

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, November 28, 2016
6:00 p.m.
Bromfield Faculty Room

- I. Call to Order (6:00)**
- II. Read the Vision Statement (6:00)**
- III. Open to Interested Citizens' Commentary (6:03)**
- IV. Student Report (6:05)**
- V. Trip Approval (6:10)**
- VI. Club Approval (6:20)**
- VII. Budget Review for Hildreth Elementary School, Bromfield, and Technology (6:25)**
- VIII. Grant approval (8:00)**
- IX. Superintendent's Report (8:05)**
- X. Review meeting minutes (8:15)**
- XI. Liaison/Sub-committee Reports (8:20)**
- XII. Suggest Future Agenda Items (8:35)**
- XIII. Open to Interested Citizens' and School Committee Commentary (8:40)**
- XIV. Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight (8:45)**
- XV. Adjournment (9:15)**

Documents: superintendent report, meeting minutes, grant information, field trip forms, club information, budget spreadsheets

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.

Out of State/Overnight Field Trip Request Form

Advisor(s): Kristin McManus + Josh Thurston

Grade Level(s) of Students Attending Trip: 9th-12th grade - Business Professionals of America club, approx 24 students

Trip Destination: Sheraton Framingham, MA + Assabet Valley Regional High School in Marlboro, MA.

Date of Departure: Saturday 3/4/17 Time of Departure: 10:00 AM

Date of Return: Monday, 3/6/17 Time of Return: 2:00 PM

Travel Company (if applicable): n/a

Name of Contact Person: Judith McKinstry - State Director

Address: 28 Briery Circle, Millbury, MA

Phone: 508-277-2459

Cost of Trip: Approx \$270.00

Plan to address overnight stipend for professional staff: Factor into student cost, fundraising, + applying for a Harvard Schools Trust grant.

Deposit Method and Due Dates:

Payment due after the parent meeting.

Date of Parent Meeting(s):

Monday, January 23 at 7:00 PM
(Snow date Tues, January 24)

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.

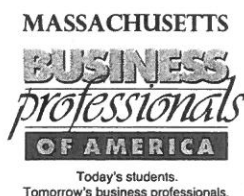
All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

This trip is for Business Professionals of America to attend the State Leadership Conference. At this conference they will compete in various business + technology events, participate in leadership workshops, and network with students from across the state.

Trip Itinerary:

The schedule stays almost the same from year to year. I have attached last year's schedule.



STATE LEADERSHIP CONFERENCE SCHEDULE 2016

FRIDAY, MARCH 4		
2:30 PM	State Officer Team Meeting	
SATURDAY, MARCH 5		
9:00 AM	Conference Headquarters Open	Carlisle
11:00 AM	Conference Intern Orientation	Concord
11:00 AM	Registration Luggage Storage	Lower Level Commons
11:30 AM	The Gathering Place <i>Greet old friends and meet new ones. Stop by and write a letter to the troops serving our country away from home.</i>	Commons I & II
11:00 AM	Judges' Orientation Brunch	Grand South Ballroom
11:15 AM	Competitive Event Coordinators Meeting	Grand Central Ballroom
Refer to Your Schedule for Your Appointment with the Judges		
If your event has a prep time, you <u>must</u> report to the prep room prior to the judging time on your schedule to prepare your event. Computers are not provided, but printers will be available. Please make sure that you get to your prep room 15 minutes early.		
12:20 PM to 4:00 PM	<ul style="list-style-type: none"> •Extemporaneous Speech •Economic Research Project Individual •Administrative Support Research Project •Entrepreneurship •Graphic Design Promotion •Prepared Speech •Interviewing Skills •Advanced Interviewing Skills •Presentation Management Individual •Presentation Management Team •Global Marketing Team •Economic Research Team •Small Business Management Team •Financial Analyst Team •Digital Media Production •Computer Animation Team •Computer Modeling •Video Production Team •Broadcast News Production Team •Computer Modeling •Website Design Team •Network Design Team 	<div style="border: 2px solid black; padding: 5px; text-align: center;">JUDGED EVENTS</div> <p>Refer to your contest schedule for event locations.</p>
1:00 PM	Human Resource Management Prep (15 minutes) Extemporaneous Speech Prep (10 minutes) Network Design Team Prep (Financial Analyst Team Prep Small Business Management Team Prep	Ashland
1:00 PM	Dress for Success – Mens' Warehouse Learn from the experts how to dress for success!	Grand Ballroom North
1:15 PM	Improvisation on the Spot – Lexi Musico, State President Learn how to think on your feet. Have fun with improvisation!	Grand Ballroom Center

2:00 PM	50 Acts of Kindness <i>Lyndsay Robinson, National Alumni President</i> Learn the importance of offering kindness and how your chapter team can participate.	Grand Ballroom Center
2:15 PM	The Welcome Project - <i>Emily Shanley</i> Learn how important it is that all are members feel welcome. Learn ways to help make that happen.	Grand Ballroom North
3:00 PM	Working Together :) - <i>Justyn Santiago, State Officer Team</i> Learn to work as a team through cooperation and communication.	Grand Ballroom North
3:15 PM	Cheer Up - <i>Narie Seng, State Officer Team</i> How many times have we heard that attitude is everything? Help keep attitude in the front of everyone's mind by creating an attitude cheer.	Grand Ballroom Center
4:00 PM	Life Skills Certification <i>Andrea Leal - National Post Secondary Officer</i> Learn how you can learn some valuable skills and earn a free certification on-line. Complete 6 modules. Start tomorrow.	Grand Ballroom North
4:30 PM	Finalists Posted	Ashland
5:00 PM	Interview Skills - Maynard Advanced Interview Skills - Dover Extemporaneous Speech - Hudson Prepared Speech - Natick Presentation Management Team - Middlesex West Appointment Times Posted with Finalist List.	FINALS
5:00 PM	State Officer Team Meeting, Campaign Briefing, State Merit Scholar Test for Candidates (<i>all candidates attend</i>)	Grand Ballroom and Board Room
6:45 PM	Advisor Meeting An advisor from each chapter must attend - all are welcome.	Board Room
7:45 PM	Opening Session •Dinner •Officer Team Presentation •Torch Awards, Pin, Cover, Writing & Community Service	Grand Ballroom
9:00 PM	Greetings and NLC Update from Kirk Lawson, BPA Executive Director	Grand Ballroom
9:15 PM	Candidate Speeches	Grand Ballroom
10:00 PM	Chapter Meetings Meet Candidates, Vote for Pins and Review Sunday Schedule	Assigned rooms will be posted.
10:45 PM	Curfew	In Your Room!
10:45 PM	State Officer Meeting	Officer Suite
SUNDAY, MARCH 6		
7:30 AM	Bus to Assabet Valley Regional for competitive events, workshops, breakfast and lunch	Hotel Lobby
8:00 AM	Breakfast available until 8:45	Cafeteria
8:00 AM	Competitive Events Headquarters Opens	Main Lobby
Refer to Your Schedule for Written/Computer Events		
8:30 AM	Competitive Events Session One	Refer to Schedule

9:15 AM to 2:30 PM	<ul style="list-style-type: none"> •IT Concepts •MMHR Concepts •Financial Math & Analysis •Computer Programming Concepts 	<ul style="list-style-type: none"> •Admin Support Concepts •State Merit Scholar Test •Business Meeting Mgmt. •Parli-Pro Concepts 	<div>OPEN EVENTS</div> A107
8:45 AM	How to Make Your Community Better <i>Matt Barry, State Officer Team</i> Learn how to make your community better. Consider problems in your city or town and how to solve them.		Secondary Cafeteria C 109
9:15 AM to 2:00 PM	Rice Challenge Stop by, play the game on the computer. You will earn bowls of rice for the hungry and points for the chapter challenge. The total points each chapter earns will be divided by the number of members you have at the conference to determine the winning school.		A107
9:00 AM	Life Skills Certification <i>Andrea Leal, National Post Secondary Officer</i> Learn how you can learn some valuable skills and earn a free certification on-line. Complete 6 modules. Start today!		Faculty Cafeteria
9:45 AM	Cheer Up - Narie Seng, State Officer Team How many times have we heard that attitude is everything? Help keep attitude in the front of everyone's mind by creating an attitude cheer.		Secondary Cafeteria C 109
10:00 AM to 2:00 PM	Life Skills Certification Lab Start completing modules so that you can receive your certification and badge.		A 107
10:45 AM	Competitive Events Session Two		Refer to Schedule
10:45 AM	The Welcome Project - Emily Shanley Learn how important it is that all are members feel welcome. Learn ways to help make that happen.		Secondary Cafeteria C 109
11:45 PM	Lunch (Buffet available until 1:30 PM)		Cafeteria
12:45 PM	Competitive Events Session Three		Refer to Schedule
12:30 PM	Working Together :) - Justyn Santiago, State Officer Team Learn to work as a team through cooperation and communication		Secondary Cafeteria C 109
1:30 PM	Improvisation on the Spot - Lexi Musico, State President Learn how to think on your feet. Have fun with improvisation!		Secondary Cafeteria C 109
2:00 PM	Snacks Available		Cafeteria
2:30 PM	✓VOTE Pick up your ballot and vote.		Front Lobby
2:45 PM	Bus to Hotel (Bus will run until 3:00 PM)		
3:30 PM	Office Candidate Interviews (Appointments will be scheduled)		Dover
4:00 PM	Chapter Presidents' Meeting		Marlborough
7:00 PM	Pizza & Make Your Own Ice Cream Sundaes		Ballroom
7:00 PM	Photo Booth		Ballroom Lobby
8:00 PM	Dance		Ballroom
8:00 PM	Technology Gathering Place		Commons
8:00 PM	MA BPA Night at the Movies		Middlesex East
8:00 PM	MA BPA Game Night		Middlesex West
10:15 PM	Advisors' Meeting		Board Room
11:00 PM	Curfew		In Your Room!

