

Harvard Public Schools
Upper Town Hall Meeting; 13 Ayer Road Harvard, MA 01451

School Committee Meeting
Monday, August 27, 2018
6:15 PM

- I. Call to Order and Read the Vision Statement (6:15)**
- II. Public Commentary (6:16)**
- III. Vote to Approve Debate Trip (6:20)**
- IV. Attendance Policy Recommendation (6:30)**
- V. Vote to Approve Handbooks (6:45)**
- VI. Superintendent Report (7:15)**
- VII. Vote to Appoint the Part Time School Business Manager (7:20)**
- VIII. Financial Close-Out (7:25)**
- IX. Policy Review – Section K (7:40)**
- X. Superintendent Evaluation (8:00)**
- XI. Vote to Approve on School Committee/Superintendent Goals for 2018-19 (8:20)**
- XII. Approval of Meeting Minutes (8:30)**
- XIII. Liaison/Sub-Committee Reports (8:35)**
- XIV. Open to Interested Citizens' and School Committee Commentary (8:45)**
- XV. Adjournment (8:55)**

Attachments: Superintendent Report, Superintendent Evaluation Summary, Trip Approval, Policies, Handbooks, Attendance Policy Proposal, Goals, Financial Report, Meeting Minutes, PT School Business Manager Resume

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.

Field Trip Step 1

The Bromfield School Field Trip Information 2015-16

- 1) Staff members who wish to take their students on a field trip should first obtain the approval of their department leader and then get approval from administration. The Field Trip Approval Form needs to be signed by the department leader, the principal, and the school nurse four weeks prior to the date of the field trip, unless the proposed trip is an overnight or out of state trip, which needs to be approved by the school committee. Overnight and Out of state trip forms need to be submitted at least eight weeks prior to the proposed trip date (Please see below). *International trips need to be proposed to the principal and if approved presented to the school committee at least one year prior to the travel date.*

In order to make the process as easy as possible, we have broken it down into a three step process with corresponding forms.

Step 1-Field Trip Approval Form

Step 1B-Out of State/Overnight Field Trip Request Form (if appropriate)

Step 2-Field Trip Data Form

Step 3-Final Attendance Form (submitted day of trip)

- 2) Please remember that out of state field trips and overnight field trips must be approved by the school committee. Please complete the Out of State/Overnight Field Trip Form (Step 1 B) and turn it in to the building principal (with all needed documents). If the principal approves the trip, he will submit the proposal to the superintendent who will put the proposal on the school committee agenda. You should plan on attending the school committee meeting on the night the trip is presented. If you are going overnight, please be aware that students must fill out the overnight information/medical authorization sheet and return that sheet to the school nurse. For overnight trips, you also need to make plans to cover the overnight teacher stipend for all professional staff on the trip. The stipend is \$100 per night per person. This cost should be factored into the cost of the trip for students.

Due to the additional step required for overnight and out of state trips, the initial approval form needs to be submitted at least eight weeks prior to the proposed field trip.

- 3) Trip organizers need to be aware that all student medical, IEP, and 504 accommodations must be met during the field trip. These accommodations may mean that extra school staff and/or parents need to go on the trip. In rare occasions, additional costs may need to be factored into the total cost of the field trip
- 4) Once approval has been secured, field trip organizers should notify staff via daily bulletin and email about the field trip at least two weeks in advance of the trip.
- 5) Please tell Colleen Nigzus and Chef Paul personally the date of the field trip and how many students will be involved at least a week before the trip.

Field Trip Step 1

- 6) A list of students attending the trip should be posted by the staff mailboxes at least one week in advance of the trip.
- 7) The Field Trip Information Form (Step 3) should be completed and returned to the main office at least three days prior to the trip.
- 8) Please keep in mind that March and May are a very difficult time for field trips due to AP and MCAS Testing. It is best to avoid field trips just before or during those testing periods. For 2014, the AP and MCAS dates for March, May and June are as follows:
 - a) The March MCAS Tests are scheduled for **March 24-26**. Grades **6, 7, 8, and 10** will be taking MCAS tests at that time.
 - b) The AP Tests are scheduled from **May 4 until May 13**. A significant number of juniors and seniors (and a few sophomores and freshmen) take the AP Tests.
 - c) The May MCAS tests will be **May 12 through May 14**. Grades **6, 7, 8, and 10** will be taking MCAS tests during this time.
 - d) The June Science MCAS Tests are scheduled for **June 2 and 3**. **Ninth grade** students take this exam.

We understand that taking students on a field trip is a large undertaking and we appreciate your commitment and efforts in providing our students with a rich educational experience.

Thank you for doing what it takes to give your students such wonderful opportunities.

Field Trip Approval Form 2015-2016

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

Purpose of Field Trip and Curricular Connection:

I am proposing a field trip to Yale University the weekend of September 15-17, 2017 in order to bring a maximum of 10 debate students to compete in a nationally ranked debate tournament. This tournament, as all of our tournaments, are built around the research and debate of a

Field Trip Step 1

particular diplomatic and political debate topic which will not only allow students to increase their skills in public speaking and research, but also build important skills in critical analysis, cross-curricular synthesis, and formal writing.

Date(s) of Trip: __September 14-16, 2017

Advisor(s): __Michael Poe

Students/Class/Grade Level Attending the Field Trip: __10-12

Destination: __New Haven, CT (Yale University area)_____

Departure Time: __Sept 14th morning **Return Time:** __September 16th, evening

Mode of Transportation: __Rental Car

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

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

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Out of State/Overnight Field Trip Request Form

Advisor(s): Michael Poe

Grade Level(s) of Students Attending Trip: 10-12

Trip Destination: New Haven, CT (Yale University area)

Date of Departure: Sept 14th

Time of Departure: (morning)

Date of Return: Sept 16th

Time of Return: (evening)

Travel Company (if applicable): N/A

Name of Contact Person: Michael Poe

Address:

Phone: 716-361-2343

Cost of Trip: estimated \$500-700

Plan to address overnight stipend for professional staff:

Students will specifically be covering stipend costs, and fees have been added into their travel costs.

Deposit Method and Due Dates: Fees will be collected by check. All tournament fees will be due by September 5th.

Date of Parent Meeting(s): August 30 and 31, September 4th and 5th.

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:

I am proposing a field trip to Yale University the weekend of September 14-16, 2018 in order to bring a maximum of 10 debate students to compete in a nationally ranked debate tournament. This tournament, as all of our tournaments, are built around the research and debate of a particular diplomatic and political debate topic which will not only allow students to increase their skills in public speaking and research, but also build important skills in critical analysis, cross-curricular synthesis, and formal writing.

Trip Itinerary:

Sept 14th – Depart Bromfield 8am driving

September 15th – Tournament 8am-8pm

September 16th - Tournament 8am-3pm – drive home from Yale at latest return 7pm to TBS

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Student Attendance

Regular and punctual school attendance is essential to the achievement of students in the Harvard Public Schools. In accordance with Massachusetts State Law, parent(s)/guardians have the responsibility to ensure that their children attend school regularly. Students understanding of the importance of day to day schoolwork is an important factor in the shaping of their character.

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The school website and school handbooks will provide instructions for calling in absences or completing an online form. If the school does not receive notice from the parent(s)/guardians within three days of the student's absence they will be contacted to inquire about the absence.

Students may be excused temporarily from school attendance for the following reasons:

Excused Absence/Tardy include:

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- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- College visits with preapproval form

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Unexcused Absence/Tardy Examples of an unexcused absence may include, but is not limited to:

- Undocumented absences
- Family trip

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The parent(s)/guardians will also be notified when a student has five or more unexcused absences in the school year. At Bromfield, the parent(s)/guardian will be notified after two or more unexcused absences from the same class. The principal (or designee) will notify the parent(s)/guardian(s) in writing and request a meeting to discuss the student's attendance and develop an action plan.

