

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, March 13, 2017
6:00 p.m.
Upstairs at Town Hall

- I. Call to Order (6:00)**
- II. Read the Core Value Statement (6:01)**
- III. Open to Interested Citizens' Commentary (6:05)**
- IV. Arrowstreet Q&A Regarding HES Renovation (6:10)**
- V. Update on Building Project/Public Forum/Next Steps (6:25)**
- VI. Student Report (6:35)**
- VII. Field Trip Approval (6:40)**
- VIII. Special Education Report (6:50)**
- IX. Financial Report (7:10)**
- X. User Fee Subcommittee Recommendation (7:20)**
- XI. Superintendent Report (7:40)**
- XII. Update on Tree Warden Recommendation Regarding Trees Outside Library (7:55)**
- XIII. BOS proposal regarding Community Ed/Park and Rec position (8:10)**
- XIV. SC Self Assessment Process/Form Review (8:25)**
- XV. Review Letter Supporting Transgender Students' Rights (8:35)**
- XVI. Grant Approval (8:40)**
- XVII. Review meeting minutes (8:45)**
- XVIII. Liaison/Sub-committee reports (8:50)**
- XIX. Suggest future agenda items (8:55)**
- XX. Open to Interested Citizens' and School Committee Commentary (9:00)**
- XXI. Adjournment (9:05)**

Documents: superintendent's report, meeting minutes, financial report, SC Self Assessment Form, Grant approval, field trip approval

Field Trip Step 2

Field Trip Data Form 2016-2017

Please turn this form in to the main office no later than 3 days before scheduled departure.

Date of Fall Trip 2016: Oct. 29 – Oct. 30, 2016	Date of Spring Trip 2017: April 28-30, 2017
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Advisor(s): Holly Hatton

Advisor Cell Phone: 617.999.5723

Destination: Race-course: Fish Creek, Lee's Park, 1464 Rte 9p, Saratoga Springs, NY

Phone: Holly Hatton 617.999.5723

Hyatt Place Saratoga/Malta, 20 State Farm Place, Malta, New York, USA, 12020
Tel: +1 518 885 1109

Contact Person: Lisa Robb 978-621-1373 at Bus departure

Holly Hatton at race site 617.999.5723

Destination 2016	Event	Departure Date /Time	Return Date / Time
Saratoga Springs, NY	Head of the Fish Regatta	Sat. Oct. 29 - 10:00am	Sun. Oct. 30 - 8:00pm
Destination 2017	Event	Departure Date /Time	Return Date / Time
Saratoga Springs, NY	Saratoga Invitational	Fri. April 28 – 1:00pm	Sun. Apr. 30 – 8:00pm

Bus Company: R.C. Herrmann Bus Co., INC.

Phone number: (978) 692-3143

Please attach the list of students going on the field trip. (Attached)

Please give enough notice so the nurse can get you the medical information, the medications needed for students on the trip, and a first aid kit.

The nurse also needs a copy of this field trip information form and a copy of students attending the field trip.

A list of students attending the trip should be posted by the staff mailboxes at least one week in

Out of State/Overnight Field Trip Request Form

Advisor(s): Kristin McManus and Josh Thurston, advisors for the Business Professionals of America (BPA) club

Grade Level(s) of Students Attending Trip: Grades 9-12, 12-15 students possibly on this trip

Trip Destination: Orlando, Florida (staying at the Swan Hotel)

Date of Departure: Wednesday, 5/10/17

Time of Departure: Depends on flight

Date of Return: Sunday, 5/14/17

Time of Return: Depends on flight

Travel Company (if applicable): n/a

Name of Contact Person: Judith McKinstry, Chairman of the Board of Trustees for BPA and the MABPA State Director

Address: 28 Brierly Circle, Millbury, MA

Phone: 508-277-2459

Cost of Trip: Inclusive of hotel, registration, flight, shuttle, \$30/day for food, and cost of advisors= approximately \$1,000

Plan to address overnight stipend for professional staff:

Include in students' costs. Students have already started the process of fundraising (bake sale during an early release day, upcoming car wash, etc.)

Deposit Method and Due Dates: Deposit of \$300 will be due by March 21, 2017.

Date of Parent Meeting(s): Thursday, March 30 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. We brought 26 students to the state conference last weekend and the students won 30 awards, some of which qualify for 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 the students to intern for at least 4 hours during the conference.

Trip Itinerary:

- See attached.
- Also attached: the list of award winners from the State Leadership Conference.

Out of State/Overnight Field Trip Request Form

Advisor(s): Mike Poe

Grade Level(s) of Students Attending Trip: 10th

Trip Destination: Louisville, KY → National Debate Tournament

Date of Departure: 5/26

Time of Departure: evening

Date of Return: 5/29

Time of Return: evening

Travel Company (if applicable): none

Name of Contact Person: Mike Poe

Address: 19 Jacqueline Rd #D Waltham, MA 02452

Phone: 716-361-2343.

Cost of Trip: ~\$900

Plan to address overnight stipend for professional staff:

none yet

Deposit Method and Due Dates:

Check → ~~March~~ March 17th → half
March 31 → full

Date of Parent Meeting(s):

Mar. March 6th

April 6th

May 6th

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 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:

Purpose of the field trip is for the students to compete in the National Debate Tournament. This tournament is an extension of our Speech and Debate team which attends tournaments locally here in MA. Debates connect to curriculum in the area of politics + public speaking and teach students important skills in critical thinking, writing + ~~international~~ research.