11:15 PM	State Officer Team Meeting	
MONDAY, MARCH 7		
8:30 AM	Awards Ceremony Set-up	Ballroom
8:30 AM	Officer Team Meeting – New & Old	Ballroom
9:15 AM	Check Out (Turn in keys and store luggage)	Commons
9:30 AM to 12:30P M	Closing Session •Conference in Review •Brunch <ul style="list-style-type: none"> •Officer Farewells •Installation of New Officers •Competitive Events Awards 	Ballroom
12:30P M	•Advisor Pick Up •Projects/Judges Evaluations <ul style="list-style-type: none"> •Scores •Workshop Certificates 	Outside Ballroom

Out of State/Overnight Field Trip Request Form

Advisor(s): Kate Keane + Kristin McManus

Grade Level(s) of Students Attending Trip: 9th - 12th graders in Youth + Government

Trip Destination: MA State House + the Omni Parker House

↓
approx 8
Students

Date of Departure: Thurs, 3/2/17 Time of Departure: 8:00 AM

Date of Return: Sat, 3/4/17 Time of Return: 4:00 PM

Travel Company (if applicable): n/a

Name of Contact Person: Caitlin Cavanaugh - South Shore YMCA
State Director of Youth + Government

Address: 75 Mill St
Hanover, MA 02339

Phone: 617-688-2043

Cost of Trip: \$200 for this conference (\$450 for the overall program)

Plan to address overnight stipend for professional staff: Factor into cost of trip, will apply
for Harvard Schools Trust grant, + fundraising

Deposit Method and Due Dates:

Payment due after parent meeting

Date of Parent Meeting(s):

Monday, January 23, 2017 at 6:00 PM
(snow date on Tuesday, January 24)

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:

This field trip is for the State Conference of Youth in Government. At this conference, students will simulate MA government, playing the roles of members of government or related bodies. This includes legislators, executive officers, journalists, lawyers, judges, + lobbyists.

Trip Itinerary:

This year's schedule will be quite similar to last years. Please see attached to review last year's itinerary.

CONFERENCE SCHEDULE
Youth in Government: Together We Stand
Thursday, March 10, 2016

OMNI PARKER HOUSE

9:00 – 9:30AM	Arrival (Omni Parker House) check-in and luggage storage – Kennedy Room
9:45 – 10:40AM	Welcome and Introductions – Governor, Lt. Governor & Attorney General – Ballroom Orientation to Conference: Karen Gately Advisor Meeting – Stowe Room
10:40 – 10:55	State of Youth in Government – Governor Trent Chinnaswamy: Ball Room
11:00 - 12:00	Lunch – Buffet Served in King Judicial – Brandeis Press – Holmes Cabinet/Executive Branch: Hutchinson Committees & Lobbyists (please eat by committee) – Lowell Advisors – Stowe
12:00 – 12:20	Walk to the State House
12:20 – 12:50	Arrive at State House, clear security

STATE HOUSE

1:00 – 1:45PM

Opening Ceremony
Massachusetts House of Representatives Chamber

Presiding:
Speaker of the House – Liam Jones – YMCA of Central Mass

Introduction and Entrances

Pledge of Allegiance to the Flag of the United States

Reflection:
House Chaplain

Welcome:
Speaker of the House

Guest Speaker:

Administration of the Oath of Office to:
Governor Trent Chinnaswamy – Boston College High School
Lt. Governor Cameron Kubera – Boston College High School
Attorney General Alex Paladino – North Suburban YMCA

Administration of the Oath of Office to the Delegates

Message from the Youth Governor

Delegates will be dismissed by branch. Dismiss by committee. Mock Trial to Gardner

2:00 – 4:45PM

Working Sessions

Judicial Pre-Trial Motions – Gardner (two trials), 428 and 437
Appellate Competition – 413E
Press Corps – State House Room 511

2:00 – 3:20PM: Committee Hearings
Red Committee – Room 348
Blue Committee – Room 350
Purple Committee – Members Lounge
Orange Committee – Room 222
Gray Committee – Room 109

3:30 – 4:30PM: Committee Hearings
Green Committee – Room 348
Yellow Committee – Room 350
Pink Committee – Members Lounge
Teal Committee – Room 222
Tan Committee – Room 109

4:35 – 4:45PM

Joint Session – House Chamber
Dismissal by delegation, walk back to Omni Parker House

CONFERENCE SCHEDULE

Thursday, March 10, 2016

OMNI PARKER HOUSE

5:30 - 6:45PM

Dinner and Room Check –in: Press Room & Kennedy Room

7:00 – 9:55PM

Judicial Hearings – Alcott A & B
Appellate Competition – Longfellow
Governor's Cabinet – Whittier
Press Corps – Gardner

7:00 – 8:25PM
Red Committee – Lowell Room
Blue Committee – Hutchinson Room
Purple Committee – Brandeis Room
Orange Committee – Holmes Room
Gray Committee – Hawthorne Room

8:30 – 9:55PM
Green Committee – Lowell Room
Yellow Committee – Hutchinson Room
Pink Committee – Brandeis Room
Teal Committee – Holmes Room
Tan Committee – Hawthorne Room

10:00 – 11:00PM	Evening Activities – Meet in Press Room Longfellow – Whittier – Lowell – Holmes – Hutchinson Brandeis Advisor Meetings – Stowe Room
11:00 - 11:15	Announcements and News Cast - Alcott
11:30PM	Advisor Attendance of rooms, report to Night Rangers - Stowe

Friday, March 11, 2016

7:15 – 8:00AM	Breakfast – Alcott Advisor Breakfast – Stowe Room DLC Breakfast – Gardner
8:00 – 8:15AM	Delegation Meetings (advisors select location)
8:15 - 9:00AM	Walk by delegation to State House, clear security

CONFERENCE SCHEDULE Friday, March 11, 2015

STATE HOUSE

9:00 – 9:15AM	Joint Session/Roll Call – House Chamber
9:15 – 11:45PM	Judicial Trials: Room 222, Members Lounge, 348 and 350 Appellate Competition – 511 Press Corps – 109 Cabinet – Senate Reading Room House of Representatives – House Chamber <i>Parliamentarians: Maryann Ziemba</i> Senate – Senate Chamber <i>Parliamentarians: Jay Gallagher</i> <u><i>Advisors Break Room: Room 428</i></u> <i>Advisor Break Room: 428</i>
11:45-12:00PM	Joint Session/Roll Call – House Chamber
12:00-1:45PM	DELEGATION LUNCHES
2:00-2:10PM	Joint Session/Roll Call – House Chamber

2:15 – 4:20PM Judicial Trials: Room 222, Members Lounge, 348 and 350
 Appellate Competition – 511
 Press Corps – 109
 Cabinet – Senate Reading Room
 House of Representatives – House Chamber
Parliamentarians: Maryann Ziemba
 Senate – Senate Chamber
Parliamentarians: Jay Gallagher
Advisors Break Room: Room 428

4:30-4:45PM Joint Session/Dismissal by delegation– House Chamber
 4:45-5:00PM Group Photo and Announcements – Grand Staircase

OMNI PARKER HOUSE

5:30-6:30PM Dinner – Brandeis, Holmes, Lowell, Hutchinson with buffet served in King
 Advisor Dinner – Stowe Room

6:30-7:15PM Debates – Alcott Room

7:30-9:00PM **Delegates can choose Veto Override, Appellate or Constitutional Challenge regardless of branch**
 Veto Overrides – Alcott Room
 Constitutional Challenges – Press
 Appellate – King
 Press – Longfellow

9:00-9:15PM Announcements: Alcott Room
 9:15-9:45 DLC Awards: Alcott Room
 10:00PM Advisor Attendance of rooms, report to Night Rangers – Seats by elevators

CONFERENCE SCHEDULE **Saturday, March 12, 2016**

8:30-9:30AM Breakfast – Ballroom

9:30-10:00AM Check out of rooms (advisors check all rooms)
 Luggage Storage – Brandeis and Holmes

10:00-10:30AM Delegation Meetings

10:30-11:00AM Final Comments from Candidates – Alcott Room

10:45 - 11:15AM Devotional: DLC & Election

11:15-11:45AM Final Comments, Attorney General, Lt. Governor & Governor
 (If time allows, thoughts from our seniors)

(9:30-12:00) Management Team Meeting – Stowe

12:00-3:00 Awards Banquet – Ballroom

Application for New Clubs and Organizations

The Bromfield School
Harvard, MA 01451

Organization Name: Meditation Club

Application Date: September 26, 2016

Student Organizers: Kaitlin Sundeen, Julie Brockmann

Faculty Advisor: Ms. Russell, Mrs. Brown

Organizational Goals and Objectives:

To explore the general practice of meditation; how it makes you feel, relaxing, less stressed. Focus on different areas of meditation (i.e. meditation through photography).