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There may be academic consequences for chronic absences. See the school handbooks for more details.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

CROSS REFS: School Student/Parent Handbook
IMD, Guidelines for Church and State Separation

Approved: September 22, 2008

Amended: August 27, 2018

Harvard Public Schools FY18 Year End Budget Report

8/23/2018

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	164,836	165,648	-	165,648		(812)	
2	-51702 ADMIN ASST SAL	71,781	71,781	-	71,781		0	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	3,539	-	3,539		(1,039)	
4	-51731 BUSINESS COORD SAL	52,120	52,125	-	52,125		(5)	
5	-51742 CLERICAL SALARY	14,454	23,956	-	23,956	10,000	498	Building Rental Income
5a	-51915 SCHOOL BUSINESS MANAGER	-	69,850	-	69,850	-	(69,850)	
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	350	-	350		18,150	
7	-51941 PROF DEV SAL	43,740	46,398	-	46,398		(2,658)	
8	-51100 TSA MATCH	62,000	74,860	-	74,860		(12,860)	
SALARY		429,931	508,506	-	508,506	10,000	(68,575)	

9	-52713 LEGAL FEES, GENERAL	6,000	18,350		18,350		(12,350)	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	28,867	-	28,867		(18,867)	
11	-52715 SUPPLIES/OFFICE	19,000	26,573		26,573		(7,573)	
12	-52914 EQUIP LEASE/REPAIRS	4,903	3,931	-	3,931		972	
13	-52954 PROF DEV (CURR) EXP	66,717	74,621	3,409	78,030	-	(11,313)	
14	-52957 DUES & SUBSCRIPTIONS	8,474	10,357	-	10,357		(1,883)	
15	-53214 REGULAR TRANSPORT	323,000	378,000	-	378,000	55,000	0	Devens Transfer/Bus Fees
EXPENSE		438,094	540,699	3,409	544,108	55,000	(51,014)	

COST CENTER TOTAL

868,025	1,049,205	3,409	1,052,614	65,000	(119,589)	
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Harvard Public Schools FY18 Year End Budget Report

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SCHOOL MAINTENANCE - 03002		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	55,778	59,563	-	59,563		(3,785)	
17	-51374 MAINT FOREMAN SAL	85,332	83,727	-	83,727		1,605	
18	-51300 OVERTIME	5,000	30	-	30		4,970	
	SALARY	146,110	143,320	-	143,320	0	2,790	
19	-52380 TELEPHONE	8,500	5,264		5,264		3,236	
20	-52381 SUPPLIES/MAINT BLDG	114,096	109,513	-	109,513	-	4,583	
21	-52382 WATER	10,000	36,580	-	36,580	10,000	(16,580)	Food Service
22	-52385 ELECTRICITY	123,000	198,594	-	198,594	80,000	4,406	Community Ed
23	-52386 HEAT (Natural Gas)	120,000	115,033	1,771	116,804		3,196	
24	-52387 HVAC/PREVENTIVE MAINT	82,239	72,188	3,158	75,346		6,893	
25	-52390 TRASH DISPOSAL	14,000	13,748	-	13,748		252	
26	-52391 SERVICES	54,750	117,284	123	117,408		(62,658)	(Snow Removal Overage)
27	-52388 CONTRACT CLEANING	387,200	336,735	30,612	367,347		19,853	
	EXPENSE	913,785	1,004,938	35,665	1,040,603	90,000	(36,818)	
	COST CENTER TOTAL	1,059,895	1,148,259	35,665	1,183,924	90,000	(34,029)	

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HILDRETH ELEMENTARY - 03003		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
29	-51320 GUIDANCE SALARY	93,982	50,586	6,598	57,184		36,798	
30	-51851 PRINCIPAL SALARY	117,693	117,435	-	117,435		258	
31	-51852 ASSOC. PRINCIPAL	97,871	89,580	-	89,580		8,291	
32	-51862 SECRETARY SALARIES	85,576	87,434	-	87,434		(1,858)	
33	-51811 NURSE SALARY	67,007	39,503	10,389	49,892		17,115	
34	-51872 CURRICULUM COORD.	55,959	103,599	12,226	115,825	12,003	(47,863)	Title 1 Offset
35	-51891 TEACHERS (K-5) SALARY	1,382,442	1,890,732	174,955	2,065,687	570,000	(113,245)	Devens \$400,000
36	-51892 SUBSTITUTES SALARY	51,900	83,350		83,350		(31,450)	& K Revolving \$170,000
37	-51902 CLERICAL AIDE SALARY	8,438	6,792	-	6,792		1,646	
38	-51905 MUSIC/ART/PE TEACH SAL	294,690	197,051		197,051		97,639	
39	-51906 READING AIDE SAL	64,406	75,541	-	75,541		(11,135)	
40	-51976 LIBRARY MEDIA SPECIALIST	56,888	50,324	6,564	56,888		0	
41	-51941 KINDERGARTEN AIDES	111,530	139,757		139,757		(28,227)	
42	-51323 RECESS AIDES	21,891	22,609	-	22,609		(718)	
43	-51943 MATH TUTORS	57,457	66,783	-	66,783		(9,326)	
44	-51321 STUDENT ACTIVITY SALARY	5,000	1,618	-	1,618		3,382	
	SALARY	2,572,730	3,022,693	210,732	3,233,425	582,003	(78,692)	
45	-52874 OFFICE EXPENSE	1,717	1,147		1,147		570	
46	-52914 EQUIP LEASE/REPAIRS	21,469	21,308	-	21,308		161	
47	-52915 PUPIL SUPPLIES	40,222	38,540	1,125	39,665		557	
48	-52957 DUES & SUBSCRIPTIONS	2,516	1,602	-	1,602		914	
49	-52965 TEXTBOOKS	86,301	85,391	-	85,391		910	
50	-53004 LIBRARY SUPPLIES/SRV	6,225	6,214	-	6,214		11	
51	-58500 SMALL CAPITAL EQUIP.	16,514	14,057	-	14,057		2,457	
	EXPENSE	174,964	168,258	1,125	169,383	-	5,581	
COST CENTER TOTAL		2,747,694	3,190,951	211,857	3,402,808	582,003	(73,112)	

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BROMFIELD SCHOOL - 03004		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321 STUDENT ACTIVITIES SAL	65,116	64,936		64,936		180	
53	-51811 DEPT. COORD/FACIL SAL	48,757	38,187	3,808	41,994		6,763	
54	-51851 ASSOC. PRINCIPAL SAL	104,545	105,262	-	105,262		(717)	
55	-51852 PRINCIPAL	126,875	126,167	-	126,167		708	
56	-51862 SECRETARY SALARIES	101,040	97,872	-	97,872		3,168	
57	-51872 GUIDANCE SALARIES	211,704	214,388	27,964	242,351		(30,647)	
58	-51882 NURSE SALARY	104,007	112,981	9,343	122,324		(18,317)	
59	-51891 TEACHERS SALARY (6-12)	3,162,252	3,558,557	386,250	3,944,807	810,000	27,445	School Choice \$310,000
60	-51892 SUBSTITUTES SALARY	52,000	73,066	-	73,066		(21,066)	\Devens \$500,000
61	-51902 CLERICAL AIDE SALARY	8,438	6,565	-	6,565		1,873	
62	-51905 GUIDANCE SEC SAL	45,147	38,660	-	38,660		6,487	
63	-51991 MEDIA/ LIBR COORD SAL	67,844	60,516	7,828	68,344		(500)	
64	-51993 INSTR. AIDE SALARY	6,910	-	-	-	-	6,910	
65	-51100 ATHLETIC DIRECTOR	51,701	24,677	21,231	45,908	-	5,793	
	SALARY	4,156,336	4,521,832	456,423	4,978,255	810,000	(11,919)	
66	-52874 OFFICE EXPENSE	5,416	3,591	-	3,591		1,825	
67	-52914 EQUIP LEASE/REPAIRS	26,445	38,689	-	38,689		(12,244)	
68	-52915 PUPIL SUPPLIES	56,711	45,918	401	46,320		10,391	
69	-52957 DUES & SUBSCRIPTIONS	13,958	13,277	-	13,277		681	
70	-52965 TEXTBOOKS	51,704	50,482	8,831	59,313		(7,609)	
71	-53008 MEDIA BOOK/UPDATE	9,916	9,849	-	9,849		67	
72	-53009 VIRTUAL HIGH SCHOOL	18,000	17,300	-	17,300		700	
73	-53344 STUDENT ACTIV EXP	9,036	7,433	1,037	8,470		566	
74	-58500 SMALL CAPITAL EQUIP.	3,692	12,924	-	12,924		(9,232)	
	EXPENSE	194,878	199,463	10,269	209,732	-	(14,854)	
COST CENTER TOTAL		4,351,214	4,721,295	466,692	5,187,987	810,000	(26,773)	

