

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

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**School Committee Meeting**  
**Monday, August 8, 2016**  
**6:00 p.m.**  
**Upper Town Hall**

- I. Call to Order (6:00)**
- II. Read the Vision Statement (6:00)**
- III. Open to Interested Citizens' Commentary (6:03)**
- IV. Introduction of New School Committee Member and Farewell to Outgoing Member (6:08)**
- V. Review Norms (6:15)**
- VI. Bromfield Handbook Review (6:20)**
- VII. Superintendent Report (6:35)**
- VIII. Updates on Capital Projects (6:45)**
- IX. Update on Personnel Spreadsheet (6:55)**
- X. Discussion of Potential School Committee/Superintendent Goals (7:00)**
- XI. Mapping out School Committee Responsibilities and Calendar (7:30)**
- XII. Review Liaison Assignments and Case Position (7:45)**
- XIII. Share Charter School Report (7:55)**
- XIV. Review meeting minutes (8:00)**
- XV. Report Out from Liaisons (8:05)**
- XVI. Suggest Future Agenda Items (8:10)**
- XVII. Open to Interested Citizens' and School Committee Commentary (8:20)**
- XVIII. Adjournment (8:25)**

**Documents: superintendent report, personnel spreadsheet, Bromfield handbook, minutes, Parker Charter School Report, Norms, Current Liaison List**

**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.

# Harvard School Committee Operating Norms

## **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.

## **Governance:**

The School Committee will conduct its business in a manner accessible to the public, and in accordance with the Open Meeting Law.

We respect the need for all Committee members to have adequate time to prepare for meetings. Meeting materials will be submitted in time to be included in committee meeting packets which will be distributed to members no later than 48 hours prior to a meeting.

Members will come to meetings well-prepared to discuss issues on the agenda and to participate in efficient decision making while exhibiting professional conduct and behavior. Debate and thorough discussion of matters is encouraged, and members agree to maintain civility and respect despite any difference in opinions or views.

We shall conduct business through a set agenda that advances district goals. Emerging items shall be addressed in subsequent meetings through planned agenda items, unless it is determined by the School Committee Chairperson that it would be detrimental to delay the issue. Requests to add items to an agenda shall be made to the Superintendent and the School Committee Chairperson.

School Committee members agree to thoughtfully seek and support solutions that will provide the greatest benefits to students. Wherever possible, the committee will involve members of the community, parents, students, faculty and the administration in the consideration of major initiatives and significant changes. Once the School Committee has taken action, Committee members will support the official position of the School Committee.

School Committee members agree to recognize and respect that their authority exists only when a quorum of the Committee meets and not as individual Committee members.

The Superintendent and the School Committee recognize the importance of working collaboratively with town officials, boards and committees, and we will actively seek ways to enlist their support in our efforts.

We adopt Roberts Rules of Order as our guide.

**Communication:**

The Superintendent and the School Committee practice proactive communication and agree that there will be no surprises. If School Committee members have questions or concerns, they agree to contact the Superintendent and/or Chairperson well in advance of a meeting. Members will work collaboratively and share information within the parameters of the Open Meeting Law.

It is the role of the Chairperson to act as the spokesperson for the Committee. Members will direct requests for comments by the media to him/her. As individuals, Committee members are welcome to express their own personal views and opinions.

The school committee shall exercise leadership in vision, planning, policy, budgeting, evaluation, and advocacy of the school district.

**Authority and Responsibilities**

It is the responsibility of the Superintendent to oversee the hiring, evaluation and handling of personnel issues and to manage the day-to-day operations of the school district; it is the responsibility of the School Committee to evaluate the Superintendent's effectiveness in these matters.

We respect the Superintendent's role as the administrator for the district and his/her oversight of the schools' administrators, who in turn manage their respective faculty and staff.

Committee members will channel requests for information, reports, etc., through the Committee Chair rather than directly to staff. Committee members are encouraged to share information with the Superintendent that they feel is important to the management and/or leadership of the district.