Rationales:

Meditation is becoming a big/popular thing in society, and has proved to be really helpful. Yet, there is no meditation club at Bromfield.

What do you see as the role of the faculty advisor in this organization?

To help guide us through meetings/processes and to figure out logistics. They will also be able to provide a room for meetings.

What do you project the time commitment would be for this advisor?

once a week (in the morning) for about 30 minutes.

For Office Use Only

Estimated tentative advisor stipend

\$1236

Athletic Director

Principals Approval



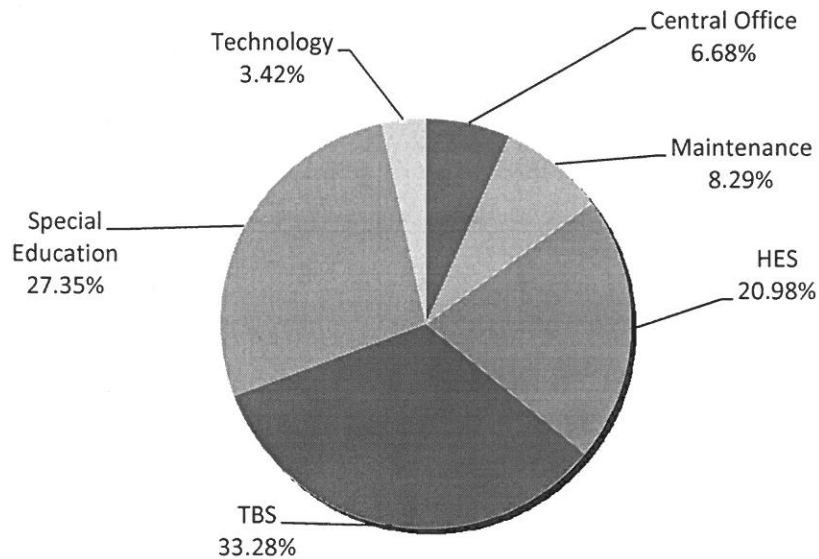
Superintendent's Approval

School committee Approval

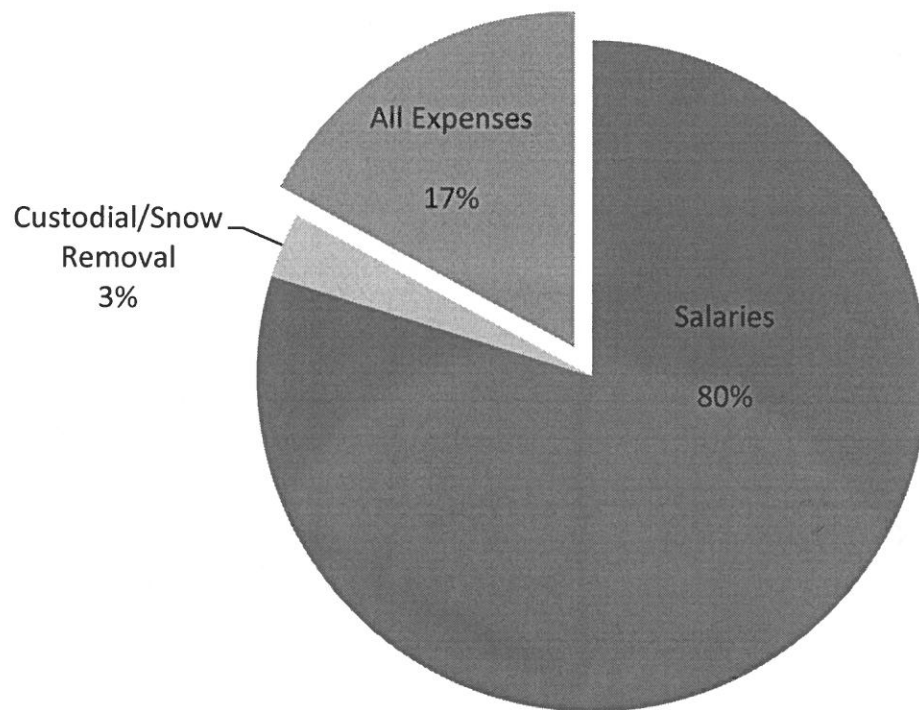
**Harvard Public Schools
2017/2018
Draft #1**

BUDGET SUMMARY By Cost Center	Proposed		\$\$	\$\$
	Budget FY17	Budget FY18	Increase/ Decrease	Increase/ Decrease
Central Office	\$ 812,419	\$ 868,136	\$ 55,717	6.86%
School Facilities	\$ 1,024,303	\$ 1,077,810	\$ 53,507	5.22%
Hildreth Elementary	\$ 2,605,355	\$ 2,727,364	\$ 122,009	4.68%
The Bromfield School	\$ 4,344,496	\$ 4,326,406	\$ (18,090)	-0.42%
Special Education	\$ 3,419,848	\$ 3,555,228	\$ 135,380	3.96%
Technology	\$ 400,220	\$ 444,636	\$ 44,416	11.10%
Budget Totals	\$ 12,606,641	\$ 12,999,580	\$ 392,939	3.12%

Fy18 Budget by Cost Center



Expenses



**Harvard Public Schools
2017/2018
Draft #1 Budget**

Central Office

Salary Accounts	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Superintendent Salary	\$ 162,400	\$ 162,400	\$ -	0.00%
School Committee Secretary Salary	\$ 2,500	\$ 2,500		0.00%
Sup't Administrative Asst	\$ 66,619	\$ 70,720	\$ 4,101	6.16%
Business Coordinator Salary	\$ 49,440	\$ 51,350	\$ 1,910	3.86%
Transportation Clerk Salary	\$ 24,093	\$ 24,093	\$ -	0.00%
Wellness Incentive/Early Retirement	\$ 18,500	\$ 18,500	\$ -	0.00%
TSA Match	\$ 62,000	\$ 62,000	\$ -	0.00%
Professional Development Stipend	\$ 43,740	\$ 43,740	\$ -	0.00%
Offsets to salaries - Bldg rental	\$ (10,000)	\$ (10,000)	\$ -	0.00%
Total Salaries	\$ 419,291	\$ 425,303	\$ 6,011	1.43%
Nonsalary/Ordinary Accounts				
Legal Fees General	\$ 6,000	\$ 6,000	\$ -	0.00%
Legal Fees SPED	\$ 10,000	\$ 10,000	\$ -	0.00%
Office Expense	\$ 19,000	\$ 19,000	\$ -	0.00%
Equipment Lease/Repairs	\$ 4,903	\$ 4,903	\$ -	0.00%
Systemwide Professional Development	\$ 91,957	\$ 91,957	\$ -	0.00%
Dues and Subscriptions	\$ 9,974	\$ 9,974	\$ -	0.00%
Regular Transportation	\$ 328,293	\$ 378,000	\$ 49,707	15.14%
Small Capital Equipment			\$ -	0.00%
Offsets to Non Salary - Bus Fees	\$ (55,000)	\$ (55,000)	\$ -	0.00%
Offset to Non Salary - Title IIA grant	\$ (13,000)	\$ (13,000)	\$ -	0.00%
Offset to Salary - Title I grant	\$ (9,000)	\$ (9,000)	\$ -	0.00%
Total Non-Salary	\$ 393,127	\$ 442,834	\$ 49,707	12.64%
Salary Accounts	\$ 419,291	\$ 425,303	\$ 6,011	1.43%
Nonsalary/Ordinary Accounts	\$ 393,127	\$ 442,834	\$ 49,707	12.64%
	\$ 812,418	\$ 868,136	\$ 55,718	6.86%

**Harvard Public Schools
2017/2018
Draft #1 Budget**

School Facilities

	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Salary Accounts				
Director of Facilities	\$ 84,071	\$ 84,071	\$ -	0.00%
Custodial Salaries	\$ 367,798	\$ 54,954	\$ (312,844)	-85.06%
Overtime Salaries	\$ 13,000	\$ 5,000	\$ (8,000)	-61.54%
Offset to salaries	\$ -	\$ -	\$ -	0.00%
Total Salaries	\$ 464,869	\$ 144,025	\$ (320,844)	-69.02%

Non Salary/Ordinary Accounts

Telephone	\$ 8,000	\$ 8,500	\$ 500	6.25%
Supplies/Maintenance/Building	\$ 127,489	\$ 114,096	\$ (13,393)	-10.51%
Water	\$ 18,000	\$ 20,000	\$ 2,000	11.11%
Electricity	\$ 225,000	\$ 203,000	\$ (22,000)	-9.78%
Fuel	\$ 125,000	\$ 120,000	\$ (5,000)	-4.00%
HVAC/Preventative Maintenance	\$ 70,345	\$ 82,239	\$ 11,894	16.91%
Cleaning Contract	\$ -	\$ 367,200	\$ 367,200	100.00%
Snow Removal		\$ 40,000	\$ 40,000	100.00%
Trash Disposal	\$ 13,000	\$ 14,000	\$ 1,000	7.69%
Small Capital Equipment	\$ 8,500	\$ -	\$ (8,500)	-100.00%
Contracted Services	\$ 48,600	\$ 54,750	\$ 6,150	12.65%
Offsets to Non salary - Shaw/Fod	\$ (24,500)	\$ (10,000)	\$ 14,500	-59.18%
Offsets to Non salary - Communi	\$ (60,000)	\$ (80,000)	\$ (20,000)	33.33%
Total Non Salary	\$ 559,434	\$ 933,785	\$ 374,351	66.92%