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SPECIAL EDUCATION SVS - 03005		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	25,350	11,528	-	11,528		13,822	
76	-51811 DIR. OF SPECIAL ED.	115,759	115,766	-	115,766		(7)	
77	-51822 SECRETARY SALARY	48,135	40,290	-	40,290		7,845	
78	-51891 BROM. TEACHERS SAL	609,925	553,640	31,158	584,799		25,126	
79	-51893 HES TEACHERS SAL	294,188	237,864	43,194	281,058		13,130	
80	-51890 SYSTEM TEACH SAL	617,668	519,980	52,316	572,297		45,371	
81	-51902 BROMFIELD INST TUTORS	197,529	140,492	-	140,492	-	57,037	
82	-51903 HES INSTR TUTORS SAL	237,221	177,018	-	177,018	-	60,203	
82a	-51905 NURSE/VAN/EXTENDED YEAR	-	-	-	-		0	
83	-51852 ELL SALARIES	113,190	19,946	10,299	30,245		82,945	
SALARY		2,258,965	1,816,524	136,968	1,953,492	0	305,473	
84	-52834 OFFICE EXPENSE	1,942	2,398	-	2,398		(456)	
85	-52914 EQUIP LEASE/REPAIRS	1,998	-	-	-		1,998	
86	-52915 PUPIL SUPPLIES	16,946	12,251	400	12,651		4,296	
87	-53214 SPED TRANSPORT	304,178	260,601	-	260,601		43,577	Devens Reimb.
87a	-53216 HOMELESS TRANSPORT	10,505	77,924	-	77,924	50,000	(17,419)	
88	-53805 OTHER PROF. SERVICES	62,359	63,223	-	63,223		(864)	
89	-54810 OUT OF DISTRICT PLACE	315,911	748,660	-	748,660	475,000	42,251	Circuit Breaker \$385K/ Devens \$90K
90	-54820 COLLABORATIVE FEES	544,970	591,554	-	591,554	-	(46,584)	
91	-58500 OTHER SMALL EQUIPMENT	2,919	2,919	-	2,919		(0)	
EXPENSE		1,261,728	1,759,529	400	1,759,929	525,000	26,799	
92	-51000 PRESCHOOL SALARIES	27,103	59,971	7,822	67,793	45,000	4,310	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	29,367	29,365	-	29,365		2	
94	-52010 PRESCHOOL EXPENSES	1,480	709	-	709		771	
PRESCHOOL		57,950	90,044	7,822	97,866	45,000	5,084	
COST CENTER TOTAL		3,578,643	3,666,097	145,190	3,811,287	570,000	337,356	

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TECHNOLOGY - 30006		TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
95	-51021 INFORMATION TECH SALARIES	94,575	84,779	11,058	95,837		(1,262)	
96	-51100 INTEGRATED TECHNOLOGY SALARY	155,736	195,694	-	195,694		(39,958)	
		250,311	280,473	11,058	291,531	-	(41,220)	
97	-52050 HARDWARE - SYSTEMWIDE	19,750	39,078	-	39,078	0	(19,328)	Devens offset
97a	TECHNOLOGY LEASES	-	304,163		304,163	304,163	0	
98	-55100 SOFTWARE - SYSTEMWIDE	44,992	64,810	-	64,810		(19,818)	
99	-52380 INTERNET SERVICE PROVIDER	33,102	26,257	2,097	28,354		4,748	
100	-55200 SOFTWARE - HES	2,600	2,600	-	2,600		0	
101	-55340 SOFTWARE - BROMFIELD	5,700	8,560	-	8,560		(2,860)	
102	-52875 MAINTENANCE	19,880	15,881	1,122	17,003		2,877	
103	-55400 SUPPLIES	24,000	24,468	338	24,805		(805)	
	EXPENSE	150,024	485,817	3,557	489,373	304,163	(35,186)	
COST CENTER TOTAL		400,335	766,289	14,615	780,904	304,163	(76,406)	

Harvard Public Schools FY18 Year End Budget Report

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SUMMARY BY COST CENTER	TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	429,931	508,506	0	508,506	10,000	(68,575)	Bldg. Rental
Expenses	<u>438,094</u>	<u>540,699</u>	<u>3,409</u>	<u>544,108</u>	<u>55,000</u>	<u>(51,014)</u>	Bus Fees
	868,025	1,049,205	3,409	1,052,614	65,000	(119,589)	
Maintenance, Personnel	146,110	143,320	0	143,320	0	2,790	
Expenses	<u>913,785</u>	<u>1,004,938</u>	<u>35,665</u>	<u>1,040,603</u>	<u>90,000</u>	<u>(36,818)</u>	School Lunch, Comm. Ed.
	1,059,895	1,148,259	35,665	1,183,924	90,000	(34,029)	
Elementary, Personnel	2,572,730	3,022,693	210,732	3,233,425	582,003	(78,692)	Devens & K Revolv.
Expenses	<u>174,964</u>	<u>168,258</u>	<u>1,125</u>	<u>169,383</u>	<u>0</u>	<u>5,581</u>	
	2,747,694	3,190,951	211,857	3,402,808	582,003	(73,112)	
Bromfield, Personnel	4,156,336	4,521,832	456,423	4,978,255	810,000	(11,919)	Devens & Schl Choice
Expenses	<u>194,878</u>	<u>199,463</u>	<u>10,269</u>	<u>209,732</u>	<u>0</u>	<u>(14,854)</u>	
	4,351,214	4,721,295	466,692	5,187,987	810,000	(26,773)	
Special Education, Personnel	2,258,965	1,816,524	136,968	1,953,492	0	305,473	
Expenses	<u>1,261,728</u>	<u>1,759,529</u>	<u>400</u>	<u>1,759,929</u>	<u>525,000</u>	<u>26,799</u>	Circuit Breaker & 240
Preschool	<u>57,950</u>	<u>90,044</u>	<u>7,822</u>	<u>97,866</u>	<u>45,000</u>	<u>5,084</u>	PreK Tuitions
	3,578,643	3,666,097	145,190	3,811,287	570,000	337,356	
Technology, Personnel	250,311	280,473	11,058	291,531	0	(41,220)	
Expenses	<u>150,024</u>	<u>485,817</u>	<u>3,557</u>	<u>489,373</u>	<u>304,163</u>	<u>(35,186)</u>	Devens
	400,335	766,289	14,615	780,904	304,163	(76,406)	
Grand Total, Omnibus	13,005,806	14,542,097	877,427	15,419,524	2,421,166	7,447	

	<u>Ending</u> <u>6/30/17 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Ending 6/30/18</u> <u>Balance</u>				
Community Education:								
Bridges	\$	215,318	\$	210,180	\$	5,138		
Summer Adventure	\$	37,432	\$	757	\$	36,675		
Adult Education	\$	860	\$	36	\$	824		
Spectrum	\$	111,086	\$	75,369	\$	35,717		
Global Child	\$	135	\$	-	\$	135		
CrossLinks	\$	14,949	\$	9,526	\$	5,423		
Administration	\$	-	\$	57,601	\$	(57,601)		
Total Community Education	\$	110,735	\$	379,780	\$	363,469	\$	137,046
Devens:								
Tuitions	\$	1,591,897	\$	500,000	\$	1,091,897		
TBS Staffing			\$	5,024	\$	(5,024)		
Transportation	\$	60,841	\$	63,000	\$	(2,159)		
TBS Capital	\$	21,957	\$	290,848	\$	(268,891)		
Special Ed Services	\$	256,405	\$	158,062	\$	98,343		
HES Staffing			\$	400,000	\$	(400,000)		
Capital (Technology)			\$	304,163	\$	(304,163)		
Athletic Fund Subsidy			\$	40,000	\$	(40,000)		
Total Devens	\$	705,603	\$	1,931,100	\$	1,761,097	\$	875,606
Kindergarten Tuitions:	\$	69,424	\$	189,002	\$	170,093	\$	88,333
PreSchool Revolving:	\$	24,702	\$	50,620	\$	45,000	\$	30,322
School Bus Revolving:	\$	10,999	\$	53,755	\$	55,000	\$	9,764
School Lunch	\$	44,897	\$	641,466	\$	654,314	\$	31,849
School Athletic Revolving:	\$	1	\$	180,942	\$	180,942	\$	1
School Rental Revolving:	\$	15,119	\$	26,445	\$	29,276	\$	12,288
Shaw Gift:	\$	130,873	\$	40,248	\$	8,392	\$	162,729
State Revolving:								
School Choice (Special Revenue)	\$	242,900	\$	297,694	\$	310,000	\$	230,694
Circuit Breaker (Special Revenue)	\$	348,228	\$	384,873	\$	385,000	\$	348,101
Total State Revolving	\$	591,128	\$	682,567	\$	695,000	\$	578,695
GRAND TOTAL, REVOLVING FUNDS:	\$	1,703,043	\$	4,175,923	\$	3,952,582	\$	1,926,621

Harvard Public Schools FY18 Year End Omnibus Budget Summary

August 27, 2018

FY18 Omnibus Budget Year End Summary

SUMMARY BY COST CENTER	TM BUDGET FY18	Expended thru 6/30/18	6/30/18 Encumbered	FY18 Final	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	429,931	508,506	0	508,506	10,000	(68,575)	Bldg. Rental
Expenses	438,094	540,699	3,409	544,108	55,000	(51,014)	Bus Fees
	868,025	1,049,205	3,409	1,052,614	65,000	(119,589)	
Maintenance, Personnel	146,110	143,320	0	143,320	0	2,790	
Expenses	913,785	1,004,938	35,665	1,040,603	90,000	(36,818)	School Lunch, Comm. Ed
	1,059,895	1,148,259	35,665	1,183,924	90,000	(34,029)	
Elementary, Personnel	2,572,730	3,022,693	210,732	3,233,425	582,003	(78,692)	Devens & K Revolv.
Expenses	174,964	168,258	1,125	169,383	0	5,581	
	2,747,694	3,190,951	211,857	3,402,808	582,003	(73,112)	
Bromfield, Personnel	4,156,336	4,521,832	456,423	4,978,255	810,000	(11,919)	Devens & Schl Choice
Expenses	194,878	199,463	10,269	209,732	0	(14,854)	
	4,351,214	4,721,295	466,692	5,187,987	810,000	(26,773)	
Special Education, Personnel	2,258,965	1,816,524	136,968	1,953,492	0	305,473	
Expenses	1,261,728	1,759,529	400	1,759,929	525,000	26,799	Circuit Breaker & 240
Preschool	57,950	90,044	7,822	97,866	45,000	5,084	PreK Tuitions
	3,578,643	3,666,097	145,190	3,811,287	570,000	337,356	
Technology, Personnel	250,311	280,473	11,058	291,531	0	(41,220)	
Expenses	150,024	485,817	3,557	489,373	304,163	(35,186)	Devens
	400,335	766,289	14,615	780,904	304,163	(76,406)	
Grand Total, Omnibus	13,005,806	14,542,097	877,427	15,419,524	2,421,166	7,447	

FY18 Revolving Funds/Offsets

	Ending 6/30/17 Balance	Rev.	Exp.	Ending 6/30/18 Balance
Community Education:				
Bridges	\$ 215,318	\$ 210,180	\$ 5,138	
Summer Adventure	\$ 37,432	\$ 757	\$ 36,675	
Adult Education	\$ 860	\$ 36	\$ 824	
Spectrum	\$ 111,086	\$ 75,369	\$ 35,717	
Global Child	\$ 135		\$ 135	
CrossLinks	\$ 14,949	\$ 9,526	\$ 5,423	
Administration	\$ -	\$ 57,601	\$ (57,601)	
Total Community Education	\$ 110,735	\$ 378,780	\$ 353,489	\$ 137,045
Devens:				
Tuitions	\$ 1,591,897	\$ 500,000	\$ 1,091,897	
TBS Staffing	\$ -	\$ 5,024	\$ (5,024)	
Transportation	\$ 60,841	\$ 63,000	\$ (2,159)	
TBS Capital	\$ 21,957	\$ 290,848	\$ (268,891)	
Special Ed Services	\$ 256,405	\$ 158,062	\$ 98,343	
HES Staffing		\$ 400,000	\$ (400,000)	
Capital (Technology)		\$ 304,163	\$ (304,163)	
Athletic Fund Subsidy		\$ 40,000	\$ (40,000)	
Total Devens	\$ 705,803	\$ 1,831,100	\$ 1,761,097	\$ 875,606
Kindergarten Tuitions:	\$ 89,424	\$ 189,002	\$ 170,083	\$ 88,333
PreSchool Revolving:	\$ 24,702	\$ 50,620	\$ 45,000	\$ 30,322
School Bus Revolving:	\$ 10,999	\$ 53,755	\$ 55,000	\$ 9,754
School Lunch	\$ 44,897	\$ 641,466	\$ 654,314	\$ 31,849
School Athletic Revolving:	\$ 1	\$ 180,942	\$ 180,942	\$ 1
School Rental Revolving:	\$ 15,119	\$ 26,445	\$ 29,276	\$ 12,288
Shaw Gift:	\$ 130,873	\$ 40,248	\$ 8,392	\$ 162,729
State Revolving:				
School Choice (Special Revenue)	\$ 242,900	\$ 297,694	\$ 310,000	\$ 230,594
Circuit Breaker (Special Revenue)	\$ 348,228	\$ 324,873	\$ 385,000	\$ 348,101
Total State Revolving	\$ 591,128	\$ 622,567	\$ 695,000	\$ 578,695
GRAND TOTAL, REVOLVING FUNDS:	\$ 1,703,043	\$ 4,175,923	\$ 3,952,587	\$ 1,926,621

FY18 Community Ed./Devens

	<u>Ending</u> <u>6/30/17 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Ending 6/30/18</u> <u>Balance</u>
Community Education:				
Bridges	\$	215,318	\$ 210,180	\$ 5,138
Summer Adventure	\$	37,432	\$ 757	\$ 36,675
Adult Education	\$	860	\$ 36	\$ 824
Spectrum	\$	111,086	\$ 75,369	\$ 35,717
Global Child	\$	135	\$ -	\$ 135
CrossLinks	\$	14,949	\$ 9,526	\$ 5,423
Administration	\$	-	\$ 57,601	\$ (57,601)
Total Community Education	\$ 110,735	\$ 379,780	\$ 353,469	\$ 137,045
Devens:				
Tuitions	\$	1,591,897	\$ 500,000	\$ 1,091,897
TBS Staffing			\$ 5,024	\$ (5,024)
Transportation	\$	60,841	\$ 63,000	\$ (2,159)
TBS Capital	\$	21,957	\$ 290,848	\$ (268,891)
Special Ed Services	\$	256,405	\$ 158,062	\$ 98,343
HES Staffing			\$ 400,000	\$ (400,000)
Capital (Technology)			\$ 304,163	\$ (304,163)
Athletic Fund Subsidy			\$ 40,000	\$ (40,000)
Total Devens	\$ 705,603	\$ 1,931,100	\$ 1,761,097	\$ 875,606

FY18 Other Funds/Offsets

Kindergarten Tuitions:	\$	69,424	\$	189,002	\$	170,093	\$	88,333
PreSchool Revolving:	\$	24,702	\$	50,620	\$	45,000	\$	30,322
School Bus Revolving:	\$	10,999	\$	53,755	\$	55,000	\$	9,754
School Lunch	\$	44,697	\$	641,466	\$	654,314	\$	31,849
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Total State Revolving	\$	591,128	\$	682,567	\$	695,000	\$	578,695
GRAND TOTAL, REVOLVING FUNDS:								
	\$	1,703,043	\$	4,175,923	\$	3,952,582	\$	1,926,621

	ELIMINATE	REVIEWED	AMENDED	ADOPT
KCD – Public Gifts to the School		X		
KCDA- Playground Equipment	X			
KCD-E – Grant Application and Approval Process		X		
KCDA-R – Implementation of Policy on Playground Equipment	X			
KDB – Public’s Right to Know			X	
KDD – News Media Relations/News Releases			X	
KF – Community Use of School Facilities			X	
KHB – Advertising in the Schools		X		
KI- Visitors to the Schools			X	
KJA – Relations with Booster Organizations			X	
KLK – Relations with Police Authorities		X		
KLJ- Relation with Planning Authorities				X
KLK – Relations with Local Governmental Authorities		X		

Public Gifts to the Schools

The School Committee has the sole authority to accept gifts and offers of equipment for the schools when the gift is of educational value. Gifts will automatically become the property of the school system. All gifts of money, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

APPROVED: December 11, 2006

REVIEWED: August 27, 2018

LEGAL REF.: M.G.L. 71:37A

Playground Equipment

All playground equipment purchased by parent groups or other non-School Department organizations and installed on school grounds shall be considered as gifts to the Harvard Public Schools. As such, all such playground equipment must be accepted by a vote of the School Committees in accordance with Massachusetts General Law, Chapter 44, Section 53A.

The Superintendent will recommend playground equipment based on the safety and appropriateness for students using equipment.

APPROVED: December 11, 2006

Reviewed: January 23, 2012

Eliminate

Grant Application and Approval Process

School personnel, students, parents, and community members seeking grant funding for anything school related should collaborate with the appropriate school ~~principal~~ or superintendent before filing the grant application. This policy applies to local and non-local granting organizations, but excludes state and governmental school grants. A copy of the completed application should be given to the school's principal. The applicant should provide updates to the principal on the status of the application. Any grants applied for without prior collaboration with school leaders may be subject to rejection. All grants covered under this policy are subject to School Committee approval at a regularly scheduled meeting. See policy KCD.

Deleted: Principal

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Adopted: February 22, 2016

Reviewed: August 27, 2018

Procedure for Policy on Playground Equipment

Any proposal for playground equipment to be donated to the School Department shall be reviewed in accordance with the following procedure:

1. Any proposals for equipment shall first be submitted to the Superintendent for preview. Supporting information from the manufacturer detailing the specifications of the proposed equipment shall also be included.
2. The Superintendent shall establish a review team consisting of:
 - a. the building Principal
 - b. the Facilities Manager
 - c. the Director of Finance and Operations
 - d. one member of the teaching staff, preferably a physical education teacher
 - e. at least one representative of the Parent Teacher Organization
 - f. a representative of the donating individual or organization, if different from the PTO
3. The review team shall review the proposed equipment plans in accordance with the following criteria:
 - a. safety of the equipment,
 - b. appropriateness for the age of pupils planned to use the equipment,
 - c. ability of the equipment to accommodate one class of pupils at a time,
 - d. placement of the equipment on the school grounds,
 - e. long-term maintenance and insurance of the equipment, and
 - f. consistency with the educational philosophy of the school.
4. If the review team approves of the proposed equipment, the Superintendent shall then present the proposal to the School Committees to be voted upon as a proposed gift to the School Department. This School Committee vote shall be a "Notice to Proceed" on the project.

Eliminate

5. The review team or a hired consultant shall then oversee the construction and installation of the equipment. If installed by anyone other than the manufacturer, an independent safety inspection shall be conducted.
6. Once installed, the School Committees shall vote to accept the gift. No students shall be allowed to use the equipment until the acceptance vote is taken.
7. Once accepted, the Superintendent shall notify the Town's Insurance Agent to add the equipment to the Town's primary liability policy.

APPROVED: December 11, 2006

AMENDED: January 23, 2012

File: KDB

Public's Right to Know

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make reasonable effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

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All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual.

In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

Each building administrator is authorized to use all means available to keep parents/guardians and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#)

CROSS REFS.: BEDG, Minutes
[GBJ](#), Personnel Records
[JRA](#), Student Records

Approved: December 11, 2006

Reviewed: January 23, 2012

Amended: August 27, 2018

File: KDD

News Media Relations/News Releases

School Committee and district personnel will assist the press and other communications media to obtain complete and adequate coverage of the programs, challenges, planning, and activities of the school system.

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All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems. In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee Chair will be the official spokesperson for the Committee, except as this duty is delegated to the Superintendent or another School Committee member.

Deleted: chair

2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.

3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

APPROVED: December 11, 2006

REVIEWED: January 23, 2012

AMENDED: August 27, 2018

Community Use of School Facilities

It is the School Committee's desire that use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use. Availability of school facilities may be reduced during periods of high maintenance and usage.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social and religious organizations activities if any substantial portion of the members are residents of the town
8. The activities of other organizations

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School Activities
2. Town Meeting and elections over other community events
3. Parks and playgrounds
4. Other community activities
5. Private groups

The procedures to obtain approval to use school buildings and grounds and the regulations for this use will be contained in the appropriate application form.

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organization activities ¶
<#>7. Metropolitan civic, educational, social, and religious
organization activities if a substantial portion of the
members are residents of the town ¶
<#>8. The activities of other organizations when approved
by the School Committee ¶
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community activities ¶

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<#>5. Private groups approved by the School Committee in
advance ¶

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Except in unusual circumstances, school grounds shall not be reserved for use by any one group but will be kept as open play areas.

Priority for the use of buildings and grounds for other than school use will be given to official Town activities.

Deleted: All State laws must be observed, no alcoholic beverages may be consumed on school premises and smoking is not permitted.

APPROVED: December 11, 2006

AMENDED: August 27, 2018

Deleted: January 23, 2012

LEGAL REFS.: M.G.L. 71:71: 71:71B: 272:40A

Advertising on School District Property

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without the permission of the Superintendent of Schools. Publications of the school system will not contain any advertising unless approved by the Superintendent. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

APPROVED: December 11, 2006

REVIEWED: August 27, 2018

CROSS REF.: JP, Student Gifts and Solicitations
KHA, Public Solicitations In the Schools

File: KI

Visitors To The Schools

File: KI - VISITORS TO THE SCHOOLS

The School Committee welcomes parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school district's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Request for classroom visitations by parents/guardians will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior

expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: IHBA, Observations of Special Education Programs

APPROVED: December 11, 2006

AMENDED: August 27, 2018

Deleted: The School Committee welcomes visits to the schools by parents and citizens when the visit is for constructive purposes and is not disruptive to students, staff, or the educational program. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.¶

¶ All visitors are required to sign in at the office and wear visitor badges while visiting the school. ¶

Deleted: January 23, 2012

File: KJA

Relations With Booster Organizations

The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system. Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships. Booster-proposed plans, projects, or activities must be evaluated by the administration and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Plans, projects or activities of booster organizations will not compromise or dilute the responsibilities and authorities of the School Committee.

Participation in the fundraising activities of booster organizations will not determine the participation of any student in any school-sponsored activity.

The School Committee encourages that all fundraisers done by boosters:

1. Allow sufficient time/notification to student participation,
2. Are completely voluntary.
3. In no way penalize a student from participation in all team or group activities.

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APPROVED: December 11, 2006

Reviewed: January 23, 2012

Amended: August 27, 2018

File: KLG

Relations With Police Authorities

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program. Efforts should be made by the school community to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote understanding and communication.

APPROVED: December 11, 2006

Reviewed: August 27, 2018

Deleted: January 23, 2012

File: KLJ

RELATIONS WITH PLANNING AUTHORITIES

The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

First Read: August 27, 2018.

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Relations With Local Governmental Authorities

The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be beneficial for students. It is School Committee policy that administration informs elected and appointed officials of the local and county government of the desire to work cooperatively.

APPROVED: December 11, 2006

Reviewed: August 27, 2018

Deleted: Review: January 23, 2012

Harvard School Committee's Superintendent Evaluation

Dr. Dwight, August 27, 2018

Step 1: Assess Progress Towards Goals:

Superintendent's Performance Goals

Professional Practice Goal: Networking: To learn from educators in different districts in order to expand our knowledge and expertise.
Measure: By June 2018 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.

5 responses



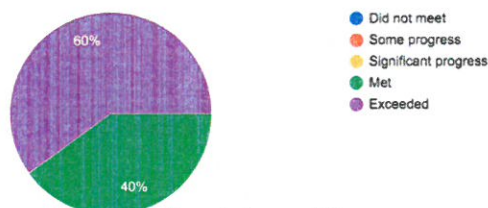
Student Learning Goal: Innovation; To evaluate our advances in innovative teaching and learning for Harvard teachers and students.
Measure: By June 2018 we will develop a program analysis tool and use it to evaluate the success and needs of the Global Competency program, technology integration, Mindfulness Education, and Engineering program.

5 responses



District Improvement Goal: To provide leadership support and guidance to the new leaders at both schools. **Measure:** By June 2018 leaders at both schools will have participated in mentoring sessions, regular team meetings, and case study analysis.

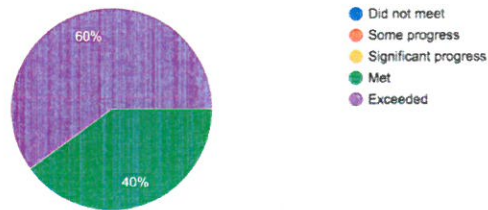
5 responses



Harvard School Committee
Superintendent Evaluation

District Improvement Goal: To provide leadership support and guidance to the new leaders at both schools. Measure: By June 2018 leaders at both schools will have participated in mentoring sessions, regular team meetings, and case study analysis.

5 responses



Step 2: Assess Performance on Standards

Superintendent's Performance rating for Standard I: Instructional Leadership

1-A Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.

4 responses



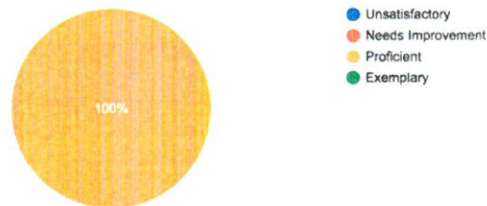
1-B Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

4 responses



1-C Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

4 responses



1-D Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.

4 responses



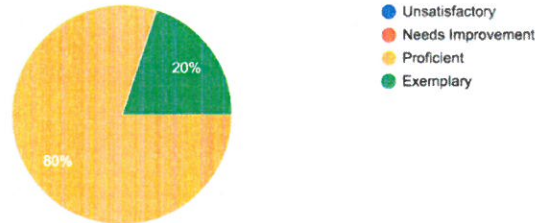
1-E Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

4 responses



Overall Rating for Standard I: Instructional Leadership (Check One)

5 responses



Comments and analysis for Standard I: Instructional Leadership (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory.)

3 responses

Use of climate survey data to set school and district goals is improving.

I based my exemplary rating for the Instructional Leadership category for Dr. Dwight's evaluation partly from her description of her work with EdTechTeacher. She has also spent much time analyzing data from many sources including a survey she created to further examine the District's student culture. Dr. Dwight consistently presents, through her Superintendent updates, evidence of her commitment to the District Vision Statement. The vision statement guides much of her practice as far as student achievement and well-being are concerned. I wholeheartedly agree that through her leadership, Dr. Dwight encourages continued learning for all faculty to further strengthen their teaching.

Of these categories, data-informed decision making would benefit from the most additional available attention. More could be done here to ensure metrics that balance ease of collection and utility of measure are used to analyze important decisions.

Superintendent's Performance Rating for Standard II: Management and Operations

II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.

5 responses



II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

5 responses



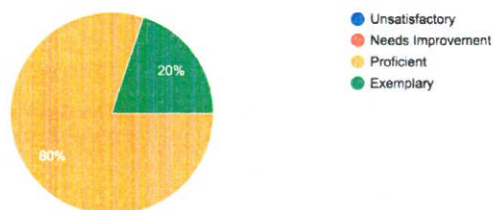
II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.

5 responses



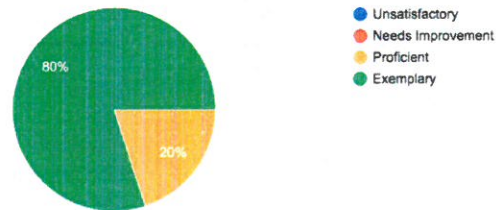
II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.

5 responses



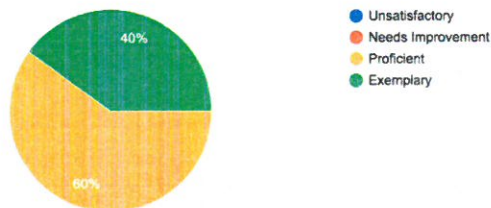
II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

5 responses



Overall Rating for Standard II: Management and Operations (Check One)

5 responses



Comments and analysis for Management and Operations: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

5 responses

The management and operations of the district were carried on this year in the same effective manner as past years. This was done while also managing the intensive school building project. I'd like to compliment Dr. Dwight for her handling of the school facilities director and custodian issues this year. The maintenance of our facilities is a critical part of the success of the district. Intervening in this critical area avoided crises that could have been extremely disruptive. Dr. Dwight's supervisory work to address performance shortcomings with facilities was an investment that will pay dividends for years.

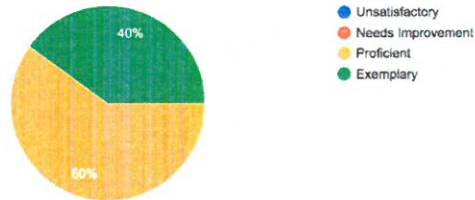
In my opinion, in indicators II-A and II-C, the Exemplary rating does not describe the collaborative style that Dr. Dwight embodies as Superintendent. She works with her leadership team, empowering the principals to create the plans, schedules, routines, etc and relies on them to minimize disruptions to time on learning. She is clearly involved in the process and also makes sure the plans in place are optimally designed but her style, to me, is a much better method of leadership than the exemplary rating describes.

In addition to the rubric items, execution on the plan for the new elementary school has been superbly managed.

Dr. Dwight's commitment to the maintenance and cleanliness of our schools has resulted in the hiring of a new facilities manager who has been an asset from day one. While using an outside contractor turned out not to be a long-term solution for Harvard, doing so gave the district time to improve cleaning efforts while determining the best path for moving forward. The district is now poised to effectively manage the condition and care of the schools with an enthusiastic and effective facilities manager. Dr. Dwight also oversaw the upgrading of the Science labs which was full of unexpected obstacles. Advocating for funds while looking for any and all solutions enabled the second round of labs to be completed during the school year. Linda has consistently pushed for capital projects to maintain, enhance and upgrade our schools and has expertly demonstrated the need and value of using town funds for these efforts.

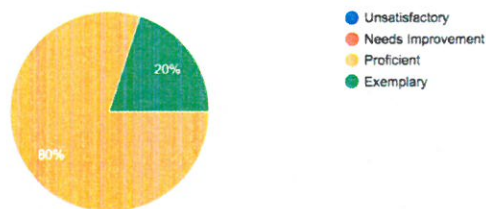
III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.

5 responses



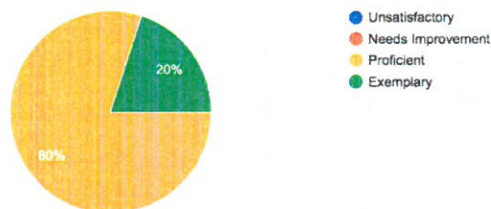
III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.

5 responses



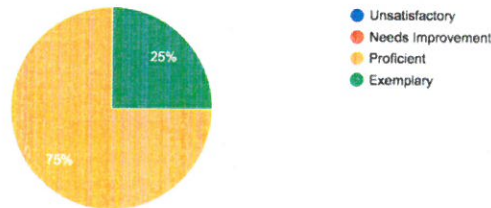
III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.

5 responses



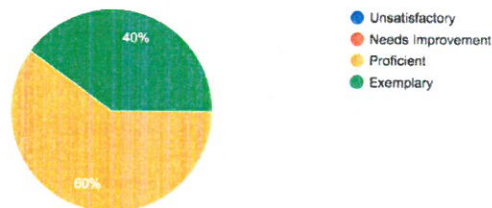
III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.

4 responses



Overall Rating for Standard III: Family and Community Engagement (Check One)

5 responses



Comments and analysis for Family and Community Engagement (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

4 responses

The YES vote on HES demonstrates the effectiveness of Dr. Dwight and the Building Committee on their multi-faceted communication with the community on the reasons for the need of a new elementary school. It took an inordinate amount of time, but was a priority and was successfully accomplished while also managing all of the other myriad aspects of running the district. Bravo!

School building projects require an extraordinary amount of work for the Superintendent, the Principal, the Business Manager, the Building Committee, and other involved and sharing the load is a necessity. Dr. Dwight's work with Arm in Arm is a good example of III-A-2, Community and Business Engagement.

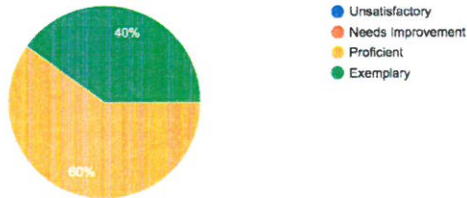
This year Dr. Dwight lead and guided the School Building Committee as Chair through an intense period of promoting a new elementary school project and its passage by town-wide vote and ballot question. Without her leadership, this project may very well have failed. She consistently takes the high road when confronted with controversy. Her leadership style combines measured strength, calmness, a willingness to listen, and a desire for collaboration. Dr. Dwight also shows keen intelligence evidenced by her knowledge and quick recall of facts and figures most often without notes in front of her.

HES Building Project: Dr. Dwight successfully led the HES building committee through a positive town meeting vote and ballot vote for the largest school expenditure ever while ensuring community input and partnership with various town boards and committees. She personally attended dozens of community public input sessions as well as countless school building committee meetings in which public input was encouraged and well managed. Dr. Dwight also met with many individuals to discuss matters, often multiple times, to ensure people were left heard and understood. The resulting project has been well-received by the town and even recently endorsed by the Harvard Historical Committee. By taking an inclusive, collaborative approach Dr. Dwight has managed to reach across the aisle and bring all stakeholders on board for this crucial project. I truly believe that a large part of the success of the HES building project is due to Dr. Dwight's management and leadership over the past three years.

Superintendent's Performance Rating for Standard IV: Professional Culture

IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.

5 responses



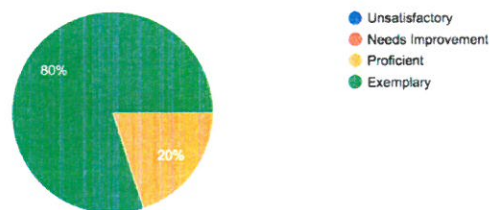
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.

5 responses



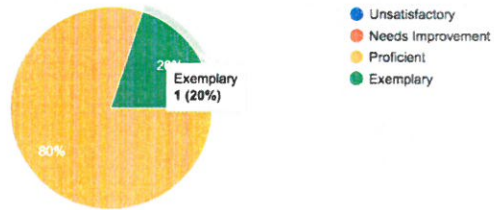
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.

5 responses



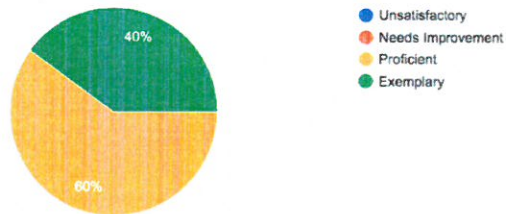
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.

5 responses



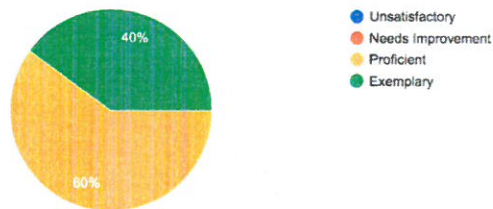
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

5 responses



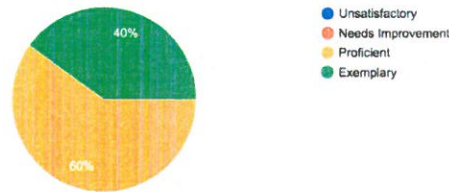
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

5 responses



Overall Rating for Standard IV: Professional Culture (Check One)

5 responses



Comments and analysis for Professional Culture: (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

3 responses

Dr. Dwight's focus on developing the principals' leadership capacity regarding school culture is wise and will return dividends.

The Professional Culture Standard continues to be an area of strength for Dr. Dwight. She continues to exemplify interpersonal, written and verbal communication skills. She thrives on consensus building, but she is also confident to make informed decisions and stand by them. Dr. Dwight always considers the opinions of various stakeholders in any given situation and strives to reach the best possible outcome or decision.

Dr. Dwight, as a relatively new superintendent herself, has two brand-new principals and associate principals, a new dean of students, and a new business manager. The example she sets for professionalism, collaboration and high-quality work has set a high bar for her leadership team. She has worked to provide mentorship and guidance, while also stepping back and letting her team flourish. Morale in the district is good and Harvard continues to be a well sought after district for employment.

Step 3: Rate Overall Summative Performance (Based on your ratings above from the Goals and the Standards); Check One

5 responses



Step 4: Add Evaluator Comments

Comments

5 responses

The running of our high performing district with the successful management of the school building project deserves no less than an exemplary rating. Dr. Dwight works tirelessly to ensure the needs of the district are tended to and met. Congratulations on a noteworthy year!

Dr. Dwight's work on the elementary school building project, improving school culture, and promoting an appreciation for diversity is especially appreciated.

Dr. Dwight continues to impress me with her growth and strength as our District's Superintendent. She balances an amazing and varied work load with a calm, forward thinking and focused work ethic. She smartly relies on collaboration, consensus building and problem solving to keep people focused on the task at hand. I appreciate Dr. Dwight's work with the School Committee and look forward to the year ahead, working on our combined goals. Based on her ability to successfully fulfill two roles- as School Building Committee Chair and the District's Superintendent, I believe Dr. Dwight's practice could serve as a regional or state-wide model.

Shepherding the building project through Town Meeting and ballot approval is a keystone success for the year, and Dr. Dwight demonstrated many of the key qualities we hope to find in a superintendent. Especially of note were the number of community forums that Dr. Dwight and her team led. Throughout, she was a calm, even-keeled presence focused on delivering the best possible proposal to the town. I would like to see further efforts to define measurable, discrete goals for the various improvement plans. The leadership team made good strides in the past year in that regard, but can do better.

It has been a true pleasure working with Dr. Dwight. She is an outstanding communicator, visionary and team player. She makes hard decisions when needed, but places a high value on empowering others and seeing them grow. She has been a strong advocate for the students and faculty and fights for providing them with what they need to be successful while also realizing the need for fiscal prudence. She brings a great sense of humor and practicality to our School Committee meetings and is always available to meet with members who have questions or would like to discuss issues. We are extremely lucky to have Dr. Dwight as Harvard's superintendent!

Joint School Committee/Superintendent Goals (Draft)
School Year 2018 - 2019

Goal 1

Title	Goal	Measure	Conditions	Interfaces	% Complete
HES Building Project	To ensure Hildreth Elementary School is a sustainable, well-built school that comes in under budget, on time, inspires teaching and learning and provides value to the community.	<p>(1) By May 31, 2019 final plans have been approved and bids received for the school building project;</p> <p>(2) By June 30, 2019 Construction on the school has been started with regular communication established with all stakeholders.</p> <p>(3) Circulation and site conditions have been reviewed and a plan for student pick-up and drop-off has been approved by the administration and any budgetary impact has been approved by the School Committee.</p> <p>(4) By June 30 2019 opportunities for community contributions have been identified and a system is in place for accepting and processing the funds.</p>	<p>All state and local regulations are followed.</p> <p>Opportunities for public input are provided.</p> <p>Town boards and committees are involved as needed.</p>	<p>School Committee</p> <p>Administration</p> <p>BOS</p> <p>DPW</p> <p>Architects</p> <p>Construction Manager</p> <p>Owner's Project Manager</p> <p>School Building Committee</p> <p>Faculty</p> <p>Historical Commission</p>	

Joint School Committee/Superintendent Goals (Draft)
School Year 2018 - 2019

Goal 2

Title	Goal	Measure	Conditions	Interfaces	% Complete
Bromfield House	To partner with the Select Board and the Bromfield Trustees in determining the ultimate disposition of the Bromfield House and property.	By June 30, 2019 an action plan has been developed with input from all stakeholders to resolve the disposition of the Bromfield House.	Led by a School Committee member Meets all town and legal criteria Open and transparent process	School Committee Select Board Town Administrator Legal Counsel Bromfield Trustees	

School Committee Goal
School Year 2018 - 2019

Goal 3

Title	Goal	Measure	Conditions	Interfaces	% Complete
New School Committee On-Line Manual	To have an on-line resource for new School Committee Members that provides relevant information and materials.	By June 30, 2019 a shared platform has been created that contains agreed upon documents and resources, and is in use by new members.	Other websites consulted. All members contribute to the shared platform.	School Committee MASC?	

School Committee Minutes
Upper Town Hall
Monday, June 25, 2018
6:15 p.m.

Members attending: Mary Traphagen, John Ruark, Shannon Molloy, Jon Green and Linda Dwight. Absent: SusanMary Redinger, Maureen Babcock and Peter Rowe.

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

Mary Traphagen read the Vision Statement.

Public Commentary – None

Student Report - None

Grant Approval

The following grants were presented for approval:

Flexible Seating – Amy Bassage - \$461

Scholarship Fund for Fifth Grade Trip Nature's Classroom - \$660

Flexispot Deskcise – Cricket Segaloff - \$999.98

Bromfield Robotics Club – Keith Lavigne - \$750

Drums Alive Drumastic Arts & Movement - \$2,100

John Ruark made the motion and Jon Green seconded to approve the grants from Harvard Schools Trust as presented.

VOTE 4/0

John Ruark made the motion and Shannon Molloy seconded to move Agenda Item X (Stipend Approval) to Agenda Item VII.

VOTE 4/0

School Improvement Plan – End of Year Review; Bromfield

Scott Hoffman, Robin Benoit and Julie Horton attended the meeting to present the Update of Progress for The Bromfield School Improvement Plan for June 2018.

The goals of Student Achievement, Personal Growth and School Climate we presented by activity, responsibility, timeline, measurement, impact on budget, progress and percent complete.

Turf Field Information

Karen Strickland presented as a member of The Bromfield School Turf Project Champions (BSTP) Committee. She shared the Committee's timeline, why turf, why Pond, product data and next steps. The Bromfield School Turf Project Champions Committee will be seeking approval from the Water Commission, Planning Board, Pond Committee and Board of

Selectman moving forward. The Committee discussed taking a vote of support or non-support after more research is done.

Stipend Approval; Teacher Liaisons, Global Program Coordinator, Dean Position

The Committee was asked to approve the following Stipend positions:

Elementary School Design Facilitators

John Ruark made the motion and Shannon Molloy seconded to move to support the plan to have up to 5 Elementary School Design Facilitators that will be paid at a stipend amount of \$1,000 each per year for the 2018/2019 school year.

VOTE 4/0

Dean of Students

John Ruark made the motion and Jon Green seconded to move to approve the Dean of Student position at .6 FTE as presented by the Superintendent.

VOTE 4/0

Global Program Coordinator

John Ruark made the motion and Shannon Molloy seconded to change the previous stipend for the Global Program Coordinator from \$4,800 to \$3,000 as presented.

VOTE 4/0

End of Year Goal Update

Dr. Dwight presented on three goals

Leadership Team – By June 2018 leaders at both schools will have participated in mentoring sessions, regular team meetings, and case study analysis. (100% complete)

Innovation – By June 2018 we will develop a program analysis tool and use it to evaluate the success and needs of the Global Competency program, technology integration, Mindfulness Education, and Engineering program. (50% complete)

Networking – By June 2018 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event. (100% complete)

Superintendent Update

Hildreth Elementary Building Project Update

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

- *Met with members of the Historical Commission to plan how to work together
- *Met the Historical Commission on 6/20 to begin the collaboration process
- *Submitted paperwork to MSBA regarding the funding agreement
- *Welcomed two new members to the SBC, Carl Sciple and Nick Browse
- *Met with the SBC on 6/21 to discuss the site plan, landscaping, and exterior building elements
- *There is a need to vote to authorize the Chair to sign the funding agreement prepared by MSBA.

End of Year Events

The end of year events included ceremonies for grade 5 and grade 8 students, an awards ceremony for students in grades 9-11, retirement parties, a PTO event, and classroom celebrations. Teachers and families helped students celebrate their accomplishments and prepare for their transition to the next grade level.

Custodial Transition

After careful consideration and discussions with the leadership team, we ended the contract with the cleaning company. We are planning for this transition to hire our own custodians on July 1st.

Special Education Report

Special Education Coordinators, Heather Montalto and Catherine Polis and Director, Dr. Marie Harrington, presented the yearly special education information to parents in the evening on June 13th.

Request for Floated Funding

At Monday's meeting we will be requesting to have the School Committee vote to authorize the Chair to sign this required MSBA funding agreement. Here is a copy of the document and the supporting documents. Please contact me or Mary if you have any questions about this ahead of our meeting.

John Ruark made the motion and Jon Green seconded to move to authorize the School Committee Chair to sign the MSBA funding agreement.

VOTE 4/0

John Ruark made the motion and Shannon Molloy seconded to move to authorize the School Committee to allocate up to \$1 Million dollars from the Devens account to be used by the School Building Committee for payment of invoices for the school building project with the understanding that such funds will be returned to the Devens account in August 2018 when the town secures the BANN.

VOTE 4/0

Update on Custodial Plan

The Committee reviewed the "Custodial Cost Analysis" prepared by Peter Rowe. The cost analysis shows that the FY19 budget with the cleaning company was \$523,488 and the new model would cost \$522,013. The plan would be to hire seven staff members at an average hourly rate of \$20.29. We have secured 4 new custodians as of today. We will advertise for 3 additional custodians.

Kindergarten Enrollment

Dr. Dwight shared with the Committee that although there are only 48 Kindergarten students registered, to accommodate summer and midyear additions and keep the class size range between 15-18, it is recommended to leave 4 teachers in place for 2018/2019 school year.

Decide on Retreat Topics

The following topics were recommended for the retreat topics:

Data Analysis

School Committee Goals

Communications Plan Activities

Strategic Update on Liaison Subcommittee Assignments

Superintendent Evidence

Review the Superintendent Evaluation Tool

Dr. Dwight asked if the Committee would be interested in limiting the indicators and not having the expectation that she should report on 42 indicators, but instead speak to the 22 categories. It was recommended that the Committee choose the indicators that they want Dr. Dwight to focus on. Nancy Lancellotti agreed to participate in the evaluation. The Committee agreed to a shared understanding of how we can look at the evidence more broadly and naturally. Dr. Dwight will share reflections of her work as she did last year.

Approval of Meeting Minutes

John Ruark made the motion and Jon Green seconded to approve the minutes of the June 11th meeting as amended.

VOTE 4/0

Liaison and Subcommittee Reports

Mary Traphagen was not able to attend the HES School Council meeting. Dr. Dwight updated the Committee on the building project.

Shannon Molloy – no report

John Ruark – The HEAC lighting project was approved to include the auditorium house lighting.

Jon Green – no report

Open to Interested Citizens' Commentary - None

School Committee Commentary

Jon Green – Congrats on finishing the school year.

Happy Birthday to Mary!!

Adjournment

John Ruark made a motion and Jon Green seconded to adjourn the meeting at 9:17 p.m.

Respectfully submitted:

Mary Zadroga

School Committee Minutes
Hilton Garden – Devens Common Center
Monday, July 9, 2018
4:00 p.m.

Members attending: Mary Traphagen, John Ruark, Shannon Molloy, Jon Green, SusanMary Redinger, Maureen Babcock, Peter Rowe and Linda Dwight.

Mary Traphagen called the meeting to order at 4:11 p.m.

SusanMary Redinger read the Vision Statement.

Public Commentary – PTO Officers - Laura Thomas, President, Laura Hunt, Vice President, and Jennifer Slavin, Secretary – Delivered a complaint to the School Committee about their involvement in investigating the PTO for financial issues.

Ice Breaker Activity

The Committee divided into 2 groups and identified 10 commonalities they all had. They then shared their findings.

Presentation of Linda's Evidence

Dr. Dwight presented her evidence under each category and what exemplified each goal. SusanMary Redinger reviewed the Evaluation form and explained how to complete the evaluation for the Superintendent.

Set Goals for the 2018-2019 Year

The School Committee determined that their goals for the 2018/2019 school year as follows:

1. HES School Building Project
2. Disposition of the Bromfield House
3. New School Committee on-line manual

Map Out the Year; Meeting Topics

The Committee mapped out agenda items that will be included at each monthly meeting.

Discuss and Develop the Communication Plan

The Committee discussed the purpose for a Communication Plan and what one would look like and what it would include. The topic was tabled for another time.

Data Analysis; Inclusion Survey Results

Jon Green directed the Committee in an exercise to review data from the inclusion survey.

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 8:00 p.m.

Respectfully submitted:

Mary Zadroga

School Committee Minutes
Bromfield School Library
Monday, August 13, 2018
6:00 p.m.

Members attending: Mary Traphagen, SusanMary Redinger, John Ruark and Jon Green
Absent: Shannon Molloy, Maureen Babcock, Peter Rowe, and Linda Dwight.

Mary Traphagen called the meeting to order at 6:03 p.m.

SusanMary Redinger read the Vision Statement.

Public Commentary: - Jennifer Finch – Codman Hill Road, Harvard, MA 01451 –
recommendations regarding the family request agenda item.

Mary Traphagen asked to table the agenda Item "Follow-up on PTO Public Comment".

SusanMary Redinger made the motion and John Ruark seconded to table Agenda Item V.
VOTE 4/0

Vote on Use of Funds for Water Softener System and Bromfield Repairs

Jon Snyder explained that due to the hard water in Harvard, a water softener system would help resolve problems in the Bromfield Cafeteria with heating the water.

SusanMary Redinger made the motion and John Ruark seconded to move that we approve the use of the Devens funds of up to \$9,800 for the purchase of the water softener system.
VOTE 4/0

Jon Snyder explained that a roof drain damaged some of the wall in two classrooms. He had a quote for the wall replacement and also the roof repair. The roof repair may be more extensive. The current quote is \$6,420 but Jon Snyder is asking for up to \$10K to cover unexpected expenses when repairing the roof.

SusanMary Redinger made the motion and John Ruark seconded to expend up to \$10K to repair the damaged roof and walls at The Bromfield School.
VOTE 4/0

Dobbie Family Request

Mary Traphagen asked members to express their feelings regarding the request to allow two sixth grade boys to re-enter the Harvard Public School in grade 6 due to unique circumstances.

Dr. Dwight's recommendation is to allow permission for one school year (2018-2019) and require the family to be residents of Harvard or Devens in order for the arrangement to continue in 2019-2020 school year.

SusanMary Redinger made the motion and Jon Green seconded to move that we allow the students from the Dobbie family to attend the Harvard Public Schools for a one-year period with the understanding that they will work to seek residency in Harvard or Devens and they will provide their own transportation to our school.

VOTE 4/0

Adjournment

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 6:34 p.m.

VOTE 4/0

Respectfully Submitted:

Mary Zadroga