Date(s) of Trip: 5/26-29

Advisor(s): Mike Poe

Students/Class/Grade Level Attending the Field Trip: Kate Selig + Nikhil Kommenini

Destination: Louisville, KY → National Debate Tournament

Departure Time: evening 26th

Return Time: evening 29th

Mode of Transportation: plane

(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

TO: Dr. Linda Dwight, Superintendent

February 10, 2017

FROM: Peter C. Rowe, Finance Director 

RE: FY17 Second Quarter Budget Update

Attached please find two (2) documents containing information to explain FY17 spending for the Harvard Public Schools as of January 31, 2017. The purpose of these reports is to provide an update on both year-to-date actual spending, as well as a projection on anticipated annual spending incorporating currently available data.

-Attachment 1 contains line item detail for the 'Omnibus Budget', representing all funding from the 'General Fund' and supplemental offsets. In this report the Town appropriation of \$12,606,641 is carried at 'Net' with supplemental offsets listed under the 'Outside Funding' column totaling \$2,588,898.

This report is projecting total spending for the year at \$15,190,501, which would yield a small surplus for the year of \$4,562. As we move through the last half of the school year we will need to continue to be careful with all actions that affect spending in order to remain within budget for the year. The major factors negatively affecting spending are: 1) Custodial Service contract which exceeded the budget by \$50K, separate from snow removal, which is projected at an additional \$35K, 2) Regular transportation contract increase of \$33K, 3) Out of District Private Placement costs at \$59K over Budget and 4) the loss of the state funded Kindergarten Grant at \$20K. These overages are largely offset by approximately \$163K in salary savings from staff turnover and a projected surplus of \$24K in the Special Education transportation account.

As we move through the second half of the school year we will continue to monitor the projected overage in snow removal costs, due to the frequency of snow events. Likewise, opportunities within our energy accounts and/or further savings within Special Education transportation accounts could affect final numbers positively.

-Attachment 2 is a report on FY17 Revolving Funds and Federal Grants. This report contains FY16 year-end fund balances for each Revolving Fund that serves as a supplement to the 'Omnibus Budget' as well as year-to-date Revenue and Expenditures for each fund. It is important to note that current information indicates that two Revolving Funds are expected to receive less current FY17 revenue than budgeted: Circuit Breaker Reimbursement at \$391,085 rather than \$460K and School Choice Reimbursement at \$285K rather than \$320K. Each of these shortfalls may be made up by appropriating the FY17 shortfall from the existing fund balance, as each of these accounts contains available reserves.

As at the First Quarter, going forward for FY17, Out of District Student Placements are expected to present the greatest challenge to remaining within budget, due to certain cases that are pending review and/or adjusted placement during the current school year.

Please let me know if you need further information in this regard. Thank you.

Harvard Public School's FY17 Budget to Actual Second Quarter

2/10/2017

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	162,400	93,684	68,702	162,386		14	
2	-51702 ADMIN ASST SAL	66,619	40,800	29,920	70,720		(4,101)	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	1,442	1,058	2,500		0	
4	-51731 BUSINESS COORD SAL	49,440	29,628	21,727	51,355		(1,915)	
5	-51742 CLERICAL SALARY	14,093	14,911	10,500	25,411	10,000	(1,318)	Building Rental
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	397	8,897	9,294		9,206	
7	-51941 PROF DEV SAL	43,740	26,903	16,837	43,740		0	
8	-51100 TSA MATCH	62,000	67,491	-	67,491		(5,491)	
SALARY		419,292	275,256	157,641	432,897	10,000	(3,605)	

9	-52713 LEGAL FEES, GENERAL	6,000	9,426	3,000	12,426		(6,426)	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	19,042	5,500	24,542		(14,542)	
11	-52715 SUPPLIES/OFFICE	19,000	13,952	5,048	19,000		0	
12	-52914 EQUIP LEASE/REPAIRS	4,903	2,535	2,368	4,903		0	
13	-52954 PROF DEV (CURR) EXP	69,957	42,855	27,102	69,957		0	
14	-52957 DUES & SUBSCRIPTIONS	9,974	6,550	3,424	9,974		0	
15	-53214 REGULAR TRANSPORT	273,293	211,050	150,750	361,800	55,000	(33,507)	Rebid Contract/Bus Fees
EXPENSE		393,127	305,410	197,192	502,602	55,000	(54,475)	

COST CENTER TOTAL

812,419	580,666	354,833	935,499	65,000	(58,080)	
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Harvard Public School's FY17 Budget to Actual Second Quarter

2/10/2017

SCHOOL MAINTENANCE - 03002		TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	67,798	32,393	23,540	55,933		11,865	
17	-51374 MAINT FOREMAN SAL	84,071	50,120	35,570	85,690		(1,619)	
18	-51300 OVERTIME	13,000	-	8,000	8,000		5,000	
	SALARY	164,869	82,513	67,110	149,623	0	15,246	