Committee members will refer to the proper chain of command the questions and concerns they receive from members of the school community. Committee members understand that due to privacy concerns they may not receive direct feedback on the disposition of the questions and concerns that they forward.

We shall not use our positions for personal or partisan gain nor shall we take any independent actions that may compromise the School Committee as a whole.

**Evaluation and Improvement:**

The School Committee will evaluate its performance on an annual basis and will assess the results of the evaluation to determine areas or aspects in need of improvement.

School Committee members and the Superintendent appreciate the benefits of professional growth and development, and agree to participate in experiences designed to further their knowledge and understanding and to advance the work of our public schools.

All new School Committee members will attend the required MASC orientation within their first year of service.

We recognize the importance of honoring our agreed upon norms and we agree to hold ourselves and each other accountable for upholding them.

We shall review, revise and reaffirm these operating norms on an annual basis.

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## **Superintendent's Update July 11, 2016**

### **I. Hildreth Elementary building project update**

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

- Posted the RFS to the Central Registry on July 13<sup>th</sup>
- Answered questions submitted by interested companies
- Conducted the voluntary walk through on July 18<sup>th</sup> for the 6 representatives who attended
- Received 9 applications by the deadline of July 27<sup>th</sup>
- Distributed the 9 applications received to the School Building Committee members
- Met with the School Building Committee on August 3<sup>rd</sup> to review the 9 applications; created a short list and invited the 4 selected companies to interview on August 9<sup>th</sup>.
- Upcoming actions
  - Call references for the 4 selected companies
  - August 9<sup>th</sup>: conduct 4 interviews, discuss and make a final selection
  - August 17<sup>th</sup>: submit our OPM selection to MSBA
  - September 12<sup>th</sup>: meet in Boston with MSBA to approve our OPM

### **II. 3<sup>rd</sup> Annual Leadership Summit**

We held our two-day summit on July 25<sup>th</sup> and 26<sup>th</sup> at Red Tail Golf Center in Devens. The concentrated time away allowed us to learn together, discuss future initiatives, define the district improvement plan changes, and vision for the future. I have attached the two-day agenda for your information. The first day was our small Leadership Team and the second day included the Teacher Leadership Team for the morning.

### **III. Legal Training Held for New Administration Team**

Our new district lawyer, Elizabeth (Liz) Valerio, presented to our leadership team on the legal aspects of student discipline. Her 2 ½ hour interactive session provided our leadership team with valuable information about investigations, consequences, media issues, and documentation. She also provided valuable resources for our continued reference.

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## IV. Error Correction

It came to our attention that an employee on a separate contract was underpaid for the past two years. The correction will result in a payment of \$7,015. In consultation with our School Business Manager, Peter Rowe, the amount should be paid out of one of our revolving accounts.

## V. Cleaning Progress

We have met several times with the leaders of the Durkin Cleaning Company to refine our communication and expectations. They plan to finish the majority of the summer cleaning by August 15<sup>th</sup> which is the date set aside for walk through inspections. Teachers and staff have commented on the improved cleanliness of their classrooms and common areas. We plan to work closely with the company to continue the positive trend.

## VI. Science Room Furniture

The science room furniture arrived this week and Longo is putting the cabinetry and tables together. It will be exciting to see the reaction of students as they enter their new science learning environments on the first day of school!



Chemistry Room



Physics Room





## Harvard's Leadership Summit Agenda (2 days)

### Day 1:

Location: Red Tail Golf Club in Devens, MA

Time: 8:00 – 4:00

#### Topics:

8:00 – 8:30	Continental Breakfast
	Read the Vision Statement and review the Norms
8:30 – 9:30	Learning together (Introduction to the Grit book)
9:30 – 9:45	Movement break and order lunch
9:45 – 11:30	Launching our work together; DIP, review survey results, admin. rubric
11:30 – 12:30	Lunch and movement break
12:30 – 1:30	Visioning for growth and improvement; maker space, project based, global competency, school within a school, advisory program, 1:World with global projects
1:30 – 1:45	Movement break
1:45 – 2:15	Goal Setting; using the admin rubric self assessment
2:15 – 3:30	Mapping our year's focus (PD)
	Planning for safety meeting, opening day and beyond
	Leading with technology
3:30	Driving range (optional)



