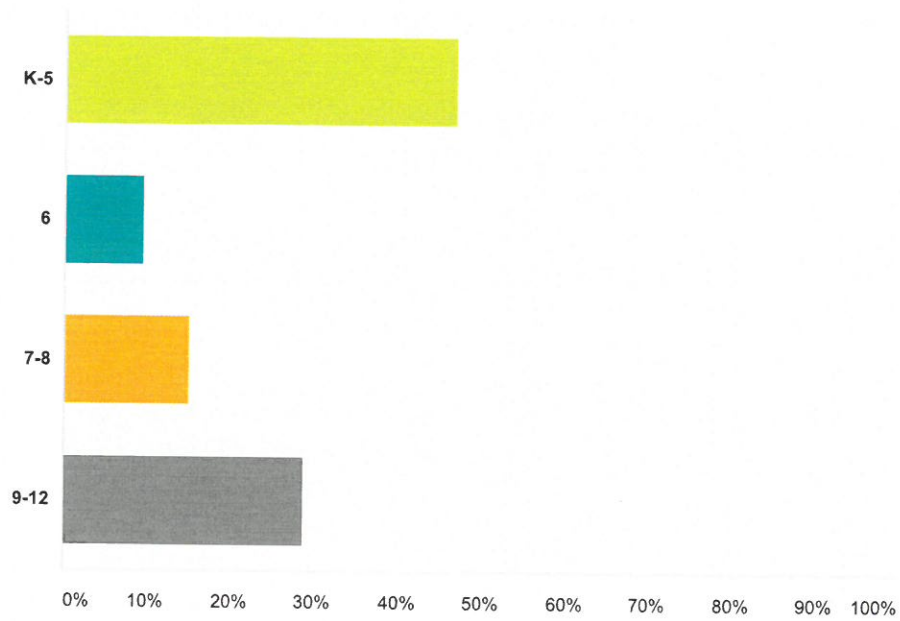
2016/2017 PERSONNEL SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference	
vacant	0.5	SPED	ELL Teacher	Margaret Serpa	resignation	38,905	0	38,905	
Scott Hoffman	1.0	TBS	Principal	James O'Shea	resignation	132,807	125,000	7,807	
Craig Robbins	1.0	TBS	Band Teacher	Thomas Reynolds	retirement	65,000	46,315	18,685	
Lisa Terrio	1.0	TBS	Foreign Language	Gioanne Wagner	retirement	65,000	54,132	10,868	
Michael Poe	1.0	TBS	Foreign Language	Janet Lombard	retirement	65,000	51,748	13,252	
Julie Burton	1.0	TBS	Physics Teacher	Jack Duranceau	resignation	94,541	68,089	26,452	
Jenny Eklund	0.6	HES	school nurse		.6 FTE	72,213	43,328	28,885	
vacant	1.0	HES	Kindergarten teacher		add'l section	0	46,315	no impact	add'l Devens offset
vacant			Wellness Dept leader	new	potential		5,500	-5,500	
						494,561	440,427	100,449	

Bus Transportation Survey

Q1 My child is in grade:

Answered: 414 Skipped: 2

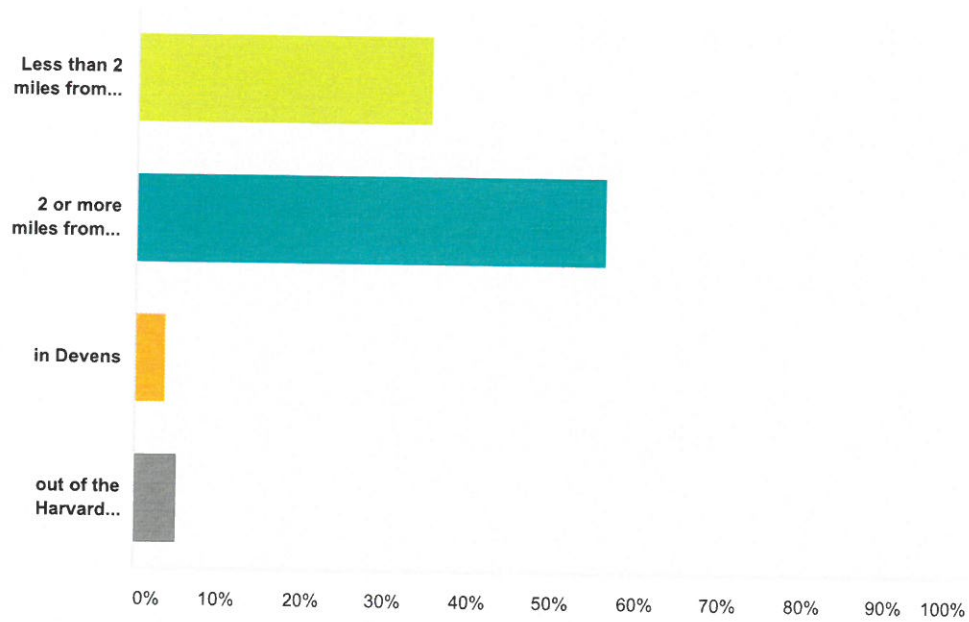


Answer Choices	Responses	
K-5	46.86%	194
6	9.42%	39
7-8	14.98%	62
9-12	28.74%	119
Total		414

Q2 My family lives:

Answered: 415 Skipped: 1

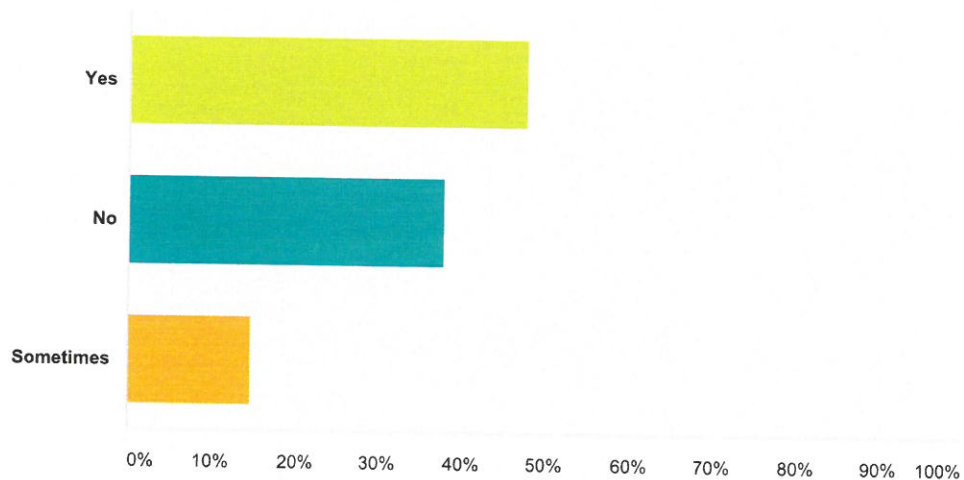
Bus Transportation Survey



Answer Choices	Responses	
Less than 2 miles from school	35.18%	146
2 or more miles from school	56.14%	233
in Devens	3.61%	15
out of the Harvard district	5.06%	21
Total		415

Q3 My child rides the bus.

Answered: 374 Skipped: 42



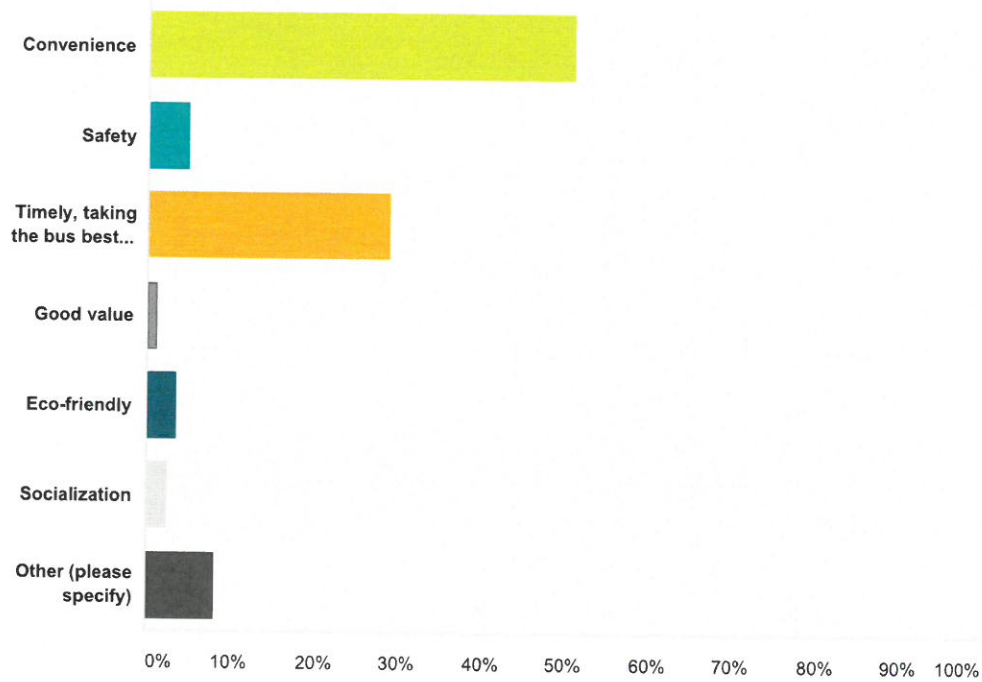
Answer Choices	Responses	
Yes	47.59%	178

Bus Transportation Survey

No	37.70%	141
Sometimes	14.71%	55
Total		374

Q4 My child rides the bus for these reasons:

Answered: 232 Skipped: 184



Answer Choices	Responses
Convenience	50.86% 118
Safety	4.74% 11
Timely, taking the bus best fits our family's schedule	28.88% 67
Good value	1.29% 3
Eco-friendly	3.45% 8
Socialization	2.59% 6
Other (please specify)	8.19% 19
Total	232

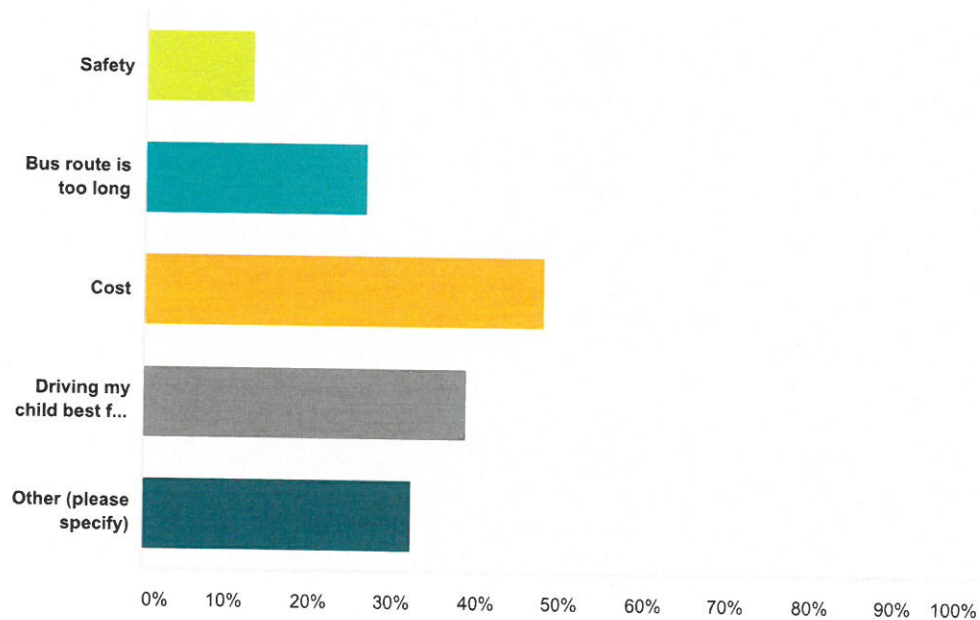
#	Other (please specify)	Date
1	convenience and socialization	11/30/2015 8:52 PM
2	We need it for our work schedules, also socialization	11/30/2015 8:51 PM
3	All of the above.	11/30/2015 10:05 AM
4	Convenience, safety, timely, value, enjoyment	11/29/2015 11:13 PM

Bus Transportation Survey

5	My child sometimes rides the bus for all of the above reasons. He mostly gets a ride with his brother, who drives to school.	11/29/2015 12:55 PM
6	All of the above	11/26/2015 12:12 PM
7	Rides bus because our 6th grader rides the bus at no charge.	11/26/2015 6:48 AM
8	Convenience, Socialization and the Experience.	11/25/2015 8:26 AM
9	It wouldn't let me pick more than one, so: convenience, fits family's schedule, eco-friendly	11/24/2015 7:57 PM
10	convenience, socialization (they like it!), eco-friendly	11/24/2015 7:17 PM
11	Would be great if we could check off more than one reason. Ours are convenience, timely, eco-friendly, good value	11/24/2015 6:55 PM
12	Convenience and socialization	11/24/2015 5:48 PM
13	He really enjoys it!	11/24/2015 5:47 PM
14	All of the above	11/24/2015 5:45 PM
15	Convenience, timely, good value (free)	11/24/2015 5:28 PM
16	Convenience, Timely, Good value (free). This should be select all that apply. Also, I have a 4th and 6th grader so I'm filling this out for 6th grader. Since it would only let me pick one in previous answer.	11/24/2015 5:27 PM
17	Allows me to leave for work earlier than drop-off if necessary	11/24/2015 5:08 PM
18	As a last resort if can't be picked up by a parent.	11/24/2015 5:00 PM
19	It's all of these.	11/24/2015 4:55 PM

Q5 My child does not ride the bus for the following reasons:

Answered: 140 Skipped: 276



Answer Choices	Responses
Safety	12.86% 18
Bus route is too long	26.43% 37
Cost	47.86% 67

Bus Transportation Survey

Driving my child best fits our family's schedule	38.57%	54
Other (please specify)	32.14%	45
Total Respondents: 140		

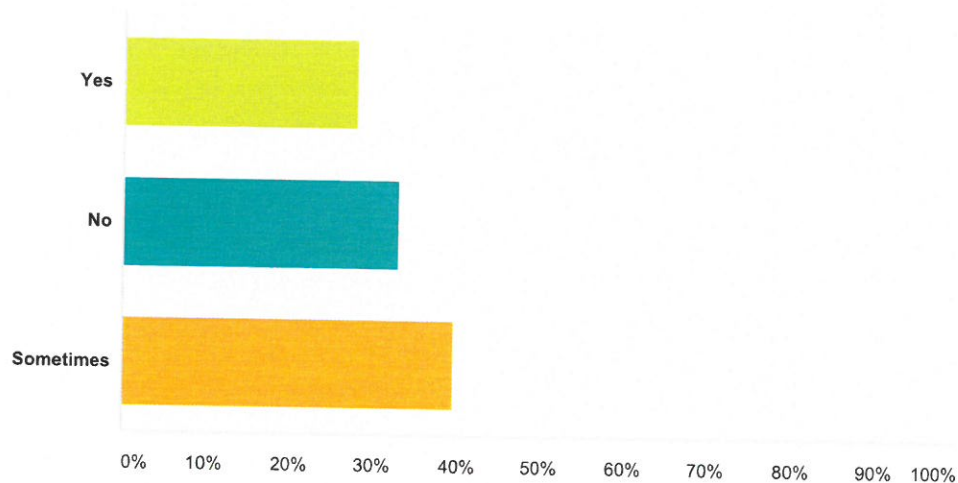
#	Other (please specify)	Date
1	Would spend too much time sitting on the bus	12/3/2015 7:59 AM
2	We live close enough to walk.	12/2/2015 11:10 PM
3	We walk! Why is this not even a choice in your survey?! Please make it safe to walk to school!!!	12/2/2015 11:07 PM
4	Live very close to school	11/30/2015 7:13 AM
5	We live close enough to walk.	11/29/2015 10:38 PM
6	Would only need it one way-home...dont feel like its a good deal to pay for both ways	11/29/2015 6:37 PM
7	He drives to school	11/29/2015 1:15 PM
8	Unruly behavior on bus; we live close to school	11/27/2015 8:20 PM
9	Unruly behavior on bus; live close to school	11/27/2015 8:19 PM
10	The fact that there are no safe routes to walk from where we live and we are forced to pay for transportation is despicable. I have felt this way from the first time the fee for riding the bus was implemented. I mean it's one thing if those that live within 2 miles of school had a safe route to walk but since they don't, charging a fee for safe transportation is just another way to gouge parents for money. As I drive my student to and from school each and every day and I see the near empty buses. I think in the long run everyone is losing	11/25/2015 8:55 PM
11	Our child drives himself to school (he is a senior).	11/25/2015 4:33 PM
12	Carpool with neighbor	11/25/2015 3:02 PM
13	Carpool with neighbors	11/25/2015 3:01 PM
14	son has permit and is driving to school daily.	11/25/2015 2:02 PM
15	Senior	11/25/2015 12:30 PM
16	Live close enough to walk.	11/24/2015 11:26 PM
17	Live close enough to walk.	11/24/2015 11:25 PM
18	We have another child in daycare so we drop off our child in the AM; she attends Bridges in the PM	11/24/2015 10:30 PM
19	Age mix	11/24/2015 9:46 PM
20	Drives herself. Rode the bus gr.11	11/24/2015 9:06 PM
21	rides bike to school	11/24/2015 9:05 PM
22	We live too close	11/24/2015 7:59 PM
23	we are close	11/24/2015 7:13 PM
24	walker	11/24/2015 6:06 PM
25	walker	11/24/2015 6:05 PM
26	he can walk	11/24/2015 6:03 PM
27	High schoolers self drive to school.	11/24/2015 5:55 PM
28	Older child now drives	11/24/2015 5:53 PM
29	We live too close to the school to be eligible. THat said, even if we were closer, I'm not comfortable sending my 5yo on the bus with such older children.	11/24/2015 5:51 PM
30	Because we anticipate that he will begin driving himself soon	11/24/2015 5:46 PM
31	Drives self	11/24/2015 5:36 PM
32	We've always had concerns with unsupervised kids and behaviors on a school bus. And primary reason is we are first pick up in morning. Very early and very long ride.	11/24/2015 5:32 PM

Bus Transportation Survey

33	older brother can drive him	11/24/2015 5:32 PM
34	We are first pick up in morning. Very early and long ride. Also concerns with unsupervised kids and behaviors.	11/24/2015 5:31 PM
35	They don't like it	11/24/2015 5:24 PM
36	Bus stop is not convinient	11/24/2015 5:19 PM
37	she drives herself each day	11/24/2015 5:17 PM
38	Bus stop is not convinient	11/24/2015 5:17 PM
39	the bus does not come down our road..I would have to drive 1/2 mile up the road for the bus so I just keep driving to the school	11/24/2015 5:16 PM
40	Not worth paying given that they have to be at school early so often	11/24/2015 5:10 PM
41	Both girls play sports after school and are in clubs and student government in the mornings so the bus doesn't work for us.	11/24/2015 4:59 PM
42	I work at school and he comes in with me	11/24/2015 4:58 PM
43	my son drives. but prior- no bus service	11/24/2015 4:57 PM
44	I work at school so I drive him in with me	11/24/2015 4:56 PM
45	Live too close to school	11/24/2015 4:54 PM

Q6 Would your child ride the bus if there was no bus fee?

Answered: 137 Skipped: 279



Answer Choices	Responses	
Yes	27.74%	38
No	32.85%	45
Sometimes	39.42%	54
Total		137

Q7 Is there anything else you would like to share with us about this topic?

Answered: 108 Skipped: 308

Superintendent's Performance Goals

Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement. Check one box for each goal.

Goal(s)

Professional Practice

1

I will fully commit to the second year of the New Superintendent Induction Program in order to collaborate with other district leaders, problem solve, and advance my leadership skills. Actions to complete include attending 8 content days, participating actively in coaching sessions, visiting classrooms with my coach and principals, completing work assignments including leadership skills surveys and refining the district strategy.

Student Learning

2

I will implement year two of the new Educator Evaluation Process outcomes which focus on student learning as measured by District Determined Measures and student feedback surveys. We will update the Educator Evaluation agreement incorporating the new outcomes. We will begin to calibrate feedback as it pertains to improved student learning.

District Improvement

3

I will make a additional year's worth of progress towards the District Improvement Plan Goals as identified by the Strategic Plan through my role as superintendent and as a participant of the Leadership Teams as measured by the progress report.

4

I will make progress towards the completion of the School Committee/Superintendent Outcomes/Goals as identified by the Harvard School Committee for the 2015/16 school year and measured as per the details of the goal document.

Other Goals (if any)

5 (Outcome Goal 1)

I will lead the district's Massachusetts School Building Authority process from the submission of the Statement of Interest through the eligibility phase. Measures will include meeting deadlines, defining committees, and participating in MSBA trainings.

6 (Outcome Goal 2)

I will collaborate with the School Committee, finance director, CPIC and the Finance Committee to move the facilities towards needed improvements. Projects of note include the parking lot and science labs. Measures will include approval from stakeholder groups, design plans, contracts with vendors and approved funding sources.

Did Not Meet
Some Progress
Significant Progress
Met
Exceeded

School Committee Minutes
Hapgood Room, Old Library
Monday, May 9, 2016
6:00

Members attending: SusanMary Redinger, Jennifer Bedford, Mary Traphagen, Nancy Lancellotti, Jon Green, Maureen Babcock and Linda Dwight. Absent: Lorraine Leonard

SusanMary Redinger called the meeting to order at 6:00 p.m.

Kenneth Lin read the vision statement.

Public Commentary – None

Student Report

Kenneth Lin reported that AP testing ends May 12th. Next Tuesday starts MCAS testing for middle school and grade 10 students. Friday is the Model UN's Lip Sync at 7 pm. at the Bromfield auditorium. It is a major fund raiser for the club. May 11th is the last track meet. May 20th is the prom with Celebration to follow that will flow into Saturday.

Superintendent Report

Dr. Dwight reported the following:

- The PTO volunteers treated the staff at both schools to the royal treatment this past week. Everyone exclaimed over the spread of treats each day. The creative organizers varied the menu from a chocolate fountain to make your own trail mix. It was a special way for the parents to show their appreciation.
- List of actions completed in the past two weeks:
 - *Both the Building Committee and the Visioning Committee met. The Visioning Committee worked on the draft Educational Questionnaire and the Building Committee worked on breaking down the \$500,000 into four categories, OPM (Owner's Project Manager), Designer costs, Site Testing, and Other. This break down becomes a tentative budget for phase I and came from research led by committee member Ron Ostberg.
 - *SusanMary Redinger and Dr. Dwight participated in a conference call to verify the MSBA enrollment projections. These numbers were reviewed and the document was certified by SusanMary Redinger, Ken Swanton (new BOS Chair) and the Superintendent.
 - *Final documents were submitted to MSBA for an anticipated invitation to the May 25th board.
- A student at Bromfield, Zach Sclar, wrote a touching tribute to one of his teachers at Bromfield. His essay won a writing contest hosted by Barnes and Noble.

School Business Manager/Town Finance Director Next Steps

The preferred candidate for the position pulled out of the process before the BOS meeting. The Board of Selectmen talked about re-advertising the position. While they gather a new set of applicants which may take until the fall, they approved the hiring of an interim, part-time School Business Manager. We have advertised the position on School Spring and have received 2 resumes.

Update on the Principal search

On May 4th and 5th the Principal Search Committee members interviewed eight candidates for the position. The interview questions came largely from meetings Dr. Dwight had with a variety of stakeholders. The committee members appreciated the process and provided input for Dr. Dwight to consideration. Dr. Dwight was pleased to announce that Scott Hoffman will be the Principal of The Bromfield School for the 2016/2017 school year.

Preliminary Review of the Ed Eval Document

This agenda item was tabled due to the document being a negotiated contract with the Harvard Teacher's Association and any deliberation needs to be done in executive session. The Committee will schedule an Executive session for the May 23rd meeting to discuss the document and then move it into regular session to vote.

Review Superintendent Evaluation Docs and Process

The Committee reviewed the blank Superintendent Summative Evaluation forms. Dr. Dwight will populate the form with her individual goals as well as the shared district goals. Committee members will use the rubric to rate the Superintendent based on the evidence provided in a portfolio created by the Superintendent. The document to be completed by members will be in the May 23rd School Committee packet.

Review and align on School Committee Meeting Norms

The School Committee reviewed the School Committee meeting norms and agreed to change the heading "Roles and Responsibilities" to "Authority and Responsibilities"

Mary Traphagen made the motion and Jennifer Bedford seconded to approve the School Committee meeting norms as amended.

VOTE 5/0

Policy Review and approval

Jennifer Bedford reviewed the changes made to Policy ECAF – Security Camera System Policy. The Committee realized that the policy presented in the packet was not the correct version. The Committee asked to have the correct version presented and reviewed at the next meeting before a vote is taken.

Policy File FF – Naming New Facilities

Mary Traphagen read through the policy as a first read. The Committee agreed to change the title to “Naming District Facilities”. The other change was to add and/or to the sentence “Dedications may be related to financial contributions and/or excellence of civic service. This policy will be brought back to the next meeting to be voted into adoption.

New Hire Update

Included in the packet were resumes for three teachers recently hired to teach at The Bromfield School.

Michael Poe – Spanish teacher

Julie Burton – Physics teacher

Lisa Terrio – French teacher

The district is still looking to hire one middle school World Language teacher, a Band teacher and an Associate Principal.

Bus Expense budget impact for 2016/2017

The Committee discussed the possibility of raising bus fees in order to fund the \$33,000 budget shortfall budget created by the increase in the bus contract. The Committee agreed to review the bus survey, seek public input and look at available sources of funding before making a decision at their next meeting.

Kindergarten Enrollment Update

The Superintendent will bring an enrollment update to the next meeting.

Summer Meeting Schedule

The Committee reviewed their summer meeting schedule and agreed to meet on the following dates:

June 13, July 11th, August 8th and August 29th. The Chair asked that members to communicate their availability in order to meet the quorum requirement. Meeting for the 2016/2017 school year will continue to be held the second and fourth Monday of the month. Dr. Dwight indicated that the Building and Visioning Committee will have some summer meeting responsibilities. The Committee may schedule a retreat over the summer to come up with goals. Dr. Dwight will invite members to attend the leadership summit with teacher leaders over the summer as well.

Review Meeting Minutes

SusanMary Redinger made a motion with no objections to accept the minutes of the April 25th meeting as amended.

VOTE 5/0

Report Out of Liaisons

Maureen Babcock reported that the Devens Survey is out and DEAC is looking forward to the feedback. Response will be accepted until tomorrow and then they will need a week or two to put the data together to share out

Jon Green reported that SEPAC – will meet on Wednesday, May 11th at the Bromfield library. Discussion items include the possibility of a SEPAC grant and sharing ideas on how to galvanize SEPAC.

Jennifer Bedford reported that the HES School Council met and discussed the following: possibility of starting a “pre” Green Team at HES, the report cards will be switched to trimester and they will be using Power School for distribution, talked about body breaks in certain classrooms, surveys and how best to reach all cohorts, and debate over more recess versus more rigor.

Mary Traphagen reported that HEAC met last Wednesday and suggested that with their expertise they would like to weigh in on Science Lab project. They feel as though they can provide opinion and input on certain things related to HVAC. The Committee agreed to have Dr. Dwight open up the line of communication with HEAC. HEAC meets Tuesdays at 8 p.m. and the Chair, Brian Smith agreed to put the school on as the first agenda item.

Nancy Lancellotti reported that TBS School Council met and reported that there seems to be enough student interest to hire a bus to drive students to and from the prom

SusanMary Redinger reported that she attended the “Day on the Hill”. It was very exciting to meet with the legislature and was happy to give Jen Benson some feedback on Harvard. There was good information from various groups. SusanMary Redinger would like to get our state senator and representatives interested in our district. As we don’t present as a district that needs anything, how do we get them interested and how can they help us.

Suggested Future Agenda Items

Superintendent Evaluation

School Improvement Plan

Bus Fees

Policy

Student Presentation

Senior Class Activities

Finance Report

Kindergarten Enrollment

Technology Information night

6th Grade iPad survey results

8th grade roll out of MacBook’s

Evaluating Student Achievement

Develop Communication Plan

Bromfield Parent Survey

Devens Survey

Alumni Survey

Mary Traphagen and Nancy Lancellotti agreed to meet with Dr. Dwight to interview candidates for the Interim School Business Manager position. A 1:00 to 2:30 time frame works best.

The Committee agreed that the School Committee packets will be available on our website after our public meeting.

Interested Citizen – None

Commentary

Nancy Lancellotti – Would like to thank the Superintendent for the thoughtful approach to the Bromfield Principal Search. Mr. Hoffman is an exceptional person. You can find Mr. Hoffman at Bromfield morning, noon or night and he chaperones as well attends all events. He does know and care about every student and sets a great environment.

Mary Traphagen – agrees with everything Nancy said!

SusanMary Redinger –

Linda Dwight – it is clear that Scott Hoffman's passion and commitment to The Bromfield School came out loud and clear in his interview.

Maureen Babcock - agreed that Mr. Hoffman's creates a very good culture and his message that there is nothing like a Bromfield kids will continue. Maureen also shared her excitement about new things happening at Hildreth i.e. the health program, new recess options and the running club

SusanMary Redinger – reminder that the School Committee is scheduled to meet with the Student Advisory on Friday at 7 a.m. in the conference room at Bromfield. SusanMary Redinger echoed congratulations to Scott Hoffman.

Adjournment

SusanMary Redinger with no objections adjourned the meeting at 8:11 p.m.

VOTE 5/0

Harvard School's FY16 Budget to Actual

5/19/2016

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	158,100	127,378		30,722		0	
2	-51702 ADMIN ASST SAL	65,634	53,009		12,625		0	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	2,019		481		0	
4	-51731 BUSINESS COORD SAL	48,709	39,329		9,380		0	
5	-51742 CLERICAL SALARY	17,737	20,596		3,141	6,000	0	Building Rental
6	-51110 WELLNESS/RETIREMENT INCENT.	24,000	3,000		15,650		5,350	
7	-51941 PROF DEV SAL	50,700	34,794		15,906		0	
8	-51100 TSA MATCH	68,000	68,374		769		(1,143)	
SALARY		435,380	348,499	-	88,674	6,000	4,207	

9	-52713 LEGAL FEES, GENERAL	6,000	860		1,140		4,000	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	14,940		1,060		(6,000)	
11	-52715 SUPPLIES/OFFICE	23,350	17,667		1,683		4,000	
12	-52914 EQUIP LEASE/REPAIRS	4,896	4,246		650		0	
13	-52954 PROF DEV (CURR) EXP	71,050	47,820		23,230		0	
14	-52957 DUES & SUBSCRIPTIONS	10,346	10,009		337		0	
15	-53214 REGULAR TRANSPORT	244,660	255,339		52,100	60,000	(2,779)	Bus Fees
EXPENSE		370,302	350,881	-	80,200	60,000	(779)	

COST CENTER TOTAL

805,682	699,380	-	168,874	66,000	3,428	
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Harvard School's FY16 Budget to Actual

5/19/2016

SCHOOL MAINTENANCE - 03002		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	361,651	283,910		77,741		0	
17	-51374 MAINT FOREMAN SAL	82,889	68,542		14,347		0	
18	-51300 OVERTIME	13,000	6,905		1,095		5,000	
	SALARY	457,540	359,357	-	93,183	0	5,000	
19	-52380 TELEPHONE	10,000	7,033		2,967		0	
20	-52381 SUPPLIES/MAINT BLDG	100,725	85,202	1,379	49,144	35,000	0	Shaw Trust
21	-52382 WATER	13,000	13,661		4,339	5,000	0	Food Service
22	-52385 ELECTRICITY	165,000	166,822		53,178	60,000	5,000	Community Ed
23	-52386 FUEL (Gas & Oil)	125,000	99,361		15,639		10,000	
24	-52387 HVAC/PREVENTIVE MAINT	60,000	44,200	-	15,800		0	
25	-52390 TRASH DISPOSAL	12,544	10,746		1,798		0	
26	-52391 SERVICES	32,393	28,332	719	3,342		0	
27	-52392 EQUIPMENT	8,841	8,426	30	385		0	
	EXPENSE	527,503	463,783	2,128	146,592	100,000	15,000	
COST CENTER TOTAL		985,043	823,140	2,128	239,775	100,000	20,000	

Harvard School's FY16 Budget to Actual

5/19/2016

HILDRETH ELEMENTARY - 03003		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
29	-51320 GUIDANCE SALARY	91,225	63,156		28,069		0	
30	-51851 PRINCIPAL SALARY	114,240	92,268		21,972		0	
31	-51852 ASSOC. PRINCIPAL	95,000	72,693		17,307		5,000	
32	-51862 SECRETARY SALARIES	83,203	66,388		16,815		0	
33	-51811 NURSE SALARY	69,235	48,143		21,092		0	
34	-51872 CURRICULUM COORD.	113,144	74,869		38,275		0	
35	-51891 TEACHERS (K-5) SALARY	1,257,500	1,231,043		516,230	560,000	70,227	Devens \$400,000
36	-51892 SUBSTITUTES SALARY	51,900	37,309		9,592		5,000	& K Revolving \$160,000
37	-51902 CLERICAL AIDE SALARY	8,313	6,555		1,758		0	
38	-51905 MUSIC/ART/PE TEACH SAL	286,497	195,566		90,931		0	
39	-51906 READING AIDE SAL	54,334	40,331		14,003		0	
40	-51976 LIBRARY MEDIA SPECIALIST	101,958	33,913		23,490		44,555	
41	-51941 KINDERGARTEN AIDES	94,379	73,260		23,082		(1,963)	
42	-51323 RECESS AIDES	15,600	11,256		12,473		(8,129)	
43	-51943 MATH TUTORS	60,230	44,298		9,439		6,493	
44	-51321 STUDENT ACTIVITY SALARY	4,000	3,800		200		0	
	SALARY	2,500,758	2,094,847	-	844,728	560,000	121,183	
45	-52874 OFFICE EXPENSE	1,723	900	-	823		0	
46	-52914 EQUIP LEASE/REPAIRS	21,904	13,974		7,930		0	
47	-52915 PUPIL SUPPLIES	34,162	31,082	525	2,555		0	
48	-52957 DUES & SUBSCRIPTIONS	2,066	1,840		226		0	
49	-52965 TEXTBOOKS	41,838	30,173	6,807	4,858		0	
50	-53004 LIBRARY SUPPLIES/SRV	4,135	2,496		1,639		0	
51	-58500 SMALL CAPITAL EQUIP.	15,711	11,868	1,592	2,252		0	
	EXPENSE	121,539	92,332	8,924	20,283	-	-	
COST CENTER TOTAL		2,622,297	2,187,179	8,924	865,011	560,000	121,183	

Harvard School's FY16 Budget to Actual

5/19/2016

BROMFIELD SCHOOL - 03004		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321 STUDENT ACTIVITIES SAL	55,864	27,133		28,732		0	
53	-51811 DEPT. COORD/FACIL SAL	43,257	26,231		17,026		0	
54	-51851 ASSOC. PRINCIPAL SAL	108,742	88,232		20,510		0	
55	-51852 PRINCIPAL	130,845	105,168		25,035		642	
56	-51862 SECRETARY SALARIES	97,433	78,682		18,751		0	
57	-51872 GUIDANCE SALARIES	224,851	155,666		69,185		0	
58	-51882 NURSE SALARY	86,947	63,427		23,520		0	
59	-51891 TEACHERS SALARY (6-12)	3,074,301	2,665,020		1,207,052	610,000	(187,771)	School Choice \$355,000
60	-51892 SUBSTITUTES SALARY	52,000	49,882		7,118		(5,000)	Devens \$255,000
61	-51902 CLERICAL AIDE SALARY	8,313	6,457		1,856		0	
62	-51905 GUIDANCE SEC SAL	42,647	33,241		9,406		0	
63	-51991 MEDIA/ LIBR COORD SAL	57,729	38,414		19,315		0	
64	-51993 INSTR. AIDE SALARY	6,550	2,775		-		3,775	
65	-51100 ATHLETIC DIRECTOR SALARY	26,539	21,355		5,184		0	
		4,016,018	3,361,682	-	1,452,690	610,000	(188,354)	
66	-52874 OFFICE EXPENSE	4,511	2,752		1,759		0	
67	-52914 EQUIP LEASE/REPAIRS	20,760	16,791	3,333	636		0	
68	-52915 PUPIL SUPPLIES	53,092	45,581	3,167	4,345		0	
69	-52957 DUES & SUBSCRIPTIONS	10,494	5,292	455	4,747		0	
70	-52965 TEXTBOOKS	58,634	37,852	3,791	31,992		(15,000)	
71	-53008 MEDIA BOOK/UPDATE	5,704	3,689	398	1,617		0	
72	-53009 VIRTUAL HIGH SCHOOL	17,000	17,000		-		0	
73	-53344 STUDENT ACTIV EXP	6,687	2,966	3,047	674		0	
74	-58500 SMALL CAPITAL EQUIP. EXPENSE	21,905	15,609	900	5,396		0	
		198,787	147,532	15,090	51,166	-	(15,000)	
COST CENTER TOTAL		4,214,805	3,509,213	15,090	1,503,856	610,000	(203,354)	

Harvard School's FY16 Budget to Actual

5/19/2016

SPECIAL EDUCATION SVS - 03005		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	25,350	44,192		1,158		(20,000)	
76	-51811 DIR. OF SPECIAL ED.	112,363	90,754		21,609		0	
77	-51822 SECRETARY SALARY	46,717	37,726		8,991		0	
78	-51891 BROM. TEACHERS SAL	578,132	404,294		173,838		0	
79	-51893 HES TEACHERS SAL	341,639	265,855		75,784		0	
80	-51890 SYSTEM TEACH SAL	610,034	403,826		171,966		34,242	
81	-51902 BROMFIELD INST TUTORS	138,377	141,833		26,544		(30,000)	
82	-51903 HES INSTR TUTORS SAL	201,725	180,503		53,352		(32,130)	
83	-51852 ELL SALARIES	61,131	45,159		1,973		14,000	
	SALARY	2,115,468	1,614,142	-	535,215	0	(33,888)	
84	-52834 OFFICE EXPENSE	1,865	188		1,677		0	
85	-52914 EQUIP LEASE/REPAIRS	1,518	1,138		380		0	
86	-52915 PUPIL SUPPLIES	19,021	10,938		8,083		0	
87	-53214 SPED TRANSPORT	346,271	344,801		31,470	60,000	30,000	Devens Reimb.
	-53216 HOMELESS TRANSPORT	38,175	1,556		6,619		30,000	
88	-53805 OTHER PROF. SERVICES	79,150	30,236		48,914		0	
89	-54810 OUT OF DISTRICT PLACE	123,712	651,926		214,347	640,000	(102,561)	Circuit Breaker \$450,000
90	-54820 COLLABORATIVE FEES	520,202	318,741		76,239		125,222	1240 grant \$240,000
91	-58500 OTHER SMALL EQUIPMENT	844	-		844		0	
	EXPENSE	1,130,758	1,359,524	-	388,573	700,000	82,661	
92	-51000 PRESCHOOL SALARIES	75,231	46,948		20,866	85,000	97,417	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	28,502	21,809		6,693		0	
94	-52010 PRESCHOOL EXPENSES	1,153	120		1,033		0	
	PRESCHOOL	104,886	68,876	-	28,593	85,000	97,417	
	COST CENTER TOTAL	3,351,112	3,042,542	-	952,380	785,000	146,190	

Harvard School's FY16 Budget to Actual

5/19/2016

TECHNOLOGY - 30006		TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
95	-51021 INFORMATION TECH SALARIES	150,009	120,599		29,410		0	
96	-51100 INTEGRATED TECHNOLOGY SALARY		30,975		9,049		(40,024)	
		150,009	151,574	-	38,459	-	(40,024)	
97	-52050 HARDWARE - SYSTEMWIDE	39,000	57,345	21,767	69,888	110,000	0	Devens offset
98	-55100 SOFTWARE - SYSTEMWIDE	57,372	36,192	14,795	6,385		0	
99	-52380 INTERNET SERVICE PROVIDER	8,658	7,096		1,562		0	
100	-55200 SOFTWARE - HES	4,469	2,600		1,869		0	
101	-55340 SOFTWARE - BROMFIELD	6,283	5,654		629		0	
102	-52875 MAINTENANCE	3,500	1,114		2,386		0	
103	-55400 SUPPLIES	26,375	16,162		10,213		0	
	EXPENSE	145,657	126,163	36,562	92,932	110,000	0	
COST CENTER TOTAL		295,666	277,736	36,562	131,391	110,000	(40,024)	

Harvard School's FY16 Budget to Actual

5/19/2016

SUMMARY BY COST CENTER	TM BUDGET FY16	Expended thru 4/30/16	Encumbered POs	Projected	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	435,380	348,499	0	88,674	6,000	4,207	Bldg. Rental
Expenses	<u>370,302</u>	<u>350,881</u>	<u>0</u>	<u>80,200</u>	<u>60,000</u>	<u>(779)</u>	Bus Fees
	805,682	699,380	0	168,874	66,000	3,428	
Maintenance, Personnel	457,540	359,357	-	93,183	0	5,000	
Expenses	<u>527,503</u>	<u>463,783</u>	<u>2,128</u>	<u>146,592</u>	<u>100,000</u>	<u>15,000</u>	Shaw Tr., School Lunch, Comm. Ed.
	985,043	823,140	2,128	239,775	100,000	20,000	
Elementary, Personnel	2,500,758	2,094,847	0	844,728	560,000	121,183	Devens & K Revolv.
Expenses	<u>121,539</u>	<u>92,332</u>	<u>8,924</u>	<u>20,283</u>	<u>0</u>	<u>0</u>	
	2,622,297	2,187,179	8,924	865,011	560,000	121,183	
Bromfield, Personnel	4,016,018	3,361,682	0	1,452,690	610,000	(188,354)	Devens & Schl Choice
Expenses	<u>198,787</u>	<u>147,532</u>	<u>15,090</u>	<u>51,166</u>	<u>0</u>	<u>(15,000)</u>	
	4,214,805	3,509,213	15,090	1,503,856	610,000	(203,354)	
Special Education, Personnel	2,115,468	1,614,142	0	535,215	0	(33,888)	
Expenses	1,130,758	1,359,524	0	388,573	700,000	82,661	Circuit Breaker & 240
Preschool	<u>104,886</u>	<u>68,876</u>	<u>0</u>	<u>28,593</u>	<u>85,000</u>	<u>97,417</u>	PreK Tuitions
	3,351,112	3,042,542	0	952,380	785,000	146,190	
Technology, Personnel	150,009	151,574	0	38,459	0	(40,024)	
Expenses	<u>145,657</u>	<u>126,163</u>	<u>36,562</u>	<u>92,932</u>	<u>110,000</u>	<u>0</u>	Devens
	295,666	277,736	36,562	131,391	110,000	(40,024)	
Grand Total, Omnibus	12,274,605	10,539,191	62,704	3,861,287	2,231,000	47,423	