19	-52380 TELEPHONE	8,000	3,520	4,480	8,000		0	
20	-52381 SUPPLIES/MAINT BLDG	116,489	93,112	51,150	144,262	37,645	9,872	Shaw Trust
21	-52382 WATER	13,000	7,770	10,230	18,000	5,000	0	Food Service
22	-52385 ELECTRICITY	165,000	108,742	116,258	225,000	60,000	0	Community Ed
23	-52386 FUEL (Gas & Oil)	125,000	38,486	86,514	125,000		0	
24	-52387 HVAC/PREVENTIVE MAINT	70,345	23,255	47,090	70,345		0	
25	-52390 TRASH DISPOSAL	13,000	7,936	5,064	13,000		0	
26	-52391 SERVICES	48,600	51,441	32,159	83,600		(35,000)	(Snow Removal)
27	-52388 CONTRACT CLEANING	300,000	180,000	180,000	360,000		(60,000)	
	EXPENSE	859,434	514,262	532,945	1,047,207	102,645	(85,128)	

COST CENTER TOTAL

1,024,303	596,775	600,055	1,196,830	102,645	(69,882)	
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Harvard Public School's FY17 Budget to Actual Second Quarter

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HILDRETH ELEMENTARY - 03003		TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
29	-51320 GUIDANCE SALARY	92,593	42,735	49,858	92,593		0	
30	-51851 PRINCIPAL SALARY	115,954	66,890	49,057	115,947		7	
31	-51852 ASSOC. PRINCIPAL	96,425	56,379	40,795	97,174		(749)	
32	-51862 SECRETARY SALARIES	84,187	45,604	38,445	84,049		138	
33	-51811 NURSE SALARY	72,213	30,155	35,181	65,336		6,877	
34	-51872 CURRICULUM COORD.	64,541	54,533	58,983	113,516	65,000	16,025	Title 1
35	-51891 TEACHERS (K-5) SALARY	1,318,696	868,111	1,045,318	1,913,429	609,000	14,267	Devens \$449,000
36	-51892 SUBSTITUTES SALARY	51,900	30,081	21,900	51,981		(81)	& K Revolving \$160,000
37	-51902 CLERICAL AIDE SALARY	8,438	4,354	4,084	8,438		0	
38	-51905 MUSIC/ART/PE TEACH SAL	286,497	134,723	157,177	291,900		(5,403)	
39	-51906 READING AIDE SAL	39,886	38,031	41,629	79,660	10,000	(29,774)	Title 1
40	-51976 LIBRARY MEDIA SPECIALIST	53,498	24,691	28,806	53,497		1	
41	-51941 KINDERGARTEN AIDES	111,223	55,128	55,076	110,204		1,019	(\$20K Grant Loss - Kinder.)
42	-51323 RECESS AIDES	24,611	8,763	11,172	19,935		4,676	
43	-51943 MATH TUTORS	57,926	41,248	41,534	82,782	25,000	144	Title 1
44	-51321 STUDENT ACTIVITY SALARY	4,937	7,243	476	6,767		(2,306)	
	SALARY	2,483,525	1,508,669	1,679,491	3,187,208	709,000	4,841	
45	-52874 OFFICE EXPENSE	-	-	-	-		0	
46	-52914 EQUIP LEASE/REPAIRS	17,269	9,782	7,487	17,269		0	
47	-52915 PUPIL SUPPLIES	39,902	25,298	14,604	39,902		0	
48	-52957 DUES & SUBSCRIPTIONS	2,363	1,635	728	2,363		0	
49	-52965 TEXTBOOKS	40,210	19,572	20,638	40,210		0	
50	-53004 LIBRARY SUPPLIES/SRV	5,650	3,444	2,206	5,650		0	
51	-58500 SMALL CAPITAL EQUIP.	16,436	9,802	6,634	16,436		0	
	EXPENSE	121,830	69,533	52,297	121,830	-	-	
COST CENTER TOTAL		2,605,355	1,578,202	1,731,788	3,309,038	709,000	4,841	

Harvard Public School's FY17 Budget to Actual Second Quarter

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BROMFIELD SCHOOL - 03004		TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321 STUDENT ACTIVITIES SAL	59,001	29,228	29,724	58,952		49	
53	-51811 DEPT. COORD/FACIL SAL	43,257	21,410	21,853	43,263		(6)	
54	-51851 ASSOC. PRINCIPAL SAL	110,373	59,424	43,578	103,002		7,371	
55	-51852 PRINCIPAL	132,807	72,108	52,885	124,993		7,814	
56	-51862 SECRETARY SALARIES	98,836	57,006	41,804	98,810		26	
57	-51872 GUIDANCE SALARIES	233,828	102,779	120,766	223,545		10,283	
58	-51882 NURSE SALARY	91,035	37,696	54,826	92,522		(1,487)	
59	-51891 TEACHERS SALARY (6-12)	3,119,056	1,792,468	2,134,411	3,926,879	810,000	2,177	School Choice \$310,000
60	-51892 SUBSTITUTES SALARY	52,000	39,246	25,000	64,246		(12,246)	Devens \$500,000
61	-51902 CLERICAL AIDE SALARY	8,438	3,825	4,613	8,438		0	
62	-51905 GUIDANCE SEC SAL	43,270	20,429	24,537	44,966		(1,696)	
63	-51991 MEDIA/ LIBR COORD SAL	64,039	28,338	34,483	62,821		1,218	
64	-51993 INSTR. AIDE SALARY	6,550	6,550	-	6,550		0	
65	-51100 ATHLETIC DIRECTOR	50,937	12,562	14,504	27,066	(25,000)	(1,129)	Transfer to coaches
	SALARY	4,113,427	2,283,069	2,602,984	4,886,053	785,000	12,374	
66	-52874 OFFICE EXPENSE	6,400	5,043	1,357	6,400		0	
67	-52914 EQUIP LEASE/REPAIRS	22,415	11,745	10,670	22,415		0	
68	-52915 PUPIL SUPPLIES	55,280	52,896	2,384	55,280		0	
69	-52957 DUES & SUBSCRIPTIONS	11,514	9,584	1,930	11,514		0	
70	-52965 TEXTBOOKS	82,432	43,389	39,043	82,432		0	
71	-53008 MEDIA BOOK/UPDATE	9,916	7,824	2,092	9,916		0	
72	-53009 VIRTUAL HIGH SCHOOL	18,000	16,925	1,075	18,000		0	
73	-53344 STUDENT ACTIV EXP	8,904	3,085	5,819	8,904		0	
74	-58500 SMALL CAPITAL EQUIP.	16,208	7,259	8,949	16,208		0	
	EXPENSE	231,069	157,750	73,319	231,069	-	-	
COST CENTER TOTAL		4,344,496	2,440,819	2,676,303	5,117,122	785,000	12,374	

Harvard Public School's FY17 Budget to Actual Second Quarter

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SPECIAL EDUCATION SVS - 03005		TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	12,850	7,879	6,029	13,908		(1,058)	
76	-51811 DIR. OF SPECIAL ED.	114,048	65,796	48,250	114,046		2	
77	-51822 SECRETARY SALARY	47,424	26,636	16,614	43,250		4,174	
78	-51891 BROM. TEACHERS SAL	591,605	276,145	315,595	591,740		(135)	
79	-51893 HES TEACHERS SAL	331,180	171,577	159,080	330,657		523	
80	-51890 SYSTEM TEACH SAL	597,096	245,776	297,254	543,030		54,066	
81	-51902 BROMFIELD INST TUTORS	191,667	117,568	116,769	234,337	24,000	(18,670)	Title 1
82	-51903 HES INSTR TUTORS SAL	217,771	124,937	121,163	246,100	39,945	11,616	Devens Reimb
82a	-51905 NURSE/VAN/EXTENDED YEAR	45,515	-	-	-		45,515	
83	-51852 ELL SALARIES	62,480	3,614	12,694	16,308		46,172	
SALARY		2,211,636	1,039,928	1,093,448	2,133,376	63,945	142,205	
84	-52834 OFFICE EXPENSE	2,608	548	2,060	2,608		0	
85	-52914 EQUIP LEASE/REPAIRS	1,518	885	633	1,518		0	
86	-52915 PUPIL SUPPLIES	16,338	5,462	10,876	16,338		0	
87	-53214 SPED TRANSPORT	356,013	299,066	82,947	382,013	50,000	24,000	Devens Reimb.
	-53216 HOMELESS TRANSPORT	14,855	3,998	10,857	14,855		0	
88	-53805 OTHER PROF. SERVICES	62,273	26,395	35,878	62,273		0	
89	-54810 OUT OF DISTRICT PLACE	239,402	264,197	464,494	728,691	460,000	(29,289)	Circuit Breaker \$460K
90	-54820 COLLABORATIVE FEES	458,258	148,723	586,769	735,492	248,308	(28,926)	1240 grant \$248,308
91	-58500 OTHER SMALL EQUIPMENT	795	927	-	927		(132)	
EXPENSE		1,152,060	750,201	1,194,514	1,944,715	758,308	(34,347)	
92	-51000 PRESCHOOL SALARIES	24,935	27,775	37,657	65,432	45,000	4,503	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	28,933	14,735	15,579	30,314		(1,381)	
94	-52010 PRESCHOOL EXPENSES	2,284	-	2,284	2,284		0	
PRESCHOOL		56,152	42,510	55,520	98,030	45,000	3,122	
COST CENTER TOTAL		3,419,848	1,832,639	2,343,482	4,176,121	867,253	110,980	

Harvard Public School's FY17 Budget to Actual Second Quarter

2/10/2017

TECHNOLOGY - 30006			TM BUDGET	Expended	Projected	Total	Outside	Surplus or	Funding
			FY17	thru 1/31/17	Spending	Projected	Funding	(Deficit)	Source
95	-51021	INFORMATION TECH SALARIES	93,177	53,753	39,415	93,168		9	
96	-51100	INTEGRATED TECHNOLOGY	153,341	74,818	74,203	149,021		4,320	
		SALARY	246,518	128,571	113,618	242,189	-	4,329	
97	-52050	HARDWARE - SYSTEMWIDE	40,050	76,784	23,266	100,050	60,000	0	Devens offset
98	-55100	SOFTWARE - SYSTEMWIDE	42,628	19,123	23,505	42,628		0	
99	-52380	INTERNET SERVICE PROVIDER	25,818	3,456	22,362	25,818		0	
100	-55200	SOFTWARE - HES	3,169	2,600	569	3,169		0	
101	-55340	SOFTWARE - BROMFIELD	6,299	5,654	645	6,299		0	
102	-52875	MAINTENANCE	9,363	2,203	7,160	9,363		0	
103	-55400	SUPPLIES	26,375	7,322	19,053	26,375		0	
		EXPENSE	153,702	117,142	96,560	213,702	60,000	0	
COST CENTER TOTAL			400,220	245,713	210,178	455,891	60,000	4,329	

Harvard Public School's FY17 Budget to Actual Second Quarter

2/10/2017

SUMMARY BY COST CENTER	TM BUDGET FY17	Expended thru 1/31/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	419,292	275,256	157,641	432,897	10,000	(3,605)	Bldg. Rental
Expenses	<u>393,127</u>	<u>305,410</u>	<u>197,192</u>	<u>502,602</u>	<u>55,000</u>	<u>(54,475)</u>	Bus Fees
	812,419	580,666	354,833	935,499	65,000	(58,080)	
Maintenance, Personnel	164,869	82,513	67,110	149,623	0	15,246	
Expenses	<u>859,434</u>	<u>514,262</u>	<u>532,945</u>	<u>1,047,207</u>	<u>102,645</u>	<u>(85,128)</u>	Shaw Tr., School Lunch, Comm. Ed.
	1,024,303	596,775	600,055	1,196,830	102,645	(69,882)	
Elementary, Personnel	2,483,525	1,508,669	1,679,491	3,187,208	709,000	4,841	Devens & K Revolv.
Expenses	<u>121,830</u>	<u>69,533</u>	<u>52,297</u>	<u>121,830</u>	<u>0</u>	<u>0</u>	
	2,605,355	1,578,202	1,731,788	3,309,038	709,000	4,841	
Bromfield, Personnel	4,113,427	2,283,069	2,602,984	4,886,053	785,000	12,374	Devens & Schl Choice
Expenses	<u>231,069</u>	<u>157,750</u>	<u>73,319</u>	<u>231,069</u>	<u>0</u>	<u>0</u>	
	4,344,496	2,440,819	2,676,303	5,117,122	785,000	12,374	
Special Education, Personnel	2,211,636	1,039,928	1,093,448	2,133,376	63,945	142,205	
Expenses	1,152,060	750,201	1,194,514	1,944,715	758,308	(34,347)	Circuit Breaker & 240
Preschool	<u>56,152</u>	<u>42,510</u>	<u>55,520</u>	<u>98,030</u>	<u>45,000</u>	<u>3,122</u>	PreK Tuitions
	3,419,848	1,832,639	2,343,482	4,176,121	867,253	110,980	
Technology, Personnel	246,518	128,571	113,618	242,189	0	4,329	
Expenses	<u>153,702</u>	<u>117,142</u>	<u>96,560</u>	<u>213,702</u>	<u>60,000</u>	<u>0</u>	Devens
	400,220	245,713	210,178	455,891	60,000	4,329	
Grand Total, Omnibus	12,606,641	7,274,814	7,916,639	15,190,501	2,588,898	4,562	

	<u>Beginning</u> 6/30/16 Balance	<u>Rev.</u>	<u>Exp.</u>	<u>Current</u> 1/31/17 Balance
Community Education:				
Bridges	\$ 91,091	\$ 100,833	\$ 73,024	\$ 118,899
Summer Adventure	\$ 51,596	\$ 17,232	\$ 5,046	\$ 63,781
Adult Education	\$ 7,439	\$ 1,481	\$ 986	\$ 7,934
Spectrum	\$ 37,610	\$ 70,354	\$ 56,066	\$ 51,898
Global Child	\$ 692	\$ 94		\$ 786
CrossLinks	\$ 22,469	\$ 10,350	\$ 5,846	\$ 26,974
Administration	\$ (108,879)		\$ 30,946	\$ (139,825)
Total Community Education	\$ 102,018	\$ 200,344	\$ 171,914	\$ 130,448
Devens:				
Bromfield School, Tuitions	\$ 1,953,552	\$ 1,116,915		\$ 3,070,467
TBS Staffing	\$ (645)		\$ 7,015	\$ (7,660)
TBS Transportation	\$ (27,243)	\$ 41,097	\$ -	\$ 13,854
TBS Capital	\$ (162,851)	\$ 20,000	\$ 430,624	\$ (573,476)
Special Ed Services	\$ 48,212	\$ 169,138	\$ -	\$ 217,350
Elementary School, Tuitions	\$ (46,217)			\$ (46,217)
HES Staffing	\$ (323,502)			\$ (323,502)
HES Transportation	\$ -			\$ -
HES Capital (Technology)	\$ (224,446)		\$ 80,795	\$ (305,241)
Prior Year Expenditures	\$ (230,347)			\$ (230,347)
TBS Parking Lot	\$ (100)			\$ (100)
Technology Wages	\$ (5,000)			\$ (5,000)
Technology Purchases	\$ (186,133)			\$ (186,133)
Total Devens	\$ 795,279	\$ 1,347,149	\$ 518,435	\$ 1,623,993
Kindergarten Tuitions:	\$ 51,821	\$ 99,090	\$ -	\$ 150,911
PreSchool Revolving:	\$ 12,363	\$ 30,438	\$ -	\$ 42,802
School Bus Revolving:	\$ 4,857	\$ 51,257	\$ -	\$ 56,114
School Lunch	\$ 24,157	\$ 364,883	\$ 326,595	\$ 62,444
School Athletic Revolving:	\$ 713	\$ 127,086	\$ 109,878	\$ 17,920
School Rental Revolving:	\$ 8,897	\$ 12,330	\$ 80	\$ 21,146
Shaw Gift:	\$ 372,437	\$ 18,604	\$ 268,048	\$ 122,993
State Revolving:				
School Choice (Special Revenue)	\$ 248,513	\$ 192,874	\$ -	\$ 441,387
Circuit Breaker (Special Revenue)	\$ 384,371	\$ 195,542	\$ 90,183	\$ 489,730
Total State Revolving	\$ 632,884	\$ 388,416	\$ 90,183	\$ 931,117
GRAND TOTAL, REVOLVING FUNDS:	\$ 2,005,425	\$ 2,639,597	\$ 1,485,134	\$ 3,159,888
FY17 Award				
		<u>Rev.</u>	<u>Exp.</u>	
Federal Grants: FY17 Award				
Special Education, 240	\$ 248,308	\$ 24,830	\$ 31,014	
Sped Program Improv., 274	\$ 8,887	\$ -	\$ -	
Title II, Part A	\$ 13,635	\$ 1,364	\$ 11,671	
Title I, 305	\$ 172,210	\$ 17,221	\$ 33,567	
Total Federal Grants	\$ 443,040	\$ 43,415	\$ 76,252	

	<u>Beginning</u> <u>6/30/16 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Current</u> <u>1/31/17 Balance</u>
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HARVARD SCHOOL COMMITTEE

HARVARD, MASSACHUSETTS

SCHOOL COMMITTEE SELF EVALUATION INSTRUMENT

Scoring is done as follows:

- 1 Unsatisfactory
- 2 Needs Improvement
- 3 Proficient
- 4 Exemplary

Governance

The school committee is a governing body, charged with setting the educational goals and objectives for the school system, adopting policies that enable the administration to achieve these goals and objectives, adopting a budget to provide necessary resources, the hiring and evaluation of the superintendent, and the ongoing review and evaluation of the school system's performance in fulfilling its mission.

		Comments
1	The committee's policies are clear and up-to-date.	
2	The committee has adopted a mission statement.	
3	The committee regularly evaluates its progress relative to the goals and objectives that have been adopted.	
4	The committee refrains from involvement in the administration of the school system.	
5	The committee members take part in educational workshops and conferences to help them make informed decisions	

Member Relations

Group dynamics and teamwork are an extremely important part of school committee success. Members can have strong opinions on issues yet still remain open-minded and willing to work out differences. How committee members treat each other goes a long way in affecting the ultimate success of the committee as a whole and as individuals.

		Comments
1	Members treat each other with courtesy and respect.	
2	All members are encouraged to voice opinions and take positions on issues	
3	Members respect the will of the majority and support decisions once they are made.	
4	Members share pertinent information with each other to prevent surprises and promote informed decision making.	
5	Members "do their homework" and come prepared to make decisions.	
6	Members understand the role of the individual as part of the whole group.	

Committee/Superintendent Relations

The superintendent is a critical member of the management team, implementing school committee policies and leading the school system in the direction set by the school committee. The relationship between the committee and the superintendent is an area that deserves the utmost attention and care.

		Comments
1	The committee regularly evaluates the superintendent using a mutually agreed-upon process.	
2	The types and frequency of communications are agreed to in advance.	
3	The superintendent is accessible to committee members.	
4	Committee members contact the superintendent when seeking information.	
5	The superintendent informs the committee of major personnel decisions.	
6	The superintendent and committee treat each other with mutual respect and professionalism	
7	Both the committee and the superintendent operate on a "no-surprises" model.	

Community Relations

The school committee is the chief advocate for students in the community. As such, it needs to strive for a positive relationship between the community and the school system. The perception of the school system's quality impacts nearly all facets of the system, and is an integral component of school committee success in advocacy.

		Comments
1	The committee has a public relations plan for the school system.	
2	The committee upholds the mandates of Massachusetts Open Meeting Law, fostering transparency and community input.	
3	The committee works cooperatively with other branches of municipal government.	
4	The school system regularly reports its own progress and accomplishments	
5	Committee actions are accessible to the public via:	
a	Public Commentary Period	
b	Submission of Testimony/Letters	
c	Distinct contact with members (email, phone, in person)	
d	Accessible meeting places	
e	Cable broadcasts	
f	District website accessibility/accuracy	

Conduct of Meetings

The quality of school committee meetings affects not only the quality of committee decisions and committee credibility, but also the level of confidence the community has in the committee. School committee decisions can be made only at these meetings, which often provide the public its only "window" into the school system. The meeting agenda is planned jointly by the committee chairman and the superintendent, and must be adhered to by the committee.

		Comments
1	Committee members receive sufficient information far enough in advance to prepare for meetings	
2	Public input is welcomed, and is done according to an established policy	
3	Full and sufficient debate is allowed.	
4	Discussion is focused on issues, not personalities.	
5	The physical setting is conducive to productive discussion and decision making.	
6	Meetings are frequent enough to prevent overcrowded agendas.	
7	Meetings are focused and easy to follow with sufficient supporting documents available to the public.	
8	Presentations, discussions and commentary are easily heard and seen by viewers watching broadcasted or taped meetings.	

Student Achievement

The Harvard School District has a tradition of high performing students. The school committee is responsible for maintaining and building upon the proper foundations for students to learn and achieve at the highest level possible. A critical role of the committee is to establish high quality standards and systems priorities focused on enhancing student achievement. It is essential that the committee keeps itself aware of student achievement, make corrections as necessary, keep the community informed of the status of the districts progress and to ensure that all functions of the school district work well together.

		Comments
1	The committee devotes sufficient time for informed discussion about student achievement and continued improvement in student learning.	
2	The committee evaluates the effectiveness of professional development for improving student learning and achievement.	
3	The committee monitors the progress of student learning in relation to improvement goals	
4	The committee mobilizes the community to support the goals for improving student learning and achievement.	
5	The committee ensures there is strong leadership for improving instruction in ways that result in improved student learning.	
6	The committee discusses/reviews legal mandates and rules related to improving student learning.	

Outcomes

	Title	Goal	Measure	Rating	Comments
1	Science Labs	To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district.	By February 1st a new Teacher's Contract has been ratified by the School Committee and the HTA.		
2	Student Achievement Dashboard	To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town.	By Town Meeting of 2018 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction		
3	User Fees	To have a financial plan for athletic expenses that stabilizes user fees for at least 3-5 years.	By June 30, 2017 a funding plan/structure has been implemented that ensures that athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years.		



March 6, 2017

Dear Harvard Community,

Recently, in the news you may have heard about the recall of national protections for transgender youth. We want to reassure students and their families that we will continue to provide a safe and supportive school environment for all students; including transgender youth. We wanted to share information about protections provided by the state of Massachusetts and our school district. Fortunately, our state has been ahead of the national response in the care of students. The Commissioner of Education, Mitchell Chester, recently sent out the following details in his newsletter:

The Department is proud that Massachusetts was a leader in this area and that schools have worked constructively and without great controversy to support their students. The Massachusetts state statute, which predates the federal guidance, ensures protections for all students and prohibits discrimination on the basis of gender identity. An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), amended several Massachusetts statutes prohibiting discrimination on the basis of specified categories, including gender identity, and subsequently, the Department of Elementary and Secondary Education issued guidance (<http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.pdf>) to school districts to implement the gender identity provision. Additional resources are available at <http://www.doe.mass.edu/sfs/lgbtq/default.html>.

We are fortunate to live and educate students in a state where our core values are not taken for granted but are supported by the laws. We are reminded about the need to speak out when we pass the quote from Martin Luther King, Jr. that hangs in Bromfield; "In the end, we will remember not the words of our enemies, but the silence of our friends." We will continue to verbalize and act in support of our students.

Sincerely,

Linda G. Dwight, Ed. D
Superintendent, Harvard Public Schools

The Harvard PTO has donated to the Harvard Public Schools for the Bromfield School Grade 9 trip to Washington DC the amount of \$2,500 to be used to off-set the cost of the trip.

Sincerely

Lisa Rosen

School Committee Minutes
Upstairs of the Town Hall
Monday, February 27, 2017
6:00 p.m.

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

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

Open to Interested Citizens' Commentary

None

Special Education Report – Tabled

Grant Approval –

The following gifts were presented for approval:

Parent donation to Robotics Club - \$780.76

PTO Grant to The Bromfield School teachers - \$2,879.65

Fanfare Gift – All State Educator Fees - \$591.27

Fanfare Gift – Tuba Case - \$574.00

Mary Traphagen made the motion and Nancy Lancellotti seconded to approve the gifts as presented.
VOTE: 4/0

SusanMary Redinger asked Dr. Dwight to extend the School Committee's appreciation for the generous gifts.

Student Report

Chloe Cushing reported that The Bromfield School held the Snowball dance a few weeks ago. It was well attended and very fun. The photo booth was a hit and provided students a picture to have as a dance keepsake. Winter sports have ended. Today was students first day back after winter break and teachers were great debriefing students to get them on track for learning new material. Spring sports tryouts are coming up soon.

Superintendent Report

Dr. Dwight reported on the following:

- Arrowstreet and their educational consultant held two of three 3.5 hour workshops with members of the Visioning Committee. The end goal of these workshops is to inform the Educational Plan required by MSBA. The focus has been on defining the Vision for education that will be supported by the design of the building project.
- Members involved with the Building Committee and Visioning Committee visited two new schools in Haverhill and Concord to gain ideas and take pictures.
- The School Building Committee met on February 2nd to hear preliminary reports of the HES building envelope and to approve the site testing costs.

- An invitation was put in the Harvard Press through “Chalk Talk” inviting community members to attend a Hildreth Elementary Building Project Informational Forum on March 2nd at 7 PM at Volunteers Hall.
- The Inclusion Committee divided into different groups as interest in the work drew many new community members. After the January town-wide meeting, the Inclusion Committee created a small Steering Committee to help move discussions into action. The Steering Committee met on February 8th and progress is being made. Look for events to be advertised and held in the near future.
- Mary Traphagen, Peter Rowe and Dr. Dwight met with the Finance Committee on Saturday, January 28th to review the schools’ budget. They shared the responses to their questions and provided additional information. They then contacted Susan Mary Redinger and asked that the school reduce their budget by \$65,000. Dr. Dwight and Peter Rowe worked on the reductions and were able to reduce the budget and will fund the additional technology position with a revolving fund.
- Scott Hoffman and Dr. Dwight enjoyed attending the annual Worcester County Scholar’s Lunch event with William Z. and students from neighboring districts.
- Besides sports events, dances and other experiences, the students at Bromfield participated in the Ludo Festival of Cultures and the Winter Band Concert. Both events were well organized and gave students a chance to demonstrate their talents and diverse interests.

Update on the Building Project

Dr. Dwight updated the Committee on the progress being made in the feasibility stage of the project. Arrowstreet has been assessing the current state of the kindergarten wing as well as the rest of the building. There are basically three options being investigated at this point. (1) take down and replace the kindergarten wing and bring the rest of the building up to code (2) a more robust renovation which could include replacing the gym, moving classrooms around, adding a wing and changing the design of the building (3) building a new school on the field next to the current school and then tear down current school after the new school is finished. There is also discussion about the possibility of moving sixth grade and the administration offices into a new building and how that could be beneficial. The cost and energy efficiencies will be considered into the decision. The preferred solution will need to be determined by June. The School Committee will be on the town meeting warrant for after lunch in order for the town to hear an update on the building project. The School Committee is hopeful that they will have clear options to present to the town by the April town meeting.

Calendar change for April half-day

Due to the town election being held on Tuesday, April 4th the Committee discussed changing the scheduled half day from Wednesday, April 5th to Tuesday, April 4th.

Nancy Lancellotti made a motion and Jon Green seconded to move to switch our scheduled PD half day from Wednesday April 5th to Tuesday, April 4th to accommodate town elections.

VOTE 4/0

Student Advisory topics

The Committee came up with the following topics to discuss at the Student Advisory meeting on March 10th.

Bathroom/Locker room updates, Course catalog – descriptions, Homework, Prom bus, Youth Risk Survey data – guest speaker ideas, Sixth grade move to HES.

District Improvement Plan – mid-year review

Dr. Dwight presented the 2016 mid-year update to the Harvard Public Schools District Improvement Plan. The presentation identified each Core Value (Student Achievement, Personal Growth, Partnership, Resources and School Climate). The majority of the goals are 100% complete. Expanding parent involvement is 75% complete and Student Data Management is 60% complete. The Committee discussed future initiatives for the next three year District Improve Plan including restructuring professional development, using technology as an integrated learning tool, attendance, differentiated instruction, SAMR model, student support, PowerSchool integration and dashboard expansion. Dr. Dwight along with Leadership team will take feedback and work to develop goals that will be presented in a Draft District Improvement Plan to the School Committee at a future meeting.

Review meeting minutes

SusanMary made the motion with no objection to approve the minutes of the January 23rd meeting as amended.

VOTE 4/0

Report out from Liaisons

Maureen Babcock reported that closings for 10 of the 18 homes at the Devens Emerson Green Development have occurred. There are no school aged children residing in any of the 10 homes. The next phase is scheduled to break ground this spring. DEAC is scheduled to meet on March 7th. Nancy Lancellotti reported that the restarted Health Fair will be held this year at Bromfield. Multiple grades will participate in the fair. The School Council has divided into two subcommittees; one will be focusing on climate and the other on handbook for the next few meetings.

Jon Green – No update for HCTV. SEPAC has sent out their survey and are collecting response. SusanMary reported that the Budget Subcommittee needs to meet to make a recommendation on the budget cuts. Also the Committee needs to get back to Brian from HEAC with regard to the capital requests. Our understanding was that none of the projects would move forward without approval of the grant, but Brian's understanding is that there are items that are considered maintenance items that would not be covered by the grant. It is too late to get those items approved by CPIC so we will need to find funding or ask Brian if this can wait a year.

Town resident, Nate Finch sent SusanMary Redinger an email seeking the stance the schools were taking on the issue of transgender bathrooms given that President Trump rescinded the directive. We would like to get information out to reassure people that transgender youth are protected by state law. Massachusetts state law allows students to choose which bathroom they used based on the gender they identify with. They also can meet with principals for special accommodations. The School Committee will craft a letter in support of the Massachusetts state law that protects transgender youth to send to State Senator Benson and/or Eldridge.

Mary Traphagen - Meetings tomorrow and next week that have already been talked about.

Future Agenda Item

School Committee Self-Assessment
Recommendation regarding Athletic user fees
Approve school calendar for 2017/2018
Public Hearing on the budget
Budget book

Special Education Report
Parent Survey
Youth at Risk Survey

Open to Interested Citizens' and School Committee Commentary

Marty Green, Old Littleton Road - can the Cost of Living Adjustment (COLA) be incorporated into our existing budget for 2017/2018.

Closing Commentary

Dr. Dwight reminded everyone that the Science Fair will be held this Friday.

Mary Traphagen – looking forward to judging

Nancy Lancellotti – happy to help Mary judge

SusanMary Redinger reminded everyone that the Hildreth Elementary School public forum will be held Thursday at 7:00 at Volunteers Hall. There will be babysitting available at HES in the Bridges room.

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

Roll call vote

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

Respectfully Submitted:

Mary Zadroga