## Harvard's Leadership Summit Agenda (2 days)

### Day 2:

Location: Red Tail Golf Club in Devens, MA

Time: 8:00 – 4:00

### Topics:

8:00 – 8:30	Continental Breakfast
	Read the Vision Statement and review Norms
8:30 – 9:00	Understanding our Strengths activity
9:00 – 10:00	Introduction to <u>Grit</u> and <u>The Power of Resilience</u>
10:00 – 11:00	Using meetings as learning opportunities
11:00 – 11:30	Wrap up and Introduction of School Committee members
11:30 – 12:30	Lunch and conversations
12:30 – 1:45	re-Focusing on the District Improvement Plan
1:45 – 2:00	Movement break
2:00 – 3:30	Assign committee leadership
	Review anti-bullying plan changes
	Discuss contract work
	Plan educator evaluator updates and trainings
	Review new laws
	Plan 1 <sup>st</sup> faculty meeting
3:30	Wrap up and evaluate using our Norms
3:45	Driving Range (optional)

2016/2017 PERSONNEL SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Scott Hoffman	1.0	TBS	Principal	James O'Shea	resignation	132,807	125,000	7,807
Robin Benoit	1.0	TBS	Associate Principal	Scott Hoffman	position change	110,373	103,000	7,373
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
Sabiha Madraswalla	1.0	TBS	Foreign Language	Denise Keating	retirement	65,000	46,315	18,685
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
Marie Phillips	1.0	HES	Kindergarten teacher	one year assignment	add'l section	0	48,012	no impact add'l Devens funding
Barbi Kelley			Wellness Dept leader	new	new		5,500	-5,500
Heather Montalto	1.0	SPED	HES, SPED Coordinator	Rachael Fusco	reassigned	88,216	64,618	23,598
Laura Uglevich	0.5	SPED	Occupational Therapist	Heather Montalto	reassigned	58,431	38,905	19,526
Margaret Serpa	0.5	SPED	ELL Teacher		resignation	38,905	0	38,905
Debbie Carroll			Reading Tutor	reallocate Serpa funds	ELL Tutor	0	23,274	-23,274
Reenie Keith	1.0	SPED	ELL Teacher	replacing Serpa	reassigned	87,942	87,942	0
Horton/Tabor/Campbell/Shepard			Dean/add'l sections	new	new	0	28,500	-28,500
The Durkin Company			Custodial Services	Custodial Salaries/Overtime	change model	367,798	360,000	7,798
Custodial services			\$10,000 of custodial svc contract covers supplies which were budgeted in the supply line.					10,000
David Woodsum			Maint/Community Access	New		0	53,414	-53,414
K-Grant			offset to HES salary	Decrease budget offset	eliminated	0	20,000	-20,000
						1,311,226	1,248,092	101,146



School Committee/Superintendent Shared Goals  
2016/17  
DRAFT

1. User Fees: Review the various user fees, determine a plan that is sustainable for three years and build the budget appropriately.
2. Conduct Successful Teacher Contract Negotiations
3. Continue moving forward the HES K-wing building project - Linda and the visioning and building committees are doing the lion's share of the work on this, but it is vitally important and a major use of school funds.
4. Ensure the safety and security of our students - There were a number of safety incidents at Bromfield last year (fires, drug searches) and the world continues to be a volatile place. With many new administrators, perhaps a thorough consideration of our safety protocols and procedures would serve our staff and students well.
5. Student Achievement Dashboard: Implement a Dashboard that provides information on understanding how the schools provide support or make changes that have the aim of helping every student achieve the goals of the Vision Statement.
6. Superintendent Supervision and Evaluation: Refine the process so that it measures effective effort and outcomes.
7. Improve deliberation of changes to budget items by requiring them to be submitted in writing in advance and have their own agenda line or section.
8. Increase use of digital documents with preference to "print to PDF" over "scan to PDF"
9. Instructional Leadership:
  - a. Improve efficiency by mapping out scope and sequence of known reports to SC before schools starts
  - b. Improve proposals to add and/or change budget items by making the case with narrative and supporting data (internal and outside benchmarks)
  - c. Improve quality of our collective work which should be be a model of what we expect from our students:
  - d. Reports, minutes, agendas, forms, and other documents and communications are free from spelling, grammar, punctuation, and other errors and are formatted clearly and consistently.

- e. Reports to SC demonstrate depth of knowledge and analysis, include quantitative and/or qualitative data, historical context and trends, and narrative and synthesis.

10. Family and Community Engagement:

- a. Reboot SEPAC as a true advisory council that feels heard and valued
- b. Reduce potential divisions w/in the community (work with stakeholder groups to promote our diversities as strengths):
  - i. Devens/Town
  - ii. Well-being/rigor
  - iii. Student centered/Teacher centered
  - iv. Special ed/Gen ed
  - v. Limited English Proficient/English Proficient

11. Use Website to communicate more effectively

- a) Timely and consistent posting of agendas, reports, presentations, and other communications from all committees, teams, boards, councils, etc. on the website
- b) Publish the links to the Google Calendars on the website so parents and community members can subscribe to them
- c) Use the website and other digital communications tools to better tell the story of who we are as a community of learners (twitter, photos of students learning and doing, innovative student and teacher work, SC bulletin, etc.)

For reference, here are Linda's proposed Superintendent Goals:

- 1) Strengthen the new leadership team by providing training, feedback and collaboration to improve adult and student learning
- 2) Advance innovative teaching and learning for Harvard teachers and students by researching, planning, collaborating and taking steps in the areas of STEAM, global learning, and project based learning
- 3) Network with other districts to learn from them and strengthen the relationships of our leaders and teachers with educators in other districts

## **School Committee Liaison Assignments 2015/2016**

### **Assignments**

Board of Selectman - SusanMary Redinger  
Fin Com - SusanMary Redinger  
DEAC – Mary Traphagen  
SEPAC – Jon Green  
TBS School Council - Nancy Lancellotti  
HES School Council -  
CPIC - SusanMary Redinger  
HEAC - Mary Traphagen  
Park and Rec Representative - Mary Traphagen  
State Representative -  
Town Master Plan Steering Committee - SusanMary Redinger

### **Subcommittee Assignments**

Bromfield House - SusanMary Redinger  
Budget - SusanMary Redinger/Jennifer Bedford  
Calendar Review - Jennifer Bedford/SusanMary Redinger  
Ensuring a variety of student activities - Maureen Babcock/SusanMary Redinger  
Policy - Jennifer Bedford/Mary Traphagen  
Science Labs - Nancy Lancellotti/SusanMary Redinger  
User Fees/Athletic Advisory - Mary Traphagen /Jennifer Bedford  
Website Review - SusanMary Redinger  
Wellness Committee - Mary Traphagen and Nancy Lancellotti  
Superintendent Review - SusanMary Redinger and Mary Traphagen

School Committee Minutes  
Town Hall Meeting Room  
Monday, July 11, 2016  
6:00 p.m.

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

Absent: Nancy Lancellotti

SusanMary Redinger called the meeting to order at 6:02 p.m.

Peter Rowe read the vision statement

**Public Commentary** – Maryann Marcoux – HES handbook – Safe arrival procedure

**Introduction of New Interim School Business Manager, Peter Rowe**

Dr. Dwight introduced Peter Rowe as the Finance Director for the school department. Peter will begin working 2 to 2.5 days per week starting after Labor Day. SusanMary Redinger invited School Committee members to stop by and meet with Peter.

**Hildreth Elementary Handbook Review**

Sue Frederick presented to the Committee for approval the proposed changes to the Hildreth Elementary School Handbook. The major changes incorporated into the handbook is updating the morning arrival procedures and adding information regarding the use of security cameras in the school. After discussion, some revisions were made regarding the morning arrival procedures.

