

School Committee Meeting
Monday, March 11, 2019
6:15 PM
Upper Town Hall

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:17)**
- III. Student Report (6:20)**
- IV. Trip Approval (6:25)**
- V. Representative Jen Benson and Senator Jamie Eldridge (6:30)**
- VI. Joint Resolution Presentation by HTA Leadership (7:30)**
- VII. Superintendent's Report (7:40)**
- VIII. School Building Update (7:45)**
- IX. Budget Reduction Recommendations and Vote (7:55)**
- X. Stipend Request and Vote (8:10)**
- XI. Norms Review (8:25)**
- XII. Reassign subcommittee and Liaison Commitments (8:30)**
- XIII. Grant Approval (8:45)**
- XIV. Agenda Items (8:50)**
- XV. Approval of Meeting Minutes (8:55)**
- XVI. Liaison/Sub-Committee Reports (9:00)**
- XVII. Public and School Committee Commentary (9:10)**
- XVIII. Adjournment (9:15)**

Attachments: Superintendent Report, Grant Information, Meeting Minutes, Norms, Trip Information, Budget Recommendations, Stipend Memo, Joint Resolution and sub-committee/liaison assignments

Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.

Out of State/Overnight Field Trip Request Form

Advisor(s): Kristin McManus for Business Professionals of America club

Grade Level(s) of Students Attending Trip: 9-12 (potentially 10 students attending this trip.)

Trip Destination: Anaheim, California (Marriott Hotel and Anaheim Convention Center)

Date of Departure: Wednesday, May 1, 2019

Time of Departure: AM Flight

Date of Return: Sunday, May 5, 2019

Time of Return: Afternoon/evening flight

Travel Company (if applicable): n/a

Name of Contact Person: Kristin McManus, Assistant State Director of MABPA

Address: 3 Harvest Lane, Littleton, MA 01460

Phone: 774-249-0419

Cost of Trip: Between \$800-\$1,000 (inclusive of staff costs)

Plan to address overnight stipend for professional staff: Include in students' costs. We also hope to fundraise and potentially apply for a Harvard Schools Trust grant.

Deposit Method and Due Dates: Deposit of \$400 will be due by Tuesday, March 19. Students will fundraise thereafter, but remainder of the balance will be due by date of parent meeting.

Date of Parent Meeting(s): Wednesday, April 10, 2019 at 7:00 PM

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 proposed field trip is for the Business Professionals of America club to attend the National Leadership Conference. At the state conference last weekend, students won 17 awards, some of which qualify them to compete nationally against students from across the country. In addition, students have the opportunity to participate in a nationally recognized Leadership Academy which offers intensive leadership training and also requires students to volunteer during the conference.

Trip Itinerary:

Please see attached itinerary of the conference.



Resolution in Support of Increased Funding for Massachusetts Public Schools through the *Promise Act*

WHEREAS, free public schools available to all students without exception are foundational to our democracy and are required by the state constitution; and

WHEREAS, all of our students, no matter where they live, deserve high-quality public schools that teach the whole child and provide them with a well-rounded school experience that addresses their academic, social and emotional needs; and

WHEREAS, the state's foundation budget formula, which determines state aid to each district, has been woefully out of date for years, thereby underfunding our districts by more than \$1 billion a year for essential educational services; and

WHEREAS, the *Promise Act* would phase in an updated foundation budget formula, bringing **Harvard Public Schools** an estimated **\$228,400** in additional state aid; and

WHEREAS, the Legislature failed to pass any foundation budget legislation in the last session, leaving districts, educators and students without the funds necessary to support the schools our students deserve;

THEREFORE, be it resolved that the **School Committee of the Harvard Public Schools** urges the Legislature to approve the *Promise Act* this spring.