Salary Accounts	\$ 464,869	\$ 144,025	\$ (320,844)	-69.02%
Nonsalary/Ordinary Accounts	\$ 559,434	\$ 933,785	\$ 374,351	66.92%
	\$ 1,024,303	\$ 1,077,810	\$ 53,507	5.22%

**Harvard Public Schools
2017/2018
Draft #1 Budget**

Hildreth Elementary School

Salary Accounts	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Principal Salary	\$ 115,954	\$ 115,954	\$ -	0.00%
Associate Principal Salary	\$ 96,425	\$ 96,425	\$ -	0.00%
Secretary Salaries	\$ 84,187	\$ 84,187	\$ -	0.00%
Dept. Coord./Team Leader Stipend	\$ 114,541	\$ 114,541	\$ -	0.00%
Guidance Salary	\$ 92,593	\$ 92,593	\$ -	0.00%
Nurse Salary	\$ 72,213	\$ 66,017	\$ (6,196)	-8.58%
Teachers' Salaries	\$ 2,185,193	\$ 2,213,868	\$ 28,675	1.31%
Clerical Aide	\$ 8,438	\$ 8,438	\$ -	0.00%
Reading Tutors	\$ 56,386	\$ 79,765	\$ 23,379	41.46%
Substitute Teachers' Salaries	\$ 51,900	\$ 51,900	\$ -	0.00%
Library Media Coordinator Salary	\$ 53,498	\$ 56,047	\$ 2,549	4.76%
Kindergarten Aide	\$ 111,223	\$ 109,882	\$ (1,341)	-1.21%
Math Tutor	\$ 56,219	\$ 82,534	\$ 26,315	46.81%
Recess Aide	\$ 24,611	\$ 21,567	\$ (3,044)	100.00%
Student Activity	\$ 4,937	\$ 5,000	\$ 63	1.28%
Offset To Salaries - K Tuitions	\$ (160,000)	\$ (160,000)	\$ -	0.00%
Offset to Salaries - K Grant	\$ (20,000)		\$ 20,000	-100.00%
Offset To Salaries /Title I Reading	\$ (16,500)		\$ 16,500	-100.00%
Offset To Salaries/Title I Director	\$ (50,000)	\$ (60,000)	\$ (10,000)	20.00%
Offset to Salaries-Math Tutors		\$ (26,315)	\$ (26,315)	100.00%
Offset to Salaries - Devens Tuitions	\$ (400,000)	\$ (400,000)	\$ -	0.00%
Total Salary	\$ 2,481,818	\$ 2,552,401	\$ 70,583	2.84%

Nonsalary/Ordinary Accounts

Office Expense	\$ 1,707	\$ 1,717	\$ 10	0.59%
Equipment Lease/Repairs	\$ 17,269	\$ 21,469	\$ 4,200	24.32%
Pupil Supplies	\$ 39,902	\$ 40,222	\$ 320	0.80%
Dues and Subscriptions	\$ 2,363	\$ 2,516	\$ 153	6.47%
Textbooks/Curriculum Materials	\$ 40,210	\$ 86,301	\$ 46,091	114.63%
Library Media Books/Materials	\$ 5,650	\$ 6,225	\$ 575	10.18%
Small Capital Equipment	\$ 16,436	\$ 36,514	\$ 20,078	122.16%
Small Capital Equipment - Shaw		\$ (20,000)	\$ (20,000)	
Total Non Salary	\$ 123,537	\$ 174,963	\$ 51,426	41.63%

Salary Accounts	\$ 2,481,818	\$ 2,552,401	\$ 70,583	2.84%
Nonsalary/Ordinary Accounts	\$ 123,537	\$ 174,963	\$ 51,426	41.63%
	\$ 2,605,355	\$ 2,727,364	\$ 122,009	4.68%

**Harvard Public Schools
2017/2018
Draft #1 Budget**

The Bromfield School

	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Salary				
Principals Salary	\$ 132,807	\$ 130,845	\$ (1,962)	-1.48%
Associate Principal Salary	\$ 110,373	\$ 108,742	\$ (1,631)	-1.48%
Dean of Students		\$ 62,372	\$ 62,372	100.00%
Secretary Salaries	\$ 98,836	\$ 98,836	\$ -	0.00%
Clerical Aide	\$ 8,438	\$ 8,438	\$ -	0.00%
Dept.Coord./Team Leader Stipend	\$ 43,257	\$ 48,757	\$ 5,500	12.71%
Guidance Salary	\$ 233,828	\$ 208,575	\$ (25,253)	-10.80%
Guidance Secretary Salary	\$ 43,270	\$ 45,147	\$ 1,877	4.34%
Nurse Salary	\$ 91,035	\$ 102,500	\$ 11,465	12.59%
Teachers' Salaries	\$ 3,929,056	\$ 3,839,382	\$ (89,674)	-2.28%
Substitute Teachers' Salaries	\$ 52,000	\$ 52,000	\$ -	0.00%
Library Media Coordinator Salary	\$ 64,039	\$ 66,841	\$ 2,802	4.38%
Instructional Aide Salaries	\$ 30,550	\$ 30,550	\$ -	0.00%
Athletics	\$ 50,937	\$ 50,937	\$ -	0.00%
Student Activity Salaries	\$ 59,001	\$ 64,154	\$ 5,153	8.73%
Offset to Salaries - Title I	\$ (24,000)	\$ (24,000)	\$ -	-100.00%
Offset to Salaries - School Choice	\$ (310,000)	\$ (310,000)	\$ -	0.00%
Offset to Salaries - Devens	\$ (500,000)	\$ (500,000)	\$ -	0.00%
Total Salaries	\$ 4,113,427	\$ 4,084,076	\$ (29,351)	-0.71%

Nonsalary/Ordinary Accounts

Office Expense	\$ 6,400	\$ 5,416	\$ (984)	-15.38%
Equipment Lease/Repairs	\$ 22,415	\$ 26,445	\$ 4,030	17.98%
Pupil Supplies	\$ 55,280	\$ 56,711	\$ 1,431	2.59%
Dues and Subscriptions	\$ 11,514	\$ 13,958	\$ 2,444	21.23%
Textbooks/Curriculum Materials	\$ 82,432	\$ 51,704	\$ (30,728)	-37.28%
Library Media Book/Materials	\$ 9,916	\$ 9,916	\$ -	0.00%
Virtual High School Expense	\$ 18,000	\$ 18,000	\$ -	0.00%
Student Activity Expenses	\$ 8,904	\$ 9,036	\$ 132	1.48%
Small Capital Equipment	\$ 16,208	\$ 67,145	\$ 50,937	314.27%
Offset to Small Capital - Devens		\$ (16,000)	\$ (16,000)	
Total Non Salary	\$ 231,069	\$ 242,331	\$ 11,262	4.87%

Salary Accounts	\$ 4,113,427	\$ 4,084,076	\$ (29,351)	-0.71%
Nonsalary/Ordinary Accounts	\$ 231,069	\$ 242,331	\$ 11,262	4.87%
	\$ 4,344,496	\$ 4,326,406	\$ (18,089)	

**Harvard Public Schools
2017/2018
Draft #1 Budget**

Bromfield Athletics

	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Salary				
Athletic Director	\$ -	\$ -	\$ -	
Coaching Salaries	\$ 124,464	\$ 124,464	\$ -	0.00%
Offsets to Salaries	\$ (25,000)	\$ (25,000)	\$ -	
Total Salaries	\$ 99,464	\$ 99,464	\$ -	0.00%
Nonsalary/Ordinary Accounts				
Contracted Servies	\$ 6,769	\$ 6,815	\$ 46	0.68%
Referee/Officials	\$ 28,908	\$ 28,614	\$ (294)	-1.02%
Athletic Transportation	\$ 56,989	\$ 72,172	\$ 15,183	26.64%
Athletic Educational Supplies	\$ 8,810	\$ 9,653	\$ 843	9.57%
Due and Fees	\$ 13,100	\$ 14,984	\$ 1,884	14.38%
Admin Fees			\$ -	
Total Non Salary	\$ 114,576	\$ 132,238	\$ 17,662	15.42%
Salary Accounts	\$ 99,464	\$ 99,464	\$ -	0.00%
Nonsalary/Ordinary Accounts	\$ 114,576	\$ 132,238	\$ 17,662	15.42%
	\$ 214,040	\$ 231,702	\$ 17,662	8.25%
User fee/Revenue Offsets	\$ (217,461)	\$ (210,590)	\$ 6,871	-3.16%
Net Carryforward	\$ 3,421	(21,111)	\$ (17,690)	

**Harvard Public Schools
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Special Education Services

	Budget 2017	Proposed Budget FY18	\$\$ Increase/ Decrease	% Increase/ Decrease
Salary Accounts				
Director of Special Education Sal	\$ 114,048	\$ 114,048	\$ -	0.00%
Secretary Salary	\$ 47,424	\$ 47,424	\$ -	0.00%
Bromfield Teachers' Salaries	\$ 591,605	\$ 600,993	\$ 9,388	1.59%
HES Teachers' Salaries	\$ 331,180	\$ 289,915	\$ (41,265)	-12.46%
Systemwide Teachers' Salaries	\$ 597,096	\$ 569,699	\$ (27,397)	-4.59%
Bromfield Learning Assts.' Salaries	\$ 191,667	\$ 194,610	\$ 2,943	1.54%
HES Learning Assts.' Salaries	\$ 217,771	\$ 233,495	\$ 15,724	7.22%
ELL Salaries	\$ 62,480	\$ 111,517	\$ 49,037	78.48%
Preschool Teachers' Salaries	\$ 69,935	\$ 71,037	\$ 1,102	1.58%
Preschool Learning Assts. Salaries	\$ 28,933	\$ 28,933	\$ -	0.00%
Home Instruction Salaries	\$ 25,350	\$ 25,350	\$ -	0.00%
Nurse/Van Monitor	\$ 33,015		\$ (33,015)	-100.00%
Offsets to salaries - Preschool Tu	\$ (45,000)	\$ (45,000)	\$ -	0.00%
Total Salaries	\$ 2,265,504	\$ 2,242,020	\$ (23,483)	-1.04%

Nonsalary/Ordinary Accounts

Office Expense	\$ 2,608	\$ 1,942	\$ (666)	-25.54%
Equipment Lease Repair	\$ 1,518	\$ 1,998	\$ 480	31.62%
Pupil Supplies	\$ 16,338	\$ 16,946	\$ 608	3.72%
SPED Transportation	\$ 406,013	\$ 331,928	\$ (74,085)	-18.25%
Other Professional Services	\$ 62,273	\$ 62,359	\$ 86	0.14%
Homeless Transportation	\$ 14,855	\$ 10,505	\$ (4,350)	100.00%
Out of District Tuitions	\$ 937,696	\$ 825,911	\$ (111,785)	-11.92%
Collaborative Tuitions	\$ 458,258	\$ 793,278	\$ 335,020	73.11%
Preschool Expenses	\$ 2,284	\$ 1,480	\$ (804)	-35.20%
Other Small Equipment	\$ 795	\$ 2,919	\$ 2,124	
Offset to Non Salary - Circuit Breake	\$ (460,000)	\$ (460,000)	\$ -	
240 Grant Offset	\$ (238,294)	\$ (248,308)	\$ (10,014)	
Devens Transportation Offset	\$ (50,000)	\$ (27,750)	\$ 22,250	
	\$ 1,154,344	\$ 1,313,208	\$ 137,280	11.89%

Salary Accounts	\$ 2,265,504	\$ 2,242,020	\$ (10,000)	-0.44%
Nonsalary/Ordinary Accounts	\$ 1,154,344	\$ 1,313,208	\$ 137,280	11.89%
	\$ 3,419,848	\$ 3,555,228	\$ 127,280	11.45%

**Harvard Public Schools
2017/2018
Draft #1 Budget**

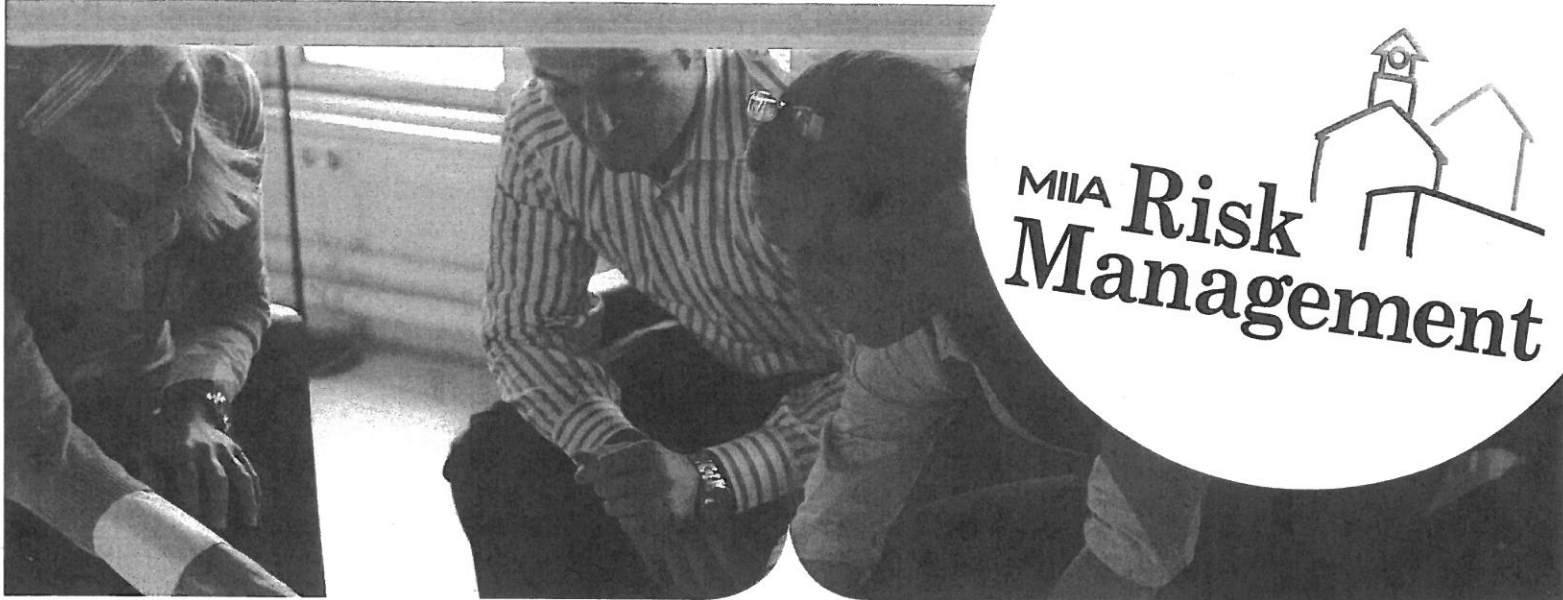
Technology

	2017	Proposed FY18	\$ Decrease	% Decrease
Network Manager	\$ 93,177	\$ 93,177	\$ -	0.00%
Computer Services Salaries	\$ 49,440	\$ 49,440	\$ -	0.00%
FSC Tech Intern	\$ 9,500	\$ 9,500	\$ -	0.00%
Full-time Tech (185 days)		\$ 28,000	\$ 28,000	100.00%
Educational Technology Coordina	\$ 91,401	\$ 94,495	\$ 3,094	3.39%
Technology Stipend	\$ 3,000		\$ (3,000)	-100.00%
Total Salaries	\$ 246,518	\$ 274,612	\$ 28,094	11.40%

Nonsalary/Ordinary Accounts

Systemwide Hardware	\$ 100,050	\$ 79,750	\$ (20,300)	-20.29%
Systemwide Software	\$ 42,628	\$ 44,992	\$ 2,364	5.55%
Internet Service Provider	\$ 25,818	\$ 33,102	\$ 7,284	28.21%
HES Software	\$ 3,169	\$ 2,600	\$ (569)	-17.96%
Bromfield Software	\$ 6,299	\$ 5,700	\$ (599)	-9.51%
Maintenance	\$ 9,363	\$ 19,880	\$ 10,517	112.33%
Supplies	\$ 26,375	\$ 24,000	\$ (2,375)	-9.00%
Technology Leases	\$ 171,878	\$ 294,140	\$ 122,262	
Offset to non salary Devens	\$ (231,878)	\$ (334,140)	\$ (102,262)	
Total Non-Salary	\$ 153,702	\$ 170,024	\$ 16,322	10.62%

Salary Accounts	\$ 246,518	\$ 274,612	\$ 28,094	11.40%
Nonsalary/Ordinary Accounts	\$ 153,702	\$ 170,024	\$ 16,322	10.62%
	\$ 400,220	\$ 444,636	\$ 44,416	11.10%



Future Grant Processing

- 1) Submit all grant related inquiries and invoices to miagrantinvoices@mma.org. In subject line reference grant number and your municipality.
- 2) Deadline for invoices is May 1, 2017.
- 3) Billing options:
 - A) MIIA pays vendor directly upon receipt of invoice.
 - B) MIIA will reimburse member upon receipt of a copy front and back of a canceled check and a copy of the vendor invoice.
- 4) All invoices must be submitted with appropriate detail. If project/service bill must include number of hours worked, person doing the work, what they did and total amount invoiced. If this information is not included the invoice, it will be returned to the member for updating.
- 5) Vendor tax identification number must be included on all invoices.
- 6) We request that a one or two paragraph description of how this service/process/equipment has benefited your operation and/or community be submitted with your final invoice.

If you have any questions please call Lin Chabra at 617-426-7272 x250, Mary Ann Marino 617-426-7272 x262 or Amanda Lorenti 617-426-7272 x275.



MIIA Grant Statement

Town of Harvard

Grand Total:

Grant ID	Department	Category	Purpose	Status
RM94	School	Property - security cameras-school	Purchase of security cameras for schools	Yes

FANFARE

*Dedicated to the support of music education in both the Hildreth Elementary School
and The Bromfield School in Harvard, Massachusetts*

November 16, 2016

From Tim Clark – Fanfare President

To The Bromfield School

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

Fanfare would like to announce that on our meeting of November 16, 2016 we approved Grant #16-01 for a conductor's podium as part of a grant submitted by Craig Robbins. The new lightweight portable podium will benefit both the Choral and Instrumental music programs at Bromfield. We hope that the administration and School Committee will accept this grant at your next scheduled meeting so that the equipment may be purchased by the Music department as soon as possible.

Sincerely,

Tim Clark – Fanfare President

Superintendent's Update
November 28, 2016
6:00 PM Bromfield School

I. Hildreth Elementary building project update

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

- Susan Mary and I met with NV5 members to strategize about the upcoming meeting in Boston and review the 7 applications. Then, on November 22nd we traveled to Boston where we were met by Tim B., Peter R. and NV5 members. We discussed the seven applications with the 12 MSBA representatives. At the end of the discussion, all 15 of us voted for our top 3 architect/design teams. We voted by giving our top choice 3 points, then 2, and 1 to our 3rd choice. Most of us voted for the same 3 or 4 firms and the end results were Arrowstreet – 33 points, Miller Dyer Spears, Inc. – 24 points, and OMR Architects, Inc. – 15 points.
- We will interview these top three firms on December 7th in Boston.

II. Policy sub-committee met

On November 15th Nancy, Mary and I met to continue our work reviewing the policies. We concentrated on sections D (Fiscal), L (Education), and B (Board Governance and Operations) as determined by our revised policy review schedule. We also have the task of working on consistency between our policies dealing with the protection of Civil Rights as per our last School Committee meeting. We decided to read the documents on this topic that we received from our lawyer before proceeding at our next sub-committee meeting.

III. GS – 21 meeting in Marlborough

Consistent with my goal: *Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the area of STEAM, global learning, and project based learning*, I attended a Global Studies – 21 (GS -21) group of district leaders that meets in Marlborough. On Friday, November 18th Fernando Reimers from the Harvard Graduate School of Education shared from the book *Fifteen Letters on Education in Singapore*. After he spoke, the educators in the room (all of whom are reading the book) discussed the relevance of the chapters to our work and ways to continue improving education in MA.

IV. Teacher Leadership Team met

On November 17th the larger group of district leaders (including coordinators, department chairs, vertical team leaders, etc.) met to learn and collaborate together. We are reading and discussing the books, *Grit* and *The Power of Resilience*. We often consider current issues in the district and focus on curriculum improvement. The

Superintendent's Update
November 28, 2016
6:00 PM Bromfield School

group discussed the pros and cons of issuing a statement following the controversial election results. There has been some public pressure to reiterate the safe learning environment and intolerance for bullying that we commit to provide for students. The leaders unanimously opposed making a statement. Some of their reasons included the fact that a statement had not been issued following past elections, making a statement appeared partisan and a belief that our mission and vision remain the same as they were before the election.

We also discussed ways to forward the curriculum work done on our last PD day where teachers across grades K – 12 collaborated together. Beside planning a follow-up at the ½ day in February, the leaders thought cross school visitations would be insightful. Already the math department and social studies department K – 12 are planning observations to each others classrooms.

V. CPIC presentation

On November 17th the school department discussed our CPIC requests for capital projects. Beside Patty, who serves on the committee, Mark F., Brian S. (from HEAC), Peter R., SusanMary and Mary joined the discussion. I have attached the questions and answers that were prepared ahead of the meeting. CPIC will vote on funding our requests for FY18 later this year.

VI. Showing Appreciation

We invited the bus drivers to breakfast after their morning drop off of the HES students. This is an annual tradition of appreciation made possible by the generous help of the women in the cafeteria. Diane Kerwin oversaw the event and served homemade French toast, sausage, fruit and yogurt. We also gave the bus drivers Husky t-shirts to wear on Spirit Days.

Also, the teachers and staff at both schools enjoyed dinner on the night of the conferences. This appreciation dinner was organized and prepared by parents. This has become a very special annual tradition.



Review Questions- Schools:

General:

- What is the current balance in *the Shaw Trust*? **\$113,000**
 - Do you have specific plans for these funds? If so, what are they and what are the estimated costs? **The Shaw Trust funds were used for the science lab work. We like to keep some revenue in the account and do not have a plan to use the funds until the amount grows from the yearly deposit of about 50K. We try not to let the amount go below 200K. There are limitations for the use of these funds.**
- How much, if any, of the *Devens funds* are used for capital? **The contract specifies \$20K yearly for capital projects. We have been using this amount for bathroom renovations in both schools.**
- Do you have plans to use any Devens funds for capital items excluding the projects identified in your 5-year Capital Plan? **Not at this point. We are considering an expansion of the technology leases to the amount of \$315K pending School Committee approval. We are currently off-setting salaries by \$900K yearly.**
 - If so, what are they and what are the estimated costs?
- What is the current balance in the Devens account? **We project a year end carry over of approx. \$750K. We anticipate using \$175K for a science room renovation and possibly increase the technology leases by \$145K. We are also considering using money to off-set athletic fees.**
- What is the estimated amount to be collected from Devens for FY18? **\$1.5M**
- In general what is your maintenance budget? **Our total maintenance budget is \$1,024,303.**
- **HES renovation:**
 - Please bring us up to date on the project including: timeline with projected dates for major steps, current range of options and costs being considered and the current status of the project. **See attached**
 - Do you currently see any of your remaining HES capital project being included in the HES renovation project? **Yes, but we are uncertain about which ones.** If so, please discuss in detail. **One project that might be included would be lights for the back parking lot. Any and all outer year expenses for HES might be included in the renovation/build project. Also, would it make more sense to wait on some of these projects until after HES has been completed? We kept them on the spreadsheet as place holders.** For example, back parking lot lighting, could it potentially be in the way of renovating the building ie. large equipment getting in and out?

FY18 submissions:

- **General:**

- There are 7 projects in your schedule for FY18 and FY19, excluding those which show alternative funding, which have a projected cost between \$100k and \$300k each. It is highly unlikely that the Town would be able to fund all of these, especially in light of asking for large debt exclusion for the HES renovations next year. Please rank the projects according to your priorities.

FY18 Ranking

- 1) Lock Replacements
- 2) Bathrooms
- 3) Science Labs
- 4) Middle School Ramp

FY19

- 1) Lock Replacement
- 2) Science Labs
- 3) Cronin Update
- 4) Hot water/storage tank removal
- 5) HES exterior lighting for back parking lot

- **HEAC projects:**

- **General:**

- Both projects say may be eligible for Utility Incentives and may be eligible for Green Community grants to be applied for in spring of 2017. If you were to receive the latter grants, when you would be notified and when would the funds be available?
- Last year you included a project on weatherization. Is that no longer necessary?
- Please provide us with a copy of the overall school energy usage data, which you report annually, for as many years back as you have available.

- **Interior Lighting Upgrade:**

- Last year you said this project would only be done if we receive a grant for the project. Has this changed? **Part of this project was completed with a grant.**
- What do you anticipate the annual energy savings and related costs to be?
- Does this cover any of the lighting in Cronin Auditorium? **no**

- **HVAC Equip & Controls Upgrade & repair:**

- Will this project be done if no grant is received?
- What do you anticipate the annual energy savings and related costs to be?

- ***Bromfield House painting and other:***

- At the end of January the School Committee was planning to study the feasibility and cost of keeping the school administration at this location by making the first floor accessible and possibly adding to the back. Has that been completed and, if not, what is the status of that study? *This is the study that we are requesting. There is a GRLA study to make the building ADA compliant at a cost of approx. \$745K bringing the total improvement costs to \$1.2M. The estimate was done in 2012 and costs will have increased to complete this work. We do not know what it would cost to add to the back of the building.*
- Does the estimate include any replacement siding or trim in case rot is discovered? *yes*
- How much has been spent or will be spent on repairs on Bromfield House during FY16 and FY17? *We spent approx. 75K on repairs in 2014 – 2015.*
- Wouldn't this come out of your maintenance line item? What is your budget for maintenance? *This request would not be considered level service funding.*
- Is the \$30K based on a quote or is it a ballpark estimate? *This is Mark's professional opinion.*

- ***Bromfield Science rooms:***

The entire Science Room renovation project was brought to the Capital Committee about 3 years ago and we determined that while the HVAC portion was a high priority, the furniture and room reconfigurations were not a high priority relative to the rest of the proposed Capital projects. Are there any new circumstances we should be considering relative to this project? *The School Committee decided that the rooms from 1960 needed to be updated.*

Why not do all the Science Rooms at once and get them done with? *Funding constraints* It appears there are still at least more for FY19. *There are 5 classrooms plus two prep/storage rooms. We completed two rooms in 2016. We are asking for 2 more rooms in FY18, and the final room plus prep rooms for FY19.*

- ***Middle School Ramp Study & Replace:***

- Do you know when the study would be completed? How much is the study? *We would begin the study as soon as funding is approved. We anticipate the study costing approximately \$30K.*
- Generally it would be better to have the study done, so that we know the costs, before asking for the funds. Is there any chance a plan and estimate can be completed before mid-January? *We do not have the funds to do the study.*

- If the current ramp is taken out of service, what will be used as the ADA egress from the second floor? *That is the purpose of the study.*
- How much of the \$150K is the study and what portion is the replace? *See above*
- What makes the current ramp out of compliance with ADA? *The railings do not meet the codes. The steel and wooden planks are deteriorating.*
- **Renovate Middle School Bathroom:**
How many bathrooms are impacted? *2 downstairs and 2 upstairs*
- **Replace Half of Classroom Door Locks**
How many locks are being replaced for the \$110,000? *Approx. 110*
Will the current doors be compatible with the new locks? *Yes*
Is this HES or Bromfield? *Both*
If at HES, are the new lock salvageable (e.g., for use/reuse at HES build or rebuild) *Yes*

FY19:

- **General:**
 - The total shown on your excel spreadsheet is \$618,000, but it adds to \$738,000. Am I missing something? *The version of the spreadsheet that I have has the \$738,000 that you calculated. Tim B. has kept the spreadsheet.*
- **Bromfield House:**
 - Is there a study being done prior to this to give us an indication of what is needed, the best way to accomplish the goal and an estimated cost? *A study was completed by GRLA in 2012 but now we are looking at a possible addition to come in for a lower cost.*
- **Replace/remove H/W storage tank:**
 - Is it possible that this work could be combined with the K-wing addition? *It is possible, but we wanted it on the list in case it was not included in the construction plan.*
 - Even if we don't get state reimbursement, would we benefit from the contractor already being here? *Possibly*
 - Do you know the remaining estimated useful life of the units? *They are past their recommended useful life already.*
 - It appears the primary purpose is energy efficiency. What do you anticipate the savings to be? *The primary purpose is hot energy efficiency. It is replacing equipment that is past life expectancy. Any further cost savings is undetermined.*
- **Replace boiler room air compressor:**
 - This appears to have been removed from your 5-year plan as originally submitted. Is this no longer necessary? *Mark is planning to replace this under his maintenance budget or in the renovation project.*

- If the current ramp is taken out of service, what will be used as the ADA egress from the second floor? *That is the purpose of the study.*
- How much of the \$150K is the study and what portion is the replace? *See above*
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- **Replace boiler room air compressor:**
 - This appears to have been removed from your 5-year plan as originally submitted. Is this no longer necessary? *Mark is planning to replace this under his maintenance budget or in the renovation project.*

FY20:

- **Replace AHU for new wing w/ new AHU w/ A/C:**
 - What is the age of the existing AHU? 2000
- **Engineer removing sewage lift system:**
 - How is this a safety concern? If the system backed up into the gym area, there would be raw sewage flowing over the floor.
- **Remove courtyard plantings and have redesigned:**
 - Have you spoken with the Garden Club to see if they are interested in doing all or a portion of this project? Not at this time.
- **Shore up driveway banking by tennis courts:**
 - Have you spoken with the DPW to see if this is something they can do? Not at this time.

FY21:

- **Refinish gym floors:**
 - When is the last time this was done? TBS – 2014, HES – prior to 2006
 - This is more of a maintenance project than a capital project and the gym is also used by HAA. In the past they have contributed towards this cost. Do they pay for the use of the facilities now? If so, should their cost include something towards the wear and tear on the gym floor? HAA does pay for custodial charges. They contribute to the refinishing of floors. A full resurfacing is outside of the regular maintenance budget. The regular budget covers sanding and upkeep.

FY22:

- **General:**
 - There are 5 large items for this year for a total of \$1.2 million.
 - Given that we will also need to purchase 2 fire engines for over \$1 million and possible will be ready to start on renovating the DPW building, the likelihood of doing all these projects is low. Please prioritize them. The prioritization would be more accurate closer to the year of the request especially due to the renovation project.
- **Install HVAC units @ TBS:**
 - Are these new units or replacement units? Replacement
 - Which areas do they cover? All areas of TBS
- **Install coordinated IP clocks:**
 - How many clocks are there? TBS – 67, HES - 45

- How inaccurate are they and how much of a problem is this? They are outdated and it is difficult to get parts.

- ***Outer Year Projects***

- Some of the outer year projects related to safety – should they be considered sooner rather than later? We are comfortable with the safety measures in place and our plan moving forward.
- Some of the projects (lock, science rooms, bathrooms are in separate years – why not do an entire project at once rather than spreading it out? We are trying to be conscious of the cost implications for large projects.

Town of Harvard, Capital Plan Review – FY 18

Review Questions- HEAC/Schools:

General:

1. *Both projects say may be eligible for Utility Incentives and may be eligible for Green Community grants to be applied for in spring of 2017. If you were to receive the latter grants, when you would be notified and when would the funds be available?*

July 2017. Every year, the Green Community grant application deadline has been in March and the projects are approved and funds available at the beginning of the next fiscal year in July. The Town will be notified in June or July 2017 and funds available in July 2017, assuming the program is set up the same as previous years.

2. Last year you included a project on weatherization. Is that no longer necessary?

Correct. The FY16 submittal titled weatherization was a combined project to cover the two schools and an allowance for HVAC repairs. Hildreth Elementary Weatherization \$16k, Bromfield Weatherization \$14k, HVAC Repairs \$20k. The Hildreth Weatherization was not submitted due to the pending project to renovate or replace the building. The HVAC Repairs are included this year in a separate project request. The Bromfield Weatherization of \$14k is not considered a capital project because it is under \$20,000. This was also not submitted because it is not clear how this work was affected by the Science Lab renovation.

3. Please provide us with a copy of the overall school energy usage data, which you report annually, for as many years back as you have available.

See summary table included in Table 1.

Bromfield Interior Lighting Upgrade

See attached Bromfield Lighting Proposals dated 10/5/16. This is the total proposal to upgrade the remaining fixtures in the school after the exterior and hallway lighting upgrade was completed in 2016. The breakdown is:

	Cost after Utility Incentive	Annual Electric Savings	Payback for Energy Savings	Annual Maintenance Savings
Classroom, Locker Room & Misc	\$332,697	\$14,157	23.5 years	\$6,267
Gym / Admin & Support	\$54,770	\$6,468	8.5 years	\$1545
Phase 1 – quote pending	~\$110,000	\$4600 est	20 yr est	\$2000 est

1. *Last year you said this project would only be done if we receive a grant for the project. Has this changed?*

No. The recommendation is that Bromfield efficient lighting upgrades be performed using Green Community or other grants because lighting projects are typical approved energy reduction projects for grant programs. This project is the first phase of a large project to upgrade the lighting. There may be a portion of the project with low payback that we may want to fund with town funds but that will be contingency if the grant funding is not approved.

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2.

What do you anticipate the annual energy savings and related costs to be?

See above table identifying the energy and maintenance savings. There are no additional costs once the fixtures are installed.

3. *Does this cover any of the lighting in Cronin Auditorium?*

No. The lighting upgrade for the Cronin Auditorium is not included in this phase 1 project.

Bromfield HVAC Equip & Controls Upgrade & Repair:

See attached Peregrine summary dated 11/11/16 of recommendations from the Building Automation System retro-commissioning review. There may be additional recommendations from the Monitoring project for Bromfield (latest report

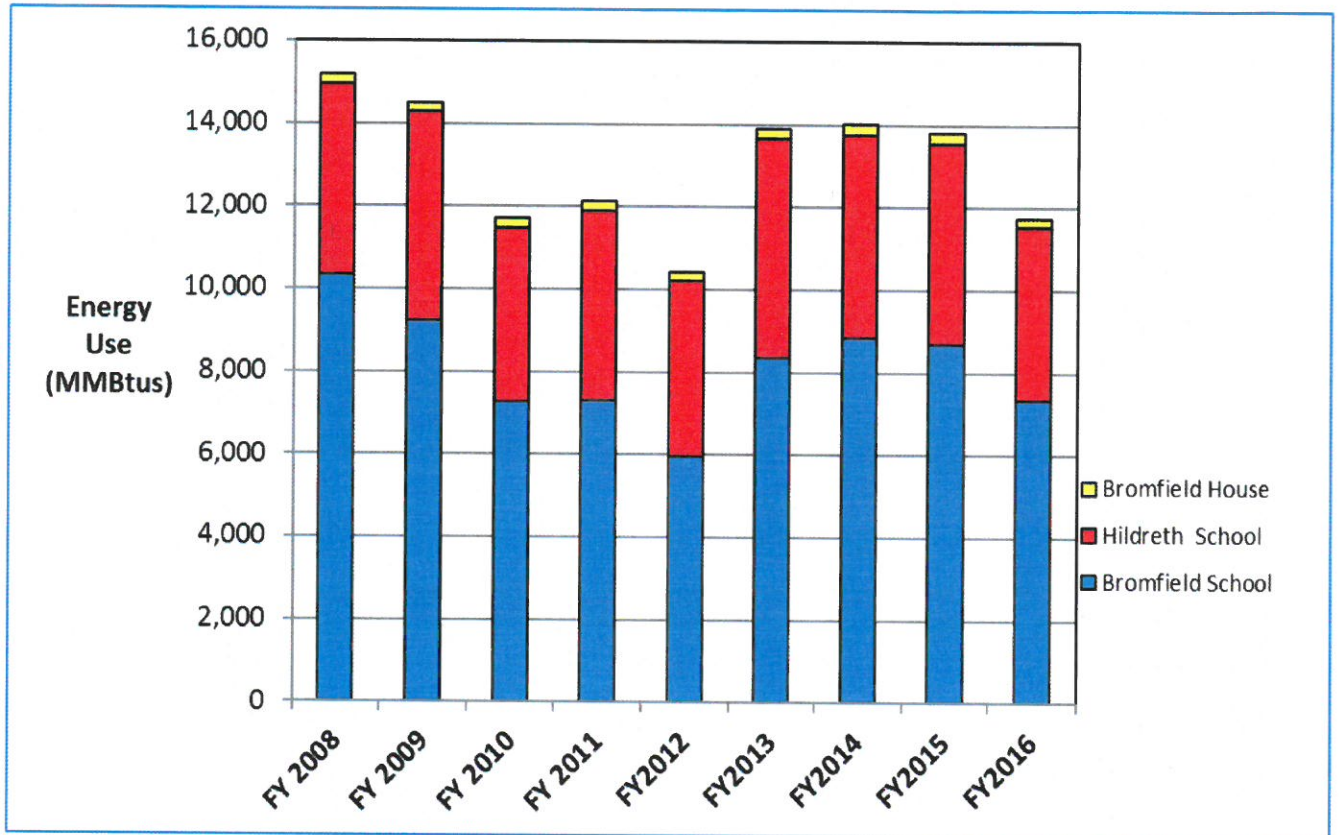
1. *Will this project be done if no grant is received?*

The project includes recommendations from the Peregrine energy monitoring and controls project that is being finalized. There are controls and likely equipment upgrades that may be eligible for utility incentives and Green Community grants. The low cost controls upgrades may be performed if no grant is received. The repair and replacement of faulty equipment is not typically eligible for utility incentives or GC grants.

2. *What do you anticipate the annual energy savings and related costs to be?*

This scope of work and associated savings for this project needs to be developed working with Peregrine and their attached report dated 11/11/16.

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Schools Energy

Use MMBtu (MEI)	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Bromfield School	10,318	9,210	7,283	7,315	5,941	8,342	8,823	8,685	7,323
Hildreth School	4,643	5,068	4,202	4,574	4,280	5,330	4,918	4,852	4,206
Bromfield House	241	232	217	231	211	214	264	268	197
Total Schools	15,202	14,510	11,702	12,120	10,432	13,886	14,005	13,805	11,726

Figure 1 – Schools Energy Use FY08-FY16

School Committee Minutes
Upper Town Hall
Monday, November 14, 2016
6:00 p.m.

Members attending: Mary Traphagen, Nancy Lancellotti, Jon Green, Patty Wenger, Maureen Babcock, Peter Rowe, and Linda Dwight.

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

Mary Traphagen read the vision statement.

Public Commentary – None

Superintendent Report – Dr. Dwight reported to the Committee the following:

*Perspective architect/design firms walked through HES to gain insight into the project and scope. They were allowed to ask questions and take pictures.

*Seven of the firms submitted formal applications.

*The School Building Committee members received either electronic copies or paper copies of the 7 applications to review and provide feedback.

*A meeting is set for November 22nd.

* On Tuesday, November 8th, the faculty participated in a Professional Development Day of cross grade curriculum review, sharing student work, and curriculum mapping. Those curriculum activities were followed by a presentation of legal updates from our special education attorney. The feedback showed how meaningful the opportunities were to the teachers.

*A team of teachers visited Oak Meadow Middle School in Shrewsbury to see their 1:World program in action and learn from the teachers who are teaching with the tools. The feedback afterwards confirmed the value of this type of collaborating together. Another team of teacher and district leaders attended the Innovation Summit in Boston.

Grant Approval

Dr. Dwight presented for approval the following grants from the Harvard School Trust:

1. Em Wave, \$803.58
2. West African drumming, \$850
3. Bromfield Debate, \$750
4. Mosaic math "games", \$200
5. Breakout box, \$89
6. 6,000 lumens projector & short throw lens, \$2,529

Mary Traphagen made the motion and Nancy Lancellotti seconded to accept the grants from the Harvard Schools Trust as presented.

VOTE 5/0

Financial Report

School Business Manager, Peter Rowe reported on the FY17 spending for the Harvard Public Schools as of October 31, 2016. The projected spending for the year would yield a small deficit for the year of \$20,894. The major factors affecting spending are the custodial services contract which exceeded the budget by \$50K, snow removal which is projected at an additional \$35K, the regular transportation contract increase of \$33K, Out of District Placement costs at \$59K over budget and the loss of the state funded Kindergarten grant at \$20K. These overages are largely offset by approximately \$157K in salary savings from staff turnover and a projected surplus of \$24K in the Special Education transportation account. In addition the Special Education 240 Grant Award for FY17 is \$10,014 higher than budgeted and a \$60K offset of Technology Hardware was included in the "Devens Technology" line rather than in the Sub total line. It is important to note that current information indicates that the Circuit Breaker Reimbursement will be \$391,085 rather than \$460K and School Choice Reimbursement at \$285K rather than \$320K. Each of these shortfalls may be made up by appropriating the FY17 shortfall from the existing fund balance, as each of these accounts contains available reserves. Going forward for FY17 the Out of District Student Placements are expected to present the greatest challenge to remaining within the budget, as certain cases are pending review and/or adjusted placement during the current school year.

Budget timeline and review process

Cost Center Managers will present their budgets at the November 28th School Committee meeting and at an off schedule School Committee meeting on Wednesday, December 7th at 5 p.m. at the Bromfield School teacher's lounge. The Committee should have all budget information and be ready to vote on the FY18 budget at the December 12th meeting.

Devens Survey Results

Maureen Babcock presented the results of the 2016 DEAC Educational Survey dated September 2016. The survey was emailed to one email address per household. There were 61 respondents, 38 had children and 23 had no children in school. The question that continues to hold the most importance and received a 95% approval rating is "Are the students of Devens being well served educationally by our education contract with the Harvard Public Schools?" In general people are happy with the educational arrangement. Maureen Babcock will bring the survey back to a DEAC meeting to dial down on some specific areas. Dr. Dwight will share the survey results with the administrative team.

Review the BOS offer re: space at the Old Library

SusanMary Redinger received an email from Marie Sobalvarro dated November 8th asking town departments if they had any interest in space at the Old Library. SusanMary reviewed the process the School Committee has used to try to make a decision as to which of the two building would best serve the School's Administrative Offices. While the cost of making the Bromfield House ADA compliant remains an unsettled issue, the Committee recognizes the importance of the Bromfield House as an important historic property to the town and feels it is important to retain town land adjacent to school property. The CASE Collaborative is interested in leasing the Old Library to house the Colebrook School. CASE Collaborative would pay the costs to bring the Old Library up to code. SusanMary Redinger read a letter she drafted to the Board of Selectman making them aware that the School Committee is not interested in using the Old Library for Administrative Offices and supports the CASE Collaborative leasing the Old Library to house the Colebrook School. In addition, the School Committee has authorized a request for funding to develop architectural plans to bring the Bromfield House up to code in the most fiscally responsible way possible.

Mary Traphagen made a motion and Patty Wenger seconded to move that the Harvard School Committee supports the letter that was read endorsing the CASE Collaborative using the Old Library.

VOTE 5/0

Clarification of “harassment” vs “bullying” in policy and student handbooks

The Committee reviewed for clarification the definitions of harassment versus bullying in policies and in the student handbook. Dr. Dwight explained that harassment can be a one- time thing where bullying happens over time. Dr. Dwight suggested that the Policy Subcommittee read through the bullying and harassment policies and cross reference all of the policy and the language used and the consequences defined for clarification. It will be useful to develop a flow chart that can be used as a resource for students and parents. The Committee discussed how we apply hate speech to our bullying and harassment policy and how it would be defined.

SusanMary Redinger suggested asking our lawyer, Liz Valerio, if there is anything definitive that we should be including in our policies relative to hate speech.

HEAC update on Ntl. Grid project and Capital requests – Tabled

Review meeting minutes

With no objection SusanMary Redinger made a motion and Patty Wenger seconded to approve the minutes of the October 25, 2016 meeting as presented.

VOTE 5/0

Liaison/Sub-committee Reports

Nancy Lancellotti reported that the Bromfield School Council is breaking into two groups. One group will be looking at the student handbook and the other will be looking at climate.

Mary Traphagen reported that the Policy Subcommittee will meet tomorrow. Mary Traphagen will continue as the liaison to the HES School Council. HES School Council is discussing ways to improve homework. The hope is to come up with a change in the way homework is crafted.

SusanMary Redinger reported that the building meeting with NV5 was very exciting moving forward.

Patty Wenger met with Pam Alexander and Peter Rowe regarding user fees. The Athletic Advisor meeting is scheduled to meet on November 28th. Patty Wenger will meet with SusanMary Redinger and Dr. Dwight to prepare answers to the CIPI questions for the meeting Thursday night.

Jon Green reported that he met with Dr. Dwight and Dr. Harrington regarding SEPAC and they were able to move things forward and plan to send out a survey in the next week or so.

Maureen Babcock reported that there is an open election at Devens for two DEAC seats and two candidates are on the ballot. Both candidates are incumbents which will be good for continuity. The Emerson Green Development has one more house occupied. Currently 3 out of 18 homes are occupied. Phase 2 of the development project is expected to start in the spring.

Suggest Future Agenda Items

Technology

TBS Parent Survey

Policy

Budget

Student Assessment and Achievement

Student Participation

Open to Interested Citizens Commentary

None

The School Committee will be meeting in executive session to discuss strategy with respect to collective bargaining with the Harvard Teacher's Association because an open session may have a detrimental effect on the bargaining position of the committee. The committee will reconvene into open session for the purpose of adjournment.

SusanMary Redinger made a motion and Mary Traphagen seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight.

Green (Aye), Lancellotti (Aye), Redinger (Aye), Traphagen (Aye), and Wenger (Aye).

Patty Wenger made the motion and Jon Green seconded to adjourn the meeting at 8:56 p.m.

VOTE 5/0

Respectfully submitted: Mary Zadroga