Mary Traphagen made the motion and Jennifer Bedford seconded that we accept the HES 2016-17 handbook as amended.

VOTE 4/0

**Anti-Bullying Plan Update**

Sue Frederick reported that during the past year a Committee was formed to review the Anti-Bullying policy and make appropriate changes. The Committee met in January, February and finalized the policy in March. They used the check sheet provided by the state and developed language to meet the state requirements.

Jennifer Bedford made a motion and Mary Traphagen seconded to approve the Anti-Bullying Policy as amended.

VOTE 4/0

**Board of Selectman/School Committee Vote on Applicants for Interim School Committee Member**

The Committee met with Board of Selectman members Lucy Wallace, Stu Sklar, Ron Ricci, Alice vonLoesecke and Ken Swanton (via conference call) to vote to fill the vacancy on the Committee created by Jennifer Bedford's resignation. Of the six residents that volunteered to fill the vacancy, three (Patty Wenger, Jason Cole and John Ruark) attended the meeting and spoke about their qualifications and interest in serving on the Committee. After discussion Selectman Ron Ricci nominated Patty Wenger to fill the vacancy.

Ron Ricci made the motion and Alice vonLoescecke seconded to nominate Patty Wenger to fill the vacancy.

VOTE 6/3

(Voting in Favor: Ricci, vonLoesecke, Swanton, Redinger, Bedford and Traphagen.

Opposed: Green, Sklar, Wallace).

Both the School Committee and the Board of Selectman thanked all of the residents for their interest in serving the town and encouraged them to stay involved.

### **Year End Financial Review and Budget Close Out**

Lorraine Leonard reviewed the FY16 Budget close out. A surplus of \$50,460 will be available to the town for free cash in an effort to reduce the cost of unemployment due to the change in custodial services. Lorraine Leonard reviewed the FY16 School Outside Funding Report and explained the change in the subsidy for School Choice.

Mary Traphagen made a motion and Jennifer Bedford seconded to reduce the School Choice subsidy to \$145,000.

VOTE 4/0

### **Superintendent Evaluation**

SusanMary Redinger reported that Dr. Dwight received a rating of proficient in Instructional Leadership, Family and Community Engagement and Professional Culture and a rating of Exemplary in Management and Operations. SusanMary Redinger read the following comments: In her second year as Harvard's Superintendent, it is the School Committee's collective opinion that Dr. Dwight has met her Professional Practice, Student Learning and District Improvement Goals. She has received a rating of "proficient" in three of the four performance standards and a rating of "exemplary" in the standard of Management and Operations. Committee members consistently recognized her leadership and communication skills and found her responsive to the needs of the school community. On key issues she has collaborated with key stakeholders by forming advisory groups, holding public forums and meeting with various boards and committees. "She has worked tirelessly to advance the goals of the District and she keeps the best interest of the students at the forefront of her decision making".

One member saw room for improvement in creating/managing the joint SC/Superintendent goals citing work still to be done on the District Dashboard, User Fees and the Science Lab ventilation projects. These goals should be reviewed during the next goal-setting/strategy session to determine if and how they will be realized.

Dr. Dwight's "performance this year stands out in particular for the shepherding of the HES Building Project with both the MSBA and the town of Harvard." Not only has the District qualified for MSBA funding with a town vote at ATM, under Dr. Dwight's management Harvard has met deadlines early thus allowing work to continue throughout the summer.

She has demonstrated a commitment to growth and innovation for the district through her work with the leadership team, the faculty and advocating for technological advances that impact teaching and learning.

Dr. Dwight "has initiated a number of significant improvements to the school facilities and is managing them simultaneously while adhering to schedule and cost requirements. We are fortunate to have this individual leading our District.

"In her second year, Dr. Dwight has embraced her work as Superintendent of Harvard Public Schools". She "is personable, empathetic, and has strong interpersonal and communication skills. I appreciate her hard work and commitment to growth; in our conversations she has articulated a

worthy vision and good ideas for areas of innovation and growth for the district and is leading progress on many fronts”.

“In her actions and words, she is guided by the vision statement of the Harvard Public Schools, with the faculty, parent community, larger local community, and, most importantly, individual students being the beneficiary of that vision. As a member of the School Committee, it has been my pleasure to work with Dr. Dwight”.

As the Committee and Dr. Dwight move into the third year of implementing DESE’s Superintendent Evaluation a more collaborative approach to the process of goal setting and review could aid the committee in supporting Dr. Dwight’s growth and development while ensuring that her efforts continue to align with the district’s mission, vision and strategic plans. Dr. Dwight is a true asset to our community and we look forward to our ongoing partnership with this extraordinary individual.

Jennifer Bedford made the motion and Mary Traphagen seconded to approve the End of Cycle Summative Evaluation for the 2015/2016 school year.

VOTE 4/0

### **Superintendent Report**

Dr. Dwight reported on the following:

*HES building project update:*

- Met with the subcommittee of the School Building Committee to develop the OPM interview questions.
- Selected dates for the OPM application reviews and interviews.
- Completed the RFS template through on-line collaboration with MSBA
- Submitted the RFS ad to Marie S. for posting on the Central Registry. Submitted the RFS ad to the Lowell Sun for 2 weeks of advertising.

Summer dates of note:

- July 13<sup>th</sup>: official posting of the RFS to the Central Registry
- July 18<sup>th</sup>: we host a walk-through of the site for interested applicants
- July 20<sup>th</sup>: last date for interested applicants to send in questions.
- July 27<sup>th</sup>: applications are due to the district.
- August 3<sup>rd</sup>: members of the School Building Committee review the applications and select top 3 or 4 for interviewing.
- August 9<sup>th</sup>: interviews of the short listed applicants.
- August 17<sup>th</sup>: our OPM selection turned in to MSBA.
- September 12<sup>th</sup>: MSBA meeting to approved our OPM.

*Calendar change:*

Despite the careful review by the committee and others, the approved 2016/17 calendar is short one day. According to our policy IC, the calendar must have 5 inclement weather days built in and our 2016-2017 calendar has only 4. We have made the change and need a vote of the School Committee to approve the correct end date of June 21<sup>st</sup>.

Mary Traphagen made the motion and Jennifer Bedford seconded to include 5 inclement weather days and have an ending date of June 21, 2017.

VOTE 4/0



#### *Grant Funding:*

The Governor's budget no longer includes funding for the Full Day Kindergarten grant. This means \$20,000 loss in our budget for FY17. This grant has been in existence for many years and has helped to fund the classroom aides in the grade. The goal of the grant was to help districts plan for and offer full-day kindergarten as an option for families. Most districts have done this, and so the funding has been decreasing and word of its discontinuation has been around for several years.

#### *New Dean of Students Hired at Bromfield:*

Julie Horton has been hired as the new Dean of Students at the Bromfield School for the 2016/2017 school year. She will continue to teach two classes in addition to serving as the Dean.

#### *Waiver Granted:*

The DESE approved a waiver in order to hire Peter Rowe as the School Business Manager. The plan is for Peter to begin working a few summer days and then up to 2.5 days a week starting in September. His office will be on the 2<sup>nd</sup> floor of the Bromfield House.

#### *Conference Registration:*

The MASC Conference in November is offering an early-bird savings of \$100 for individuals registering by July 15<sup>th</sup>. We would like to take advantage of this for any members of the School Committee that would like to attend for any portion of the 4 day event.

### **MSBA Feasibility Study Vote**

In order to move our project forward with MSBA, it is required to sign a Feasibility Study Agreement. We need a recorded vote of this Committee that authorizes the Chair or another member of the School Committee as the authorize signer.

Mary Traphagen made the motion and Jennifer Bedford seconded that the chairwomen of the School Committee, SusanMary Redinger is the authorized person to sign the MSBA Feasibility Agreement.

VOTE 4/0

### **Project Update**

Dr. Dwight shared with the Committee the progress on the summer projects underway at The Bromfield School including the parking lot, science lab furniture and ventilation and bathroom renovations.

### **Personnel Spreadsheet for FY17**

Dr. Dwight reviewed the Personnel spreadsheet for the FY17 school year which is currently showing a surplus of \$114,797 due to new teachers being hired at a lower rate than was budgeted.

### **Review meeting minutes**

SusanMary Redinger made a motion with no objection to approve the minutes of the June 13<sup>th</sup> meeting as amended.

VOTE 4/0

SusanMary Redinger made a motion with no objection to approve the Executive Session Minutes of May 23<sup>rd</sup> as amended.

VOTE 4/0

### **Report Out of Liaisons**

**Maureen Babcock** reported that DEAC has gotten the results of their survey and will be making them public as well as finalizing the newsletter to send out. DEAC will not meet again until

September. Maureen will keep tabs on what's going with the housing market. There are currently 20 homes being built that will be ready in the fall. Dr. Dwight explained that those students will not be able to attend school until they take residency in their new home. The district is working on a welcoming plan for students who start school during the year. Maureen will work on arranging a meeting for Peter Rowe to meet with Thatcher Kezer from MassDevelopment after Labor Day.

**Jennifer Bedford** reported that HES School Council met in June and worked on the final comments to the school improvement plan. It was a spirited meeting that ran late, but ended on a productive note. The School Council has two new members, teacher presentative, Lisa Hopkins, and parent representative Demet Guntas.

SusanMary Redinger asked members to send goal suggestions to her or Dr. Dwight by August 1<sup>st</sup> so that they can be made part of the packet.

### **Agenda Items**

HES School Improvement Plans

TBS School Improvement Plans

Bromfield Handbook

DDM discussion

Goal setting for the year/map out year

Policy

Bus efficiency

Kindergarten update

Review Liaisons

Superintendent goals

### **Commentary:**

SusanMary Redinger - Expressed appreciation and gratitude to Jennifer Bedford. Your thoughtful demeanor, intelligence and way of looking at things have really made a difference and we will miss you.

Jennifer Bedford – It has been a pleasure and honor to be a part of this committee and to serve the town. There is a lot to miss in Harvard.

Mary Traphagen – Worked with Jennifer as Girl Scout leaders as well and as a parent and in so many other ways I will miss her.

Maureen Babcock – exciting to have so many candidates interested in serving on the School Committee.

Jon Green – Wish the very best to Jennifer and appreciate the effort, guidance and leadership she has given in service to the Committee.

### **Adjournment**

SusanMary Redinger with no objection made the motion to adjourn at 8:48 p.m.

VOTE 4/0

Respectfully submitted:

Mary Zadroga

## Science Labs HVAC Financial Meeting Minutes

Bromfield Conference Room

Thursday June 9, 2016- 8am

Members attending: SusanMary Redinger, Linda Dwight, Nancy Lancellotti, Lorraine Leonard, Mary Traphagen

SusanMary called the meeting to order at 8:04am

Devens Account- Lorraine provided an up-to-date number which, at the end of FY16 will be \$812,205.97. This number takes into account offsets to the omnibus budget, Bromfield parking lot project, and technology leases. Next year this account is expected to grow by \$866,000.

Lorraine provided numbers for the Science Labs HVAC project;

315K approved at ATM

10K paid to GLRA

18K paid to BLW

287K is the balance

The lowest project bid is \$383,300 by Ambient Temperature Corp.

Discussion resulted in;

The Contract must state the timeline of work be completed before teachers and students return to school. There must be a 'liquidated damages' clause if work is delayed beyond timeline.

There are sufficient funds in the Devens account to proceed with the ventilation project and cover additional unanticipated expenses.

Nancy Lancellotti made the motion and Mary Traphagen seconded to approve up to 100K from the Devens account to supplement amounts previously approved for the ventilation and renovation project at the Bromfield School.

VOTE 3/0

SusanMary with no objection made the motion to adjourn at 8:37 a.m.

Respectfully submitted by Mary Traphagen