SusanMary Redinger

Shannon Molloy

Maureen Babcock

John Ruark

Jon Green

Sharlene Cronin



Resolution in Support of Increased Funding for Massachusetts Public Schools through the *Promise Act*

WHEREAS, free public schools available to all students without exception are foundational to our democracy and are required by the state constitution; and

WHEREAS, all of our students, no matter where they live, deserve high-quality public schools that teach the whole child and provide them with a well-rounded school experience that addresses their academic, social and emotional needs; and

WHEREAS, the state's foundation budget formula, which determines state aid to each district, has been woefully out of date for years, thereby underfunding our districts by more than \$1 billion a year for essential educational services; and

WHEREAS, the *Promise Act* would phase in an updated foundation budget formula, bringing **Harvard Public Schools** an estimated **\$228,400** in additional state aid; and

WHEREAS, the Legislature failed to pass any foundation budget legislation in the last session, leaving districts, educators and students without the funds necessary to support the schools our students deserve;

THEREFORE, be it resolved that the **Harvard Teachers Association** urges the Legislature to approve the *Promise Act* this spring.

Melissa Niland

Lauren Crittendon

Carly Monsen

Kellie Carlucci

Kate Keane

Craig Robbins

Pam Chapman

Carrie McLoughlin



Memo: Budget Savings
Date: March 7, 2019
From: Linda Dwight, Superintendent

The Leadership Team worked with the teachers to identify areas for budget cuts. This reduction of \$150,000 comes after prior tightening of non-salary spending below level funding. Many of the following reductions impact staffing and curriculum areas. None of the reductions are ideal, and we are hopeful that there is a return to full funding in the next budget cycle.

cost center	Description	savings
District	reallocate a professional development grant	\$15,000
District	Reduce summer curriculum work to priority areas only	\$25,000
District	Summer retreat and convocation reduction (no outside venue or speaker)	\$1,500
District	Salary renegotiation	-\$10,000
HES	reduce secretary days to school year plus	\$5,000
HES	remove MCAS tutoring	\$3,700
HES	Eliminate 0.5 position	\$41,000
HES	Reduce K aides from 7 to 6 and hire a recess aide	\$6,000
HES	reduce a reading tutor	\$22,000
HES	Postpone HES 4th copier on lease	\$5,400
HES	Curriculum Materials	\$1,000
TBS	Cut English/MathPlus	\$6,500
TBS	Replacement Savings for Music Teacher	\$8,000
TBS	Curriculum Materials (postpone book purchase)	\$8,000
TBS	Paper	\$1,500
TBS	Dean of Students goes from .6 to .4	\$6,800
TBS	Reduce extra section	\$6,800
TBS	Field Trip Expenses	\$3,000
TBS	Salary increase (not captured)	-\$5,800
TBS	Graphing calculators	\$1,200
		\$151,600



Memo: Salary Adjustments
Date: March 1, 2019
From: Linda Dwight, Superintendent

I would like to advocate for the funds to pay 4 stipends to contracted employees this year and for the funds to renegotiate the elementary Principal, elementary Associate Principal, and Facilities Director's salaries for the FY20 budget.

The stipends I would like to pay for the FY19 year are as follows:

Josh Myler - \$5,000 in recognition of his extensive commitment to the new school building project. Josh has reviewed the architectural plans at length and provided feedback to the team in order to ensure that the building meets the needs of students and staff. He participates in all meetings and public forums and has added these commitments to his already busy schedule as elementary Principal. The stipend would be in recognition of his time and dedication above and beyond the expectations. This stipend would also bring his salary more in line with teachers' pay for 185 days vs his 260 days.

Scott Mulcahy - \$5,000 in recognition of the value he adds to the culture and consistency of Hildreth Elementary School while Josh is dedicating time to the building project. He has added to his responsibilities in the building when Josh is attending meetings and reviewing building details. This stipend would also bring his salary more in line with teachers' pay for 185 days vs his 260 days.

Jon Snyder - \$5,000 in recognition of the savings that he has already realized for the school district. He has successfully managed a crew of new employees while solving many long term issues in the schools. Rather than contracting out work for the heating and plumbing systems, he is learning the systems and completing the work himself.

Paul Correnty - \$3,000 in recognition of his on-going commitment to health and wellness through his healthy lunch creations. He goes above and beyond by managing a soup sale business for the community to subsidize the school lunch program. He visits local farms to buy produce for the creation of homemade recipes that are nutritious and fresh. He contributes to the Vision of our district to improve personal well-being.

The source for these stipends would be from a revolving account.

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.

Liaison Assignments	Meeting details	Current Liaison
Board of Selectman	Meetings 1 st and 3 rd Tuesday @7 p.m.	
FinCom	Meetings 1 st and 3 rd Wednesday at 7 p.m.	SusanMary Redinger
DEAC	Meetings monthly on Wednesday @ 7 p.m.	John Ruark
SEPAC	not active at this time	Jon Green
TBS School Council	Meetings monthly Wednesday @ 2:30	
HES School Council	Meetings monthly on Tuesday @ 3:30	Shannon Molloy
CPIC	Meetings at least monthly on Monday mornings @ 8:15 (meetings increase during fall/winter)	SusanMary Redinger
HEAC	Meetings monthly on Wednesdays @ 8 pm	John Ruark
Park and Recreation Representative	Meetings 1 st and 3 rd Monday @ 7 pm.	Jon Green
State Representative	As needed	
CASE	Meetings monthly @ noon	Linda Dwight
HCTV	Meetings 3 rd Wednesday of the month @7p.m.	Jon Green
Vendor Warrant Signing	Twice per month @ town hall	SusanMary Redinger/Shannon Molloy
<i>Subcommittee Assignments</i>		
Budget	Meetings periodically (depending on budget cycle) meetings held during the school day	SusanMary Redinger
Policy	Meeting twice a month 9-11 a.m.	John Ruark/Shannon Molloy
Superintendent Review	Meets annually.	SusanMary Redinger
Building Committee	Meetings twice a month on Thursdays from 3:30 to 5:30	SusanMary Redinger
<i>School Committee Advisor</i>		
Athletic Advisor	Meetings monthly@ 8:00 a.m. on Tuesday	John Ruark
Wellness Committee	Meets annually	Shannon Molloy

Harvard Public Schools



Mary Zadroga <mzadroga@psharvard.org>

Donation for Refresh Day

2 messages

Eric Peterson <EPeterson@ipeinc.com>

Thu, Mar 7, 2019 at 5:34 PM

To: "mzadroga@psharvard.org" <mzadroga@psharvard.org>

Cc: "Julie Horton (jhorton@psharvard.org)" <jhorton@psharvard.org>, "ESP Tech (esptech@gmail.com)" <esptech@gmail.com>

Mary,

I have been in contact with Julie Horton about using some of the Jessie Fund money to supplement the Refresh Day. This is a very nice use of the funds!

Please accept a \$500 donation from the Jessica Peterson Scholarship fund to the Bromfield Student Activities account for the purpose of bringing therapy animals from Animal Craze during Refresh Day activities on March 20th.

I will put the check in the mail tomorrow.

Regards,

Eric Peterson

Eric Peterson

Principal & Co-President | epeterson@ipeinc.com

INNOVATIVE Products and Equipment | 20 Executive Drive | Hudson, NH 03051 | USA

Main + 1 603-246-5858 | www.ipeinc.com

Mary Zadroga <mzadroga@psharvard.org>

Fri, Mar 8, 2019 at 10:14 AM

To: Linda Dwight <ldwight@psharvard.org>

Hi Linda

I made a copy of this letter for the packet.

Mary

[Quoted text hidden]

Sincerely

Mary Zadroga
Administrative Assistant to the Superintendent

March 6, 2019

Fanfare
P.O. Box 428
Harvard MA, 01451



To Dr. Linda Dwight
Scott Hoffman
Rebecca Armitage
Craig Robbins

CC: Karen Shuttle

Fanfare would like to announce that on our meeting of March 5, 2019 we approved a series of grant requests submitted by the Bromfield Music Department.

Grant 2019-06 Jazz Music Library \$588.60 – Mr. Robbins' jazz program continues to expand and now includes both a middle and high school jazz ensemble. To meet the needs of this growing program he has requested the purchase of sheet music for 16 tunes. This will update the jazz music library as some of the current scores are either out of print or no longer culturally appropriate.

Grant 2019-07 Keyboard Stands and Piano Bench \$410.96 – As part of the piano improvement program started two years ago, Mr. Robbins and Mr. Hunt have requested two folding keyboard/mixer stands to support the jazz program plus an appropriate adjustable padded bench seat for the grand piano that was recently restored.

We hope that the Administration and School Committee will accept the funding for this gifts at your next scheduled meeting so that the funds maybe utilized by the Music Department to purchase the equipment outlined above.

Sincerely,

Tim Clark
President - Fanfare

School Committee Minutes
Upper Town Hall
Monday, February 25, 2019
6:15 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, Shannon Molloy, Jon Green, John Ruark, Maureen Babcock and Linda Dwight. Absent: Chloe Cushing and Aziz Aghavev.

Mary Traphagen called the meeting to order at 6:15 p.m.

Mary Traphagen read the vision statement.

Public Commentary: None

Student Report: None

Foundation Budget Discussion:

Dr. Dwight explained how the state Chapter 70 formula works to fund our local school budget. Currently the state contributes 14% to Harvard's school budget. Low poverty districts are funded at a much higher percentage rate. The gap in state aid is paid by the tax payers. There is a proposal to update the funding formula and then fully fund the Foundation Budget Review Commission's recommendation. Senator Eldridge and State Representative Benson will be attending our meeting in March to provide further understanding of the proposal.

Renaming Columbus Day Vote

The Committee discussed whether to change the recognition known as Columbus Day to Indigenous People's Day as a way to celebrate and honor Indigenous peoples, and begin to correct some of the countless wrongs committed against Indigenous people. This change would be identified in the school calendar as well Dr. Dwight will inform the Select board, DESE, MASS and MASC of the change.

Shannon Molloy made the motion and SusanMary Redinger seconded to change the school calendar from Columbus Day to Indigenous People's Day.

2019-20 Calendar

SusanMary Redinger made the motion and Jon Green seconded to move to approve the 2019/2020 school calendar as presented.

School Building Committee Update: Vote on Proprietary Items

SusanMary Redinger explained to the Committee that proprietary vendors for the school building project need to be approved and voted on by the School Committee. SusanMary Redinger presented four proprietary items:

- *NEC for the phone system to ensure it is compatible with existing phones at Bromfield
- *Aerohive for the Wireless Access Points (WAP) to ensure compatibility with current equipment

*Miracle for the playground equipment so we can re-use the existing play structure and keep it under warranty

*Milestone for the security cameras to be compatible with the current Milestone software in use throughout the district.

John Ruark made the motion and SusanMary Redinger seconded to vote to approve the four proprietary items that SusanMary Redinger has presented.

VOTE 5/0

School Building Committee Update:

SusanMary Redinger updated the Committee as follows: The 60% completion documents were submitted to MSBA on December 7th. The MSBA reviewed and noted things that were missing on December 28th. The MSBA and district response went to the School Building Committee at their meeting on January 25th. The School Building Committee is committed to will hold NV5, Arrowstreet, and Shawmut more accountable. Moving forward the 90% completion submission to MSBA is scheduled for March 19th. The School Building Committee is pushing the designers to get the value engineering done. SusanMary Redinger asked how the Committee would like to be updated in the future. Moving forward there will be a future agenda item to discuss what kinds of information the Committee members need in order to make informed decisions.

Reorganization; Chair, Vice-Chair, Clerk Position Vote

The Committee discussed the reorganization of the Committee with the departure of Mary Traphagen. In accordance with Policy BDB – “In the case of a vacated Chair, the Vice-Chair will automatically succeed to Chair pro tem, SusanMary Redinger will serve as Chair. The Committee then proceeded to take nominations to fill the Vice-Chair role. Shannon Molloy will fill the role of Vice Chair until a new School Committee member is appointed at which time the Committee may choose to reorganize.

John Ruark nominated Shannon Molloy as Vice Chair, SusanMary Redinger seconded. Shannon Molloy accepted.

VOTE 5/0

Mary Traphagen’s assignments that need to be filled.

Student Advisory Council

March 20th – TBS School Council

Signing payroll warrants

Mary Traphagen agreed to stay on the School Building Committee as a community member, the Committee discussed whether another School Committee member should be added in order to retain the membership makeup of two School Committee members to the School Building Committee.

Superintendent's Update

*Financial Update – The preliminary outlook for the budget cuts will impact the school budget by \$150,000. The town is waiting to hear from two final billing entities, but they are not expected to change the dollar deficit by much. The leadership team is looking closely at personnel and other areas of potential reductions. We will bring our recommendations to the committee at our meetings in March.

*Continued Focus on Improving School Culture – The leadership team consulted with two experts on the topic of sexual harassment issues. The women with whom we consulted work on the issues at the collegiate level and they were able to provide guidance and resources for our work at Bromfield. Scott Hoffman and Dr. Dwight met with Chief Denmark and Ted Johnson from Brandeis University regarding the Kingian Pathway to Non-Violence. The Chief received funding to bring the program to Harvard and we are planning to conduct a full day of training on either April 27th or May 11th. We will be inviting several teachers and students to attend.

*Heating Update – Jon Snyder continues to tackle the heating issues at The Bromfield School. He continues to save the district considerable money by learning about and completing complex tasks that would have been contracted out in the past.

*Professional Development: Diversity and Inclusion: Teachers from HES and Bromfield met together on February 6th. We discussed the Inclusion Survey results and then we watched the Teja video that was created last spring. The video included interviews with students and faculty at Bromfield as they shared about their identity and struggles they have encountered. We ended the professional development by participating in a "cross the line" activity to build awareness of the stories and struggles of our colleagues and our students. Teachers received resources regarding facilitating difficult conversations in their classrooms.

*Arm in Arm and the League of Women Voters co-hosted a speaker on the topic of immigration. This event was originally scheduled for February 12th but was rescheduled to February 21st. This rescheduling date coincided with vacation week, so we had fewer student attendees than expected. But, the event was well attended. The speaker, Dr. Egmont from Boston College, shared the history of immigration, the impact of recent policy changes, and the future outlook of immigration in the US and around the world. At the end he provided resources for further involvement.

Student Advisory Council Topics

*Reaction to the calendar being changed from Columbus Day to Indigenous People Day

*Thoughts on change in the school start time

*Does the SAC feel their meetings with the School Committee are productive and purposeful? What would make them better?

Grant Approval

Dr. Dwight presented the following gifts from the Harvard Schools Trust for approval:

Sammy Rabbit: A story about Big Dreams - \$180

DC Trip Scholarships: \$1,500

John Ruark made a motion and SusanMary Redinger seconded to approve the grants as submitted by Harvard Schools Trust.

VOTE 5/0

Liaison Subcommittee Meet

Shannon Molloy reported that the HES School Council meets tomorrow. The Wellness Subcommittee has not met yet this year. Dr. Dwight will contact Colleen Nigzus to determine the status of the Wellness Committee.

John Ruark reported that David Fay from HEAC gave an update on the TBS lighting project which is continuing at pace. The Athletic Advisory meets tomorrow.

SusanMary Redinger reported that the Capital Committee met this morning and worked on revising the rating sheets and approved their submission to the Annual Town Report.

Ellen Leicher is looking for School Committee participation for the Grade 7 Science Fair to be held on March 20th from 9:25 a.m. to 10:25 a.m. John Ruark and SusanMary Redinger agreed to serve as judges for the event.

SusanMary Redinger reported that the School Committee/Superintendent goal for the disposition of The Bromfield House is no longer an appropriate goal in that the School Committee in a previous correspondence relinquished the space to the Selectboard. In that correspondence the School Committee agreed to turn over The Bromfield House to the Selectboard when the Schools are no longer using it.

Agenda Items

Policy

Budget

Benson/Eldridge visit

Youth Risk Survey

Building Project Updates

School Committee Commentary

Dr. Dwight presented a gift to Mary Traphagen for her years of service on the School Committee.

SusanMary Redinger – reminisced about Mary Traphagen's contributions to the School and community over the past years. People don't know how much work it is. SusanMary Redinger thanked Mary for all of the work and all of the people of the town who benefitted from her work.

John Ruark commented that Mary Traphagen will be missed and thanked her for all of her hard work and for helping guide him through the process.

Shannon Molloy thanked Mary Traphagen for giving her the insight to how hard the job can be. Mary Trapghaen commented that it has been a very rewarding opportunity. No one can do the job without the support of the people behind the scenes. She appreciates the support of the Committee, it takes everyone. Mary Traphagen agreed that her life has increased in value due to the ways she had to push herself in this role. She will miss aspects of being with you all. If there is ever a time she can come back she will.

Adjournment

Mary Traphagen made the motion and John Ruark seconded to adjourn the meeting at 8:10 p.m.

VOTE 5/0

Respectfully Submitted,
Mary Zadroga

Superintendent's Update
March 11, 2019

I. Students Completed a Real World Project

Standard I: Instructional Leadership

Students were asked to use their creativity, research, and technology skills to create a viable design for the sound booth construction project in the Cronin Auditorium. The teacher, Cindy Fontaine, had the students take measurements, research designs and then use computer programs to render their ideas. We were invited into the class for student presentations. I would like to invite the class to present the ideas to the School Committee at a future meeting.

II. Commissioner Riley and Senator Eldridge Visited

Standard I: Instructional Leadership

Commissioner Riley and Senator Eldridge learned more about our district when they visited classrooms at both schools and spent time learning about our fresh lunch program. The third grade students shared their project-based learning focused on the final 80 days of school. Students brainstorm ways to improve the school. They then work in groups to write letters for permissions and/or grant money. They create a timeline and execute their plan with limited guidance from the teacher, Dawn-Marie Ayles. The students were full of pride as they shared their ideas with the visitors.

At Bromfield the Commissioner and Senator talked with Chef Paul about the lunch program and then visited Cindy Fontaine's classroom to see the above mentioned sound booth projects.

III. Heritage Fair

Standard III: Community Engagement

Students in grade two shared songs from around the world and their research projects with families and community members. Each student researched a country important to their family or family origin. This project, designed to celebrate other cultures, evolved from the teachers' work in the area of inclusion.

IV. Foundation Speaker Event

Standard IV: Professional Culture

The MTA held an event at the Littleton Library on Friday, March 1st on Foundation budget reform. I attended along with several members of the HTA leadership. The attendees outlined the benefits of the Promise Bill that is being supported by Senator Eldridge and our local union leaders. We will discuss the HTA request for us to sign the joint statement of support.

V. Science Fair

Standard III: Community Engagement

Community members joined faculty members in providing student feedback on their science fair projects. The well-attended event benefitted from several changes including the narrowing from

Superintendent's Update
March 11, 2019

grades 6 – 12 to grades 9 – 12 with middle school students holding their own event separately. The middle school students visited the older students and learned what to expect.

VI. NEAST Visit

Standard II; Management and Operations

Two administrators from NEASC visited on February 26th to evaluate the middle school ramp and hear an update on potential solutions to the compliance issues. Scott and I met with them and detailed our work to date with Abacus Architects and the advisory committee.

90% CD Cost Estimate Summary

PFA Construction Budget	\$42,999,401
90% CD Cost Estimate (baseline)	\$44,115,931
Variance to PFA Budget (baseline)	\$1,116,530
Value Engineering (with markups)	(\$1,187,555)
Final 90% CD Estimate	\$42,928,376
Variance to PFA Budget (with VE)	(\$71,025)
SUMMARY OF COSTS WITHIN 90% CD BUDGET	
Early Package Scope (Bids, Bid Allowances, General Conditions)	\$12,703,223
Main Package Scope Costs (Estimate)	\$29,527,792
Contingencies/Allowances	\$697,361
Design Contingency on Main Package scope	\$517,515
Escalation on Main Package scope	\$89,846
Allowance for Early Package coordination with final bid docs	\$90,000

03/06/19

Item No.	VE Item Description	Priority	Initial Savings	Savings w/ markup	TRADE/ NON-TRADE	Comments	Priority #1	Priority #2	Priority #3
1	Interior	1	\$ (5,000)	\$ (5,450)	T	Eliminate specialty brickwork between windows along north elevation	\$ (5,450)		
2	Exterior	1	\$ (36,000)	\$ (39,240)	N	Reduce Length of Retaining Wall along Mass Ave near south entrance (reduce from 130' to 70')	\$ (39,240)		
3	Interior	1	\$ (18,000)	\$ (19,620)	T	Reduction in motorized shades at Cafeteria and use Manual Type	\$ (19,620)		
4	Interior	1	\$ (2,000)	\$ (2,180)	T	Reduce height of glazing above school and admin entry doors	\$ (2,180)		
5	Interior	1	\$ (2,000)	\$ (2,180)	T	Reduce/eliminate glass above cafeteria exit door	\$ (2,180)		
6	Interior	1	\$ (100,000)	\$ 109,000	T	Additional Ceiling Treatment in lieu of Glulams	\$ 109,000		
7	Interior	1	\$ (3,000)	\$ (3,270)	T	Eliminate door between Stage and Media Center	\$ (3,270)		
8	Interior	1	\$ (4,000)	\$ (4,360)	T	Remove speech sink	\$ (4,360)		
9	Interior	1	\$ (66,000)	\$ (71,940)	T	Remove interior thin veneer in cafe and stair 1	\$ (71,940)		
10	Interior	1	\$ (23,000)	\$ (25,070)	T	Remove wall wash lighting at classroom doors/top of bridge	\$ (25,070)		
11	Interior	1	\$ (9,000)	\$ (9,810)	T	Shared toilet room entries full tile to wainscot	\$ (9,810)		
12	Exterior	1	\$ (7,000)	\$ (7,630)	T	Eliminate practice room or office (instrument storage) from music room(2 doors and one wall)	\$ (7,630)		
13	Exterior	1	\$ (7,500)	\$ (8,175)	N	Eliminate plantings and sidewalk along east face of gymnasium and install grass	\$ (8,175)		
14	Interior	1	\$ (1,500)	\$ (1,635)	N	Eliminate exterior signage at west elevation door	\$ (1,635)		
15	Interior	1	\$ (12,000)	\$ (13,080)	N	Reduce Cabits at Print Rooms 187, 210, 265 and Mail Dup 104- reduce by 40%	\$ (13,080)		
16	Interior	1	\$ (12,000)	\$ (13,080)	N	Eliminate decorative drywall ceiling within classrooms over locker areas (PK-1) - repl. With ACT	\$ (13,080)		
17	Exterior	1	\$ (85,000)	\$ (92,650)	N	Eliminate Decorative Screens at Porches	\$ (92,650)		
18	Interior	1	\$ (400,000)	\$ (436,000)	N	Replace glulam beam structure with steel	\$ (436,000)		
19	Interior	1	\$ (28,000)	\$ (30,520)	N	Eliminate Media Center circular bookshelf	\$ (30,520)		
20	Interior	1	\$ (17,000)	\$ (18,530)	N	Reduce Media Center circulation desk 50% (SDC value\$34K)	\$ (18,530)		
21	Interior	1	\$ (7,000)	\$ (7,630)	N	Reduce Cabits at Teacher's Lounge- SDC 90CD \$14K, reduce by 50%	\$ (7,630)		
22	Interior	1	\$ (8,000)	\$ (8,720)	N	Reduce Cabits at Admin Kitchen- SDC 90CD \$16K, reduce by 50%	\$ (8,720)		
23	Interior	1	\$ (15,000)	\$ (16,350)	N	Eliminate Built in Mailboxes and Provide by FF&E	\$ (16,350)		
24	Interior	1	\$ (4,000)	\$ (4,360)	N	Eliminate shot clocks	\$ (4,360)		
25	Interior	1	\$ (1,500)	\$ (1,635)	N	Eliminate exterior pedestrian signage at library walkway	\$ (1,635)		
26	Interior	1	\$ (41,000)	\$ (44,690)	N	Remove custom tackboards with wood trim and use manufactures standard type	\$ (44,690)		
27	Interior	1	\$ (15,000)	\$ (16,350)	N	Eliminate projection screen at learning stair and Media Center	\$ (16,350)		
28	Interior	1	\$ (32,000)	\$ (34,880)	N	Impact resistant drywall at gym in lieu of wall tile	\$ (34,880)		
29	Interior	1	\$ (36,000)	\$ (39,240)	N	Remove interior thin veneer at stair 2	\$ (39,240)		
30	Site	1	\$ (130,000)	\$ (141,700)	N	Change all pavers to concrete and reduce paving area at west entrance and east entrance	\$ (141,700)		
31	Site	1	\$ (125,000)	\$ (136,250)	N	Include playground saving for reuse- Target	\$ (136,250)		
32	Site	1	\$ (37,500)	\$ (40,875)	N	Eliminate granite benches	\$ (40,875)		
33	Site	1	\$ (11,000)	\$ (11,990)	N	Aluminum enclosure fencing to 6' chain link with scrim at dumpsters enclosure	\$ (11,990)		
							\$ (1,200,090)		

NV5



ARROW STREET

03/06/19

Item No.	VE Item Description	Priority	Initial Savings	Savings w/ markup	TRADE/ NON-TRADE	Comments	Priority #1	Priority #2	Priority #3
55	Exterior								
56	Exterior	X			T	Value difficult to confirm			
57	Exterior	X			T	Value difficult to confirm			
58	Exterior	X			T	Value difficult to confirm			
59	Interior	X			T	Need further description			
60	Interior	X			T	Need further description			
61	Interior	X			T	TBD			
62	Interior	X			T	Need to discuss scope			
63	Interior	X			T	Need further description			
64	Interior	X			T	Not desirable			
65	Interior	X			T	Need further description			
66	Interior	X			T	No savings			
67	Interior	X			T	Already removed through VE process			
68	Interior	X			T	See items 70, 100, 101			
69	Interior	X			T	TBD requires more information			
70	Exterior	X			N	Not currently in scope			
71	Exterior	X			N	Not desirable			
72	Exterior	X			N	In early trade site pricing			
73	Exterior	X			N	In early trade site pricing			
74	Exterior	X			N	In early trade site pricing			
75	Exterior	X			N	In early trade site pricing			
76	Exterior	X			N	In early trade site pricing			
77	Exterior	X			N	TBD requires pricing from subcontractors			
78	Exterior	X			N				
79	Exterior	X			N				
80	Exterior	X			N				
81	Exterior	X			N				
82	Exterior	X			N				
83	Exterior	X			N				
84	Exterior	X			N				
85	Exterior	X			N				
86	Exterior	X			N				
87	Interior	X			N				
88	Interior	X			N				
89	Interior	X			N				
90	Interior	X			N				
91	Interior	X			N				
92	Interior	X			N				
93	Interior	X			N				
94	Interior	X			N				
95	Interior	X			N				
96	Interior	X			N				
97	Interior	X			N				
98	Interior	X			N				
99	Interior	X			N				
100	Interior	X			N				
101	Interior	X			N				
102	Site	X			N				
103	Site	X			N				
104	Site	X			N				
105	Site	X			N				
106	Site	X			N				
107	Site	X			N				
Subtotal:							\$ (1,200,090)	\$ (79,000)	\$ (362,425)

NV5



ARROWSTREET