

Harvard Public Schools  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**Monday, August 29, 2016**  
**6:00 p.m.**  
**Upper Town Hall**

- I. Call to Order (6:00)**
- II. Read the Vision Statement (6:00)**
- III. Open to Interested Citizens' Commentary (6:03)**
- IV. Superintendent Report (6:08)**
- V. Updates on Capital Projects (6:18)**
- VI. School Readiness Report (6:25)**
- VII. Discussion of Draft School Committee/Superintendent Goals (6:35)**
- VIII. Athletic Uniforms Replacement Cycle and Possible Funding Sources (7:05)**
- IX. Substitute Teacher Recruitment/Training/Evaluation (7:20)**
- X. Update on Personnel Spreadsheet (7:35)**
- XI. OPM Hiring Process Update (7:40)**
- XII. Update on the Town Finance Director/School Business Manager Shared Position (7:55)**
- XIII. Review Liaison Assignments and Sub-Committee Assignments (8:00)**
- XIV. Vote on Secretary Position (8:05)**
- XV. Review meeting minutes (8:10)**
- XVI. Suggest Future Agenda Items (8:20)**
- XVII. Open to Interested Citizens' and School Committee Commentary (8:30)**
- XVIII. Adjournment (8:35)**

**Documents: superintendent report, personnel spreadsheet, liaison assignment list,  
meeting minutes, athletic uniform spreadsheet, OPM information**

**Vision Statement:** The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

# Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

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## Superintendent's Update August 29, 2016

### I. Hildreth Elementary building project update

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

- Called references for the 4 selected companies
- August 9<sup>th</sup>: conducted 4 interviews, discussed and made a final selection
- Completed a detailed report on our selection process
- August 17<sup>th</sup>: submitted our OPM selection and report to MSBA
- Completed revisions to the OPM report for MSB

Upcoming:

- September 12<sup>th</sup>: meet in Boston with MSBA to approve our OPM
- Visioning Committee meets on September 14<sup>th</sup>
- School Building Committee meets on September 22<sup>nd</sup>
- RFS written, approved, and posted for the design phase

### II. Celebration of Capital Projects

The first event was held on Friday morning from 7:30 am – 9:00 am. Three of the science teachers attended as well as two School Committee Members, the town administrator, DPW director, a Board of Selectman, and the leadership team. Several community members, parents, students, and employees took the opportunity to tour the project areas. They expressed their pleasure at the improved learning spaces, safer parking lot, and updated bathrooms.



# Harvard Public Schools

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## **III. Change Orders for the Parking Lot Project**

Sunshine Paving Co. requested two change orders during construction. The first involved ledge removal and the second involved electrical work beyond the original scope of the project. See attached letter from Rich Nota, and his supporting documents. The two change orders bring the cost of the project up \$12,400 from \$330,000 to \$342,400. The School Committee will need to vote their approval and a funding source.

## **IV. New Teacher and Staff Induction**

On Thursday, August 25<sup>th</sup>, the new staff was warmly welcomed into the district with a full day of induction activities starting with breakfast and a meeting with the town's human resource department. The principals led tours and introduced the Educator Evaluation process, mentors shared knowledge and support, and I shared the district's vision and goals. All of these components were coordinated by Lisa Hopkins our new teacher mentor coordinator.

## **V. Technology Roll-Out**

Students in grades 6 and 7 visited Bromfield to pick up their iPads this past week. They also picked up a keyboard and case which are new additions to their technology learning tools. Students in grades 5 and 8 will visit the schools with their families to learn more about the technology tools as they are first time users of the schools' iPads and MacBooks. The late arrival of the technology put an additional strain on the IT staff, but they are managing the hurdles with grace and professionalism.

## **VI. Ready for Students!**



# Harvard Public Works Department

**Richard C. Nota, Public Works Director**

**47 Depot Road**

**Harvard, MA 01451**

**Tel. 978-456-4130**

**Fax 978-456-4125**

**E-Mail – [rnota@harvard.ma.us](mailto:rnota@harvard.ma.us)**



8/11/16

Linda Dwight  
Harvard School Superintendent  
Bromfield House  
39 Mass Ave.  
Harvard, MA 01451

Re: Bromfield Parking Lot Project

Dear Linda,

Sunshine Paving Corporation has issued two Change Orders for work completed up and above the base contract work. I have reviewed them and find them both to be very fair prices.

Change Order #1 is for ledge excavation. The contract document called for ledge to be paid at a rate of \$125/CY for all ledge encountered on the job. I have attached my Ledge Tabulation Worksheet to the Change Order document. The amount charged by Sunshine Paving is below my estimated quantities; therefore, I recommend the payment of this Change Order.

Change Order #2 is for electrical work associated with the need to replace the underground electric service between two existing pole to allow the installation of the parking spaces along the main driveway. (See attached photos). This includes the work of the electrical subcontractor and the excavation/backfill of the trench by Sunshine Paving. The cost is very reasonable; therefore, I recommend payment of this Change Order.

I trust I've provided you with all information you need relative to these items; however, if you need any information please feel free to contact me.

Best Regards,

Richard Nota  
Public Works Director





## CORPORATION

89 Meadowbrook Road N. Chelmsford, MA 01863  
978-250-1233 Fax 978-251-8991

PCO #1

**Submitted To:** Mr. Richard Nota  
Director of Public Works  
47 Depot Road  
Harvard, MA 01451  
[rnota@harvard.ma.us](mailto:rnota@harvard.ma.us)

**Date:** August 10, 2016  
**Job Name:** Bromfield School Parking Lot  
Reconstruction and Ancillary Work

### LEDGE REMOVAL & DISPOSAL

1. Work to include: Construction Crew time for one and a half days, four days of hauling, disposal fees.

Lump Sum Price for Above Item

\$8,900

Terms: As per Original Contract.

Approval:

\_\_\_\_\_  
Town of Harvard, MA

\_\_\_\_\_  
Date

PCO #1 Approved RCN 8/11/16

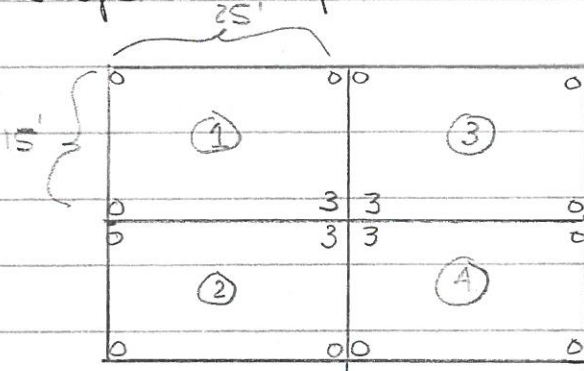
Worksheet Attached

# Ledge Worksheet

RCN - 8/11/16

Ledge encountered Bromfield Parking lot

Ledge Outcrop



① 10.41

② 10.41

③ 10.41

④ 10.41

41.67 CY

CTP #1 1.95 CY Ledge  $7.5' \times 1' =$

CTP #2 3.90 CY Ledge  $7.5' \times 2' =$

CTP #3 1.95 CY Ledge  $7.5' \times 1' =$

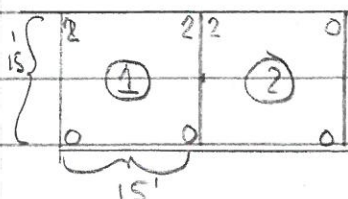
DMH #2 1.5 CY Boulder (Trench)

Drainage Trench Ledge  $3' \times 40' \times 1.75' =$  7.78 CY

Electric Service  $70' \times 2' \times 1' =$  5.18 CY

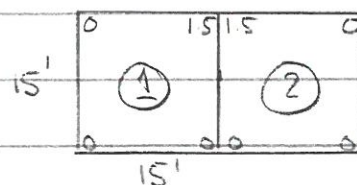
Light Pole Base  $3.5' \times 3.5' \times 2' =$  1.84 CY

East Side of Parking lot



8.33  
CY

4.17  
CY



3.21 CY

3.21 CY

Ledge

\$12,788.19

Total 84.69 CY @ 150



## CORPORATION

89 Meadowbrook Road N. Chelmsford, MA 01863  
978-250-1233 Fax 978-251-8991

PCO #2

**Submitted To:** Mr. Richard Nota  
Director of Public Works  
47 Depot Road  
Harvard, MA 01451  
[rnota@harvard.ma.us](mailto:rnota@harvard.ma.us)

**Date:** August 10, 2016  
**Job Name:** Bromfield School Parking Lot  
Reconstruction and Ancillary Work

### NEW CONDUIT & WIRE

1. Work to include: Furnish and install new conduit and wire between existing poles.

Lump Sum Price for Above Item **\$3,500**

Terms: As per Original Contract.

Approval:

\_\_\_\_\_  
Town of Harvard, MA

\_\_\_\_\_  
Date

PCO #2 Approved RCN 8/11/16

Photos Attached









# FY16 School Outside Fund Report

	<u>Beginning</u> <u>6/30/15 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Current</u> <u>6/30/16 Balance</u>	<u>FY16 Subsidy</u>
<b>Community Education:</b>					
Bridges	\$ 66,047.66	\$ 174,254.00	\$ 117,417.74	\$ 122,883.92	\$ 30,000
Summer Adventure	\$ 27,349.50	\$ 35,592.50	\$ 9,405.19	\$ 53,536.81	
Adult Education	\$ 3,661.02	\$ 6,129.50	\$ 1,602.80	\$ 8,187.72	
Spectrum	\$ 15,620.32	\$ 116,444.16	\$ 64,560.27	\$ 67,504.21	\$ 30,000
Global Child	\$ 422.00	\$ 270.00		\$ 692.00	
CrossLinks	\$ 14,738.24	\$ 21,389.80	\$ 13,658.90	\$ 22,469.14	
Administration	\$ (52,935.98)		\$ 55,005.70	\$ (107,941.68)	
<b>Total Community Education</b>	<b>\$ 74,902.76</b>	<b>\$ 354,079.96</b>		<b>\$ 167,332.12</b>	
<b>Devens:</b>					
Bromfield School, Tuitions	\$ 927,099.23	\$ 1,301,452.46		\$ 2,228,551.69	
TBS Staffing	\$ 4,160.69		\$ 4,806.00	\$ (645.31)	
TBS Transportation	\$ (26,752.00)	\$ 48,840.10	\$ 49,330.80	\$ (27,242.70)	
TBS Capital	\$ (182,776.46)	\$ 20,000.00	\$ 75.00	\$ (162,851.46)	
Special Ed Services	\$ 45,409.16	\$ 320,693.21	\$ 316,890.16	\$ 49,212.21	
Elementary School, Tuitions	\$ (46,217.47)			\$ (46,217.47)	
HES Staffing	\$ 76,498.00			\$ 76,498.00	
HES Transportation	\$ -			\$ -	
HES Capital (Technology)	\$ (108,632.22)		\$ 115,469.04	\$ (224,101.26)	
Prior Year Expenditures	\$ (72,247.33)		\$ 158,100.10	\$ (230,347.43)	
Technology Purchases	\$ (134,768.93)		\$ 51,364.21	\$ (186,133.14)	
<b>Total Devens</b>	<b>\$ 481,772.67</b>			<b>\$ 1,476,723.13</b>	<b>\$ 675,000</b>
<b>School Lunch</b>	<b>\$ 7,164.40</b>	<b>\$ 657,668.99</b>	<b>\$ 636,155.56</b>	<b>\$ 28,677.83</b>	<b>\$ 5,000</b>
<b>School Athletic Revolving:</b>	<b>\$ (4,544.21)</b>	<b>\$ 208,267.75</b>	<b>\$ 190,128.44</b>	<b>\$ 13,595.10</b>	
<b>School Rental Revolving:</b>	<b>\$ 4,142.19</b>	<b>\$ 20,470.00</b>	<b>\$ 9,715.56</b>	<b>\$ 14,896.63</b>	<b>\$ 6,000</b>
<b>PreSchool Revolving:</b>	<b>\$ 41,054.81</b>	<b>\$ 56,308.50</b>		<b>\$ 97,363.31</b>	<b>\$ 85,000</b>
<b>School Bus Revolving:</b>	<b>\$ 7,759.70</b>	<b>\$ 57,097.50</b>		<b>\$ 64,857.20</b>	<b>\$ 60,000</b>
<b>Restitution/Lost Books:</b>	<b>\$ 1,073.15</b>	<b>\$ 186.13</b>		<b>\$ 1,259.28</b>	
<b>HES Gift:</b>	<b>\$ 5,264.91</b>	<b>\$ 12,941.79</b>	<b>\$ 10,051.14</b>	<b>\$ 8,155.56</b>	
<b>Bromfield Gift:</b>	<b>\$ (679.44)</b>	<b>\$ 30,325.16</b>	<b>\$ 21,576.18</b>	<b>\$ 8,069.54</b>	
<b>Shaw Gift:</b>	<b>\$ 393,337.17</b>	<b>\$ 48,298.26</b>	<b>\$ 33,614.14</b>	<b>\$ 408,021.29</b>	<b>\$ 35,000</b>
<b>Patterson Foundation Gift:</b>	<b>\$ -</b>	<b>\$ 2,500.00</b>	<b>\$ 686.98</b>	<b>\$ 1,813.02</b>	
<b>Kindergarten Tuitions:</b>	<b>\$ 25,223.60</b>	<b>\$ 187,447.00</b>	<b>\$ 849.31</b>	<b>\$ 211,821.29</b>	<b>\$ 160,000</b>
<b>Bromfield Student Activity Revolving:</b>	<b>\$ 72,155.23</b>	<b>\$ 218,837.06</b>	<b>\$ 222,264.84</b>	<b>\$ 68,727.45</b>	
<b>HES Student Activity Revolving:</b>	<b>\$ 5,620.59</b>	<b>\$ 52,746.11</b>	<b>\$ 50,479.87</b>	<b>\$ 7,886.83</b>	
<b>Federal Grants:</b>					
Early Childhood, 262	\$ 250.18	\$ 1,531.00	\$ 10,948.58	\$ (9,167.40)	Direct Exp.
Special Education, 240	\$ 32,676.55	\$ 197,278.00	\$ 279,189.65	\$ (49,235.10)	
Sped Early Child. Improv., 298	\$ 2.00		\$ 2.00	\$ -	
Curriculum Frameworks, 274	\$ 1,148.97	\$ 6,838.00	\$ 4,813.97	\$ 3,173.00	
Educator Quality, 140	\$ -	\$ 13,905.00	\$ 13,905.00	\$ -	
Title 1, 305	\$ 18,546.06	\$ 131,821.00	\$ 157,535.05	\$ (7,167.99)	
PreSchool IDEA, 762	\$ 0.48			\$ 0.48	
<b>Total Federal Grants</b>	<b>\$ 16,408.48</b>			<b>\$ (62,396.75)</b>	
<b>State Grants:</b>					
Kindergarten Enhancement, 701	\$ -	\$ 23,610.00	\$ 23,610.00	\$ -	
School Choice (Special Revenue)	\$ 41,629.00	\$ 351,884.00		\$ 393,513.00	\$ 145,000
Circuit Breaker (Special Revenue)	\$ 459,098.76	\$ 369,834.00	\$ 16,863.00	\$ 812,069.76	\$ 400,000
<b>Total State Grants</b>	<b>\$ 979,627.76</b>			<b>\$ 1,205,582.76</b>	
<b>GRAND TOTAL, ALL OTHER FUNDS:</b>	<b>\$ 3,149,416.80</b>			<b>\$ 3,720,572.57</b>	<b>\$ 1,631,000</b>



**School Readiness Meeting**  
**Wednesday, August 24, 2016**  
**8:00 A.M.**  
**Bromfield Library**

- I. Welcome and Introductions
- II. Review the Core Value Statement about Partnerships: We believe that students are best served when schools, families, and community share a common vision and are committed to open communication, mutual respect, and collaboration.
- III. School Facilities Update/Custodial Coverage/School Access – Mark Force
- IV. Parking Lot and Road Condition Updates – Rich Nota
- V. Bus Schedules and Any Route Changes – Sandra Martin, Sharon Schmidt
- VI. Safety and Security Updates – Chief Sicard and Chief Denmark
- VII. Specific School Updates – Principals
- VIII. Planning for Fire drills and Lock Down Drills
- IX. School Closing Procedures
- X. Contact Information Updates
- xii. Thank you for attending and keeping our students safe.

**Joint School Committee/Superintendent Goals**  
**School Year 2016 - 17**

**Goal 1**

<b>Title</b>	<b>Commitment</b>	<b>Goal</b>	<b>Conditions</b>	<b>Interfaces</b>	<b>% Complete</b>
Contract Negotiations	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 1 <sup>st</sup> a new Teacher's Contract has been ratified by the School Committee and the HTA.	Teachers needs are balanced with the financial goals of the town.  Contract conditions support optimal student learning and achievement.  _____	School Committee  HTA  Administration  School Business Manager  Board of Selectman  Finance Committee	

**Goal 2**

<b>Title</b>	<b>Commitment</b>	<b>Goal</b>	<b>Conditions</b>	<b>Interfaces</b>	<b>% Complete</b>
HES Renovation	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.	(1) By Town Meeting of 2017 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction.	Must meet MSBA requirements.  Building must address student learning needs and possible future expansion.  Community involvement at all stages.	School Building & Visioning Committee  School Committee  Administration  School Community  Capital Committee/Finance Committee	



**Joint School Committee/Superintendent Goals**  
**School Year 2016 - 17**

				Townpeople	
				MSBA	
				NV5/Architect (TBD)	

**Goal 3**

<b>Title</b>	<b>Commitment</b>	<b>Measurement</b>	<b>Conditions</b>	<b>Interfaces</b>	<b>% Complete</b>
User Fees	To reduce the financial demands on Harvard schools' families by eliminating or reducing bus fees, athletic fees and/or kindergarten tuition.	<p>By June 30, 2017 a funding plan/structure has been implemented that ensures user fees will cover a fixed percentage of services for at least a three year period. OR:</p> <p>By ATM 2017, funding has been approved that decreases user fees for some or all of Harvard families and a financial plan is in place to address user fees for at least three more years.</p>	<p>Finance committee is in agreement.</p> <p>Parent/student input will be considered.</p> <p>Must not negatively impact services already being provided.</p>	<p>School Committee</p> <p>Parents/Students</p> <p>Finance Committee</p> <p>Administration</p> <p>Harvard Athletic Advisory</p> <p>Harvard community</p>	

SPORT	# of PARTICIPANTS	UNIFORM PURCHASE DATE	# OF PIECES INCLUDED WITH THE UNIFORM	COST OF UNIFORM	HOW FUNDED	WHO ORGANIZED THE PURCHASE	VENDOR	Notes
<b>FALL</b>								
V Girls Soccer	20	2011		\$52 ea.	Fundraising	B. J. Pessia	Soccer Stuff	
V Boys Soccer	22	07 & 16/10	4 & 5	\$35.50 ea.	Fundraising	Tom Hill	U-Save Sports	
JV Girls Soccer	18							
JV Boys Soccer	20	2010	2&1	\$16.50 shirt	Fundraising	Tom Hill	U-Save Sports	
JV2 Boys Soccer	17	2016	2 & 1	\$31 ea	Fundraising	Tom Hill	U-Save Sports	
MS Girls Soccer	22	2006(?)	2					
MS Boys Soccer	20	2006(?) & 20	2& 1		Fundraising	Tom Hill		
V Field Hockey	16	2012	3	\$63. ea.	Fundraising	Sue Silver	Kangaroo crossing	
JV Field Hockey	16							
MS Field Hockey	12							
V Boy Cross Country	20	10 Yrs. & Up	2	\$40 ea	Fundraising	Dave Boisvert	Kangaroo Crossing	Used for track
V Girls Cross Country	14	2016	2	\$40-45 ea	Fundraising	Dave Boisvert	Kangaroo crossing	Used for track
Golf	15		1		Buy Their Own			
<b>WINTER</b>								
V Girls Basketball	12	2012	2 & 1	\$48 ea.	HAA	Mike Dube	Allen & CO Inc	
V Boys Basketball	12	2011	2 & 1	\$48 ea.	Fundraising	Tom Hill	Allen & Co Inc	
JV Girls Basketball	10	2012	2 & 1	\$48 ea.	HAA	Mike Dube	Allen & Co Inc	
JV Boys Basketball	12	2012	2 & 1	\$24 ea.	Road Race	Tom Hill	Allen & Co Inc	
MS Girls Basketball	16							
MS Boys Basketball	14	2013	2	\$22 ea.	BAC Loan	Pam Alexander	Kangaroo Crossing	
V Girls Indoor Track	12	2016	2	\$40-45 ea	Fundraising	Dave Boisvert	Kangaroo Crossing	
V Boys Indoor Track	16	10 Yrs & up	2	\$40 ea.	Fundraising	Dave Boisvert	Kangaroo Crossing	
V B/G Swim Team	24							
JV B/G Swim Team	20							
V Ski Team	16							
<b>SPRING</b>								
V Baseball	12	2014 & 2015	4 & 1	\$54.81	Fundraising	Fred McDonald	U-Save Sports	
JV Baseball	9							
MS Baseball	16							
V Softball	10	2012(?)	3		Fundraising	Sue Silver	Kangaroo Crossing	
JV Softball								
MS Softball	12							
V Girls Track	35	2016	2	\$40-45 ea.	Fundraising	Dave Boisvert	Kangaroo Crossing	
V Boys Track	30	10 Yrs. & Up	2	\$40 ea.	Fundraising	Dave Boisvert	Kangaroo Crossing	
V Girls Tennis	14							
V Boys Tennis	12							
V Girls Lacrosse	20	2011	2		Fundraising		Henrickson Advertising	
V Boys Lacrosse	20		2					
JV Girls Lacrosse	17							
JV Boys Lacrosse	17							

## 2016/2017 PERSONNEL SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Scott Hoffman	1.0	TBS	Principal	James O'Shea	resignation	132,807	125,000	7,807
Robin Benoit	1.0	TBS	Associate Principal	Scott Hoffman	position change	110,373	103,000	7,373
Craig Robbins	1.0	TBS	Band Teacher	Thomas Reynolds	retirement	65,000	46,315	18,685
Lisa Terrio	1.0	TBS	Foreign Language	Gioanne Wagner	retirement	65,000	54,132	10,868
Michael Poe	1.0	TBS	Foreign Language	Janet Lombard	retirement	65,000	51,748	13,252
Sabiha Madraswalla	1.0	TBS	Foreign Language	Denise Keating	retirement	65,000	46,315	18,685
Julie Burton	1.0	TBS	Physics Teacher	Jack Duranceau	resignation	94,541	68,089	26,452
Clare Gribi	0.6	HES	Reading Tutor	Laura Kilkenney	resignation	25,424	25,529	-105
Wendy Scott	0.6	HES	Math Tutor	Jean Pellegriti	transfer	24,888	27,101	-2,213
Tamara Willsie	0.6	HES	Math Tutor	new postion - Title 1 funded	new		25,529	no impact Title I funded
Alison Thorton	0.5	HES	K-Aide	Michelle McDonald	resignation	17,145	13,799	3,346
Jean Pellegriti	0.5	HES	K-Aide	new	new section	0	13,799	-13,799
Rebecca Epstein	0.4	HES	Recess/Lunch/Library	Robin Arcand	resignation	14,053	10,776	3,277
Jenny Eklund	0.6	HES	school nurse		.6 FTE	72,213	43,328	28,885
Marie Phillips	1.0	HES	Kindergarten teacher	one year assignment	add'l section	0	48,012	no impact add'l Devens funding
Barbi Kelley			Wellness Dept leader	new	new		5,500	-5,500
Lucinda Doucette	1.0	SPED	Secretary	Claudia McKenna	retirement	47,424	39,270	8,154
Marissa Ricard	1.0	SPED	Learning Assistant	Ally Moehring	resignation	26,103	22,588	3,515
Nicholas Francis	1.0	SPED	Learning Assistant	Gina Mazzerolle	resignation	23,959	23,959	0
Lori Colangelo	1.0	SPED	Learning Assistant	Lindsay Farrar	resignation	25,380	25,380	0
Heather Montalto	1.0	SPED	HES, SPED Coordinator	Rachael Fusco	reassigned	88,216	64,618	23,598
Laura Uglevich	0.5	SPED	Occupational Therapist	Heather Montalto	reassigned	58,431	38,905	19,526
Margaret Serpa	0.5	SPED	ELL Teacher		resignation	38,905	0	38,905
Abby Patriquin	0.5	SPED	PreK	maternity leave	pay adjustment	25,964	21,051	4,913
Julie Wright	0.5	SPED	PreK	Abby Patriquin	maternity leave	0	6,750	-6,750
Debbie Carroll		HES	Reading Tutor	reallocate Serpa funds	ELL Tutor	0	23,274	-23,274
Reenie Keith	1.0	SPED	ELL Teacher	replacing Serpa	reassigned	87,942	87,942	0
Horton/Tabor/Campbell/Shepard		TBS	Dean/add'l sections	new	new	0	28,500	-28,500
The Durkin Company		Maint	Custodial Services	Custodial Salaries/Overtime	change model	367,798	360,000	7,798
Custodial services		Maint	\$10,000 of custodial svc contract covers supplies which were budgeted in the supply line.					10,000
David Woodsum		Maint	Maint/Community Access	New		0	53,414	-53,414
K-Grant		HES	offset to HES salary	Decrease budget offset	eliminated	0	20,000	-20,000
						1,541,566	1,503,624	101,483

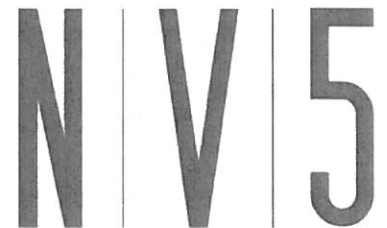
# Hildreth Elementary School Harvard, MA

## RESPONSE TO REQUEST FOR SERVICES Owner's Project Manager

July 27, 2016



Submitted By:  
NV5 Global, Inc.  
44 Pleasant Street, Suite 100  
Watertown, MA 02472  
Phone: 617.744.3110





44 PLEASANT STREET, SUITE 100  
WATERTOWN, MA 02472  
PHONE 617.744.3110  
OFFICES NATIONWIDE | [www.NV5.com](http://www.NV5.com)  
PROGRAM AND PROJECT MANAGEMENT  
CONSTRUCTION QUALITY ASSURANCE  
ENERGY SERVICES  
ENVIRONMENTAL SERVICES  
INFRASTRUCTURE

July 27, 2016

Ms. Linda Dwight  
Harvard Public Schools  
39 Massachusetts Avenue  
Harvard, MA 01451

## RE: Owner's Project Management Services – Hildreth Elementary School

Dear Ms. Dwight:

NV5 is pleased to submit this proposal for Owner's Project Manager (OPM) Services for the Hildreth Elementary School. We have read the Request for Services (RFS), including the answers to questions, and we certify that we meet the minimum criteria specified in Item 4 of the RFS.

NV5 acquired Joslin Lesser + Associates, Inc. in 2015. Joslin Lesser was established in 1983 and specializes in project management in Massachusetts. Joslin Lesser continues to operate as we have for the last 30+ years, but now under the name NV5, which and now also benefiting from being part of a national firm with a deep bench of resources that can be tapped for our clients at any time. We serve as Owner's Representatives, acting as the Owner's agent through all phases of planning, design, construction, FF&E procurement, and final occupancy. As Project Managers, we are an extension of the Owner's staff, providing technical and management expertise in all aspects of education construction projects. We have managed over \$1.5 billion worth of Massachusetts public-sector projects from the earliest stages of planning through final occupancy and over 3 million square feet of K-12 building space in the state of Massachusetts.

### Team Highlights

- Providers of OPM services in Massachusetts since 1983
- Specialists in Public Building Projects
- Proven success on 23 MSBA projects including 11 schools with elementary grades

### NV5 Business Principles: It is only when our clients succeed -- that we succeed.

NV5 is a provider of professional consulting services to public and private sectors founded on the core principles of **efficiency**, **transparency**, and **client-centered services**. We take pride in our ability to provide our clients with the personalized feel and rigorous attention to detail of a small company while offering the stability and backbone of a large national firm. We begin each new project with the development of a staffing plan and proposal specifically structured to needs of the Client at the best possible value.

As Owner's Project Managers, we have a clear understanding of the roles and responsibilities necessary to deliver a project that will meet the needs of the Hildreth School Building Committee, the Town of Harvard, and the School District's administration, their staff, parents and students.

### Key Staff

- **Jeffery Luxenberg** will serve as **Project Director**. I am Managing Director of NV5 for Education. I am a Certified Construction Manager with extensive experience working with School Building Committees, Town staff and the MSBA. I have managed over 30 school projects including 11 elementary school projects. I recently completed the Angier ES which was part of a multi-school

program in Newton that opened in January. I am currently overseeing the Woodland ES project in Milford.

- **Stephanie Gilman** will serve as **Senior Project Manager**. Stephanie will be the day-to-day contact. She recently completed a grades 5-8 middle school in Stoneham and facilitated the Feasibility Study at the Haverhill K-8 project which is under construction. Stephanie is formally the Public Buildings Commissioner in Newton where she was responsible for over 80 buildings. She is currently managing capital projects at Northeastern University, which will be completed shortly.
- **Inga Knox** will serve as **Assistant Project Manager**. Inga is near completion on the Lunenburg Middle/High School project and recently completed the University Hall project at the University of Massachusetts Boston.
- **Rob Alger** or **Bill McNally** will serve as the **Project Representative**. Rob is the on-site representative on the Lunenburg Middle/High School project and Bill is the on-site representative for the Woodland Elementary School in Milford. Both projects are near completion.
- **Peter Bradley** of PM&C will provide **cost estimating** services.

#### Distinguishing Characteristics

- We **LISTEN** first and will be an extension/partner of your team, executing your projects in alignment with your philosophies, not our own pre-set agenda.
- Our **"whatever it takes"** approach is contagious and invigorating.
- We take our work very seriously, but never take ourselves too seriously.
- We are **proud and passionate** about our focus on public sector projects.
- We **focus on efficiency** for ourselves and the entire team. This will translate to **cost savings**.
- We **foster a strong team approach**, which allows for **collaborative** problem solving, creativity, and quality throughout the project.
- We have extensive experience working on elementary school located on **constrained sites** that are **occupied throughout** construction.
- All team members have worked closely with the MSBA on several projects and are very familiar with **MSBA protocols and procedures**.

#### Primary Contact

As Project Director, I will be the contact person and can be reached at 617-293-6106 (cell), 617-744-3118 (office), or by email at [Jeffery.luxenberg@nv5.com](mailto:Jeffery.luxenberg@nv5.com). If you have any questions regarding this proposal, please give me a call. NV5 looks forward to collaborating with the Town by providing OPM services to achieve a successful project. Thank you for considering us for this opportunity and we look forward to a potential interview with your team.

Sincerely,



**Jeffery Luxenberg, CCM, AICP**  
Managing Director, Education  
NV5 Global, Inc.

## Liaison Assignments

Board of Selectman	SusanMary Redinger
FinCom	SusanMary Redinger
DEAC	Mary Traphagen
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	Patty Wenger
HEAC	SusanMary Redinger
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
Case	Linda Dwight
<b>Subcommittee Assignments</b>	
Bromfield House	SusanMary Redinger
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/Patty Wenger or Nancy Lancellotti
Science Labs	Nancy Lancellotti/SusanMary Redinger
User Fees/Athletic Advisory	Mary Traphagen/Patty Wenger
Website Review	SusanMary Redinger
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Superintendent Review	SusanMary Redinger and Mary Traphagen
HES Visioning	Mary Traphagen and SusanMary Traphagen
Building Committee	SusanMary Redinger

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

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

Absent: Nancy Lancellotti

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

Peter Rowe read the vision statement

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

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

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

**Hildreth Elementary Handbook Review**

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

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

VOTE 4/0

**Anti-Bullying Plan Update**

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

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

VOTE 4/0

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

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

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

VOTE 6/3

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

Opposed: Green, Sklar, Wallace).

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

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

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

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

VOTE 4/0

### **Superintendent Evaluation**

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

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

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

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

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

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



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

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

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

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

VOTE 4/0

### **Superintendent Report**

Dr. Dwight reported on the following:

*HES building project update:*

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

Summer dates of note:

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

*Calendar change:*

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

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

VOTE 4/0

#### *Grant Funding:*

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

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

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

#### *Waiver Granted:*

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

#### *Conference Registration:*

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

### **MSBA Feasibility Study Vote**

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

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

VOTE 4/0

### **Project Update**

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

### **Personnel Spreadsheet for FY17**

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

### **Review meeting minutes**

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

VOTE 4/0

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

VOTE 4/0

### **Report Out of Liaisons**

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

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

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

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

### **Agenda Items**

HES School Improvement Plans

TBS School Improvement Plans

Bromfield Handbook

DDM discussion

Goal setting for the year/map out year

Policy

Bus efficiency

Kindergarten update

Review Liaisons

Superintendent goals

### **Commentary:**

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

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

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

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

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

### **Adjournment**

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

VOTE 4/0

Respectfully submitted:

Mary Zadroga

School Committee Minutes  
Upper Town Hall  
August 8, 2016  
6:00p.m.

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

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

Mary Traphagen read the Vision Statement

**Open to Interested Citizens' Commentary**

None

**Introduction of New School Committee Member and Farewell to Outgoing Member**

SusanMary Redinger welcomed Patty Wenger back to the School Committee. SusanMary is appreciative of Patty's prior experience on School Committee which gives her the ability to 'hit the ground running'. Maureen Babcock, Jon Green, and Mary Traphagen also welcomed Patty.

SusanMary Redinger wished outgoing member Jennifer Bedford well as she and her family move to Baltimore. Susan Mary commended Jennifer's more than two years of service on the committee. SusanMary Redinger spoke highly of Jennifer's ability to guide conversations back to their focal point. SusanMary also commented on Jennifer's passion for public education.

**Review Norms**

School Committee conducted the annual review of their operating norms. There were no questions or comments. They will continue to review the norms as needed.

**Introductions of The Bromfield School's New Administrators**

Three administrators were introduced;

Robin Benoit- Associate Principal. Her passions are curriculum development and building a strong school community.

Dr. Julie Horton- Dean of Students. Julie has been a teacher, Class and Student Council advisor. She is excited for this position and happy to continue teaching as well.

Scott Hoffman- Principal. Scott has been at Bromfield for 10 years. He is excited to take the reins as Principal. He says it's daunting, but he has a great team. He wants to take discussions and put them into action.



### **Bromfield Handbook Review**

The School Committee, with Scott Hoffman discussed the following areas of the Handbook;

Unexcused Absences, Detention, Behavioral Expectations, Social Media Misconduct, Age of Majority, Security Cameras, Dress Code, and Cellphone Usage.

Jon Green made a suggestion for Scott Hoffman to use a Google site so the Handbook can be worked on by multiple people. The Handbook has formatting issues. Scott Hoffman acknowledged the issues. It was suggested The Bromfield School Council be involved with Handbook editing.

Mary Traphagen made a motion and Patty Wenger seconded to approve the 2016-17 Bromfield Handbook, as amended.

VOTE 4/0

### **Superintendent Report**

Hildreth building project- many actions completed in the past three weeks.

Upcoming actions; Check references and interview the 4 candidates for the OPM position. Submit OPM selection to MSBA. Meet in Boston with MSBA to approve our selection.

Leadership summit- Much excitement and energy. New faces and/or new roles for 1/3 of the Administration team. Work on defining the District Improvement Plan, initiatives, and vision for the future.

Legal Training- Our new lawyer, Elizabeth (Liz) Valerio held an interactive training session with the Administration team. The focus was on the legal aspects of student discipline. It was a very productive and valuable session.

Error Correction- An employee has been underpaid.

Mary Traphagen made a motion and Patty Wenger seconded that \$7,015.00 from a revolving account be paid to that employee.

VOTE 4/0

Cleaning Progress- While there have been some communication issues, we are working them out with Durkin. Teachers and staff have been very pleased with the improved building cleanliness. HES will be done by Friday and Bromfield is almost done.

Science Room Furniture Everything is coming along and is looking great. Can't wait for student reactions!

### **Update on Capital Projects**

The upper Bromfield parking lot project is basically done. Lighting still needs to go in. The pin oaks have been planted. While they were budgeted, we don't know who planted them. Arborist Christian Bilodeau is applying for a grant for six more trees to be planted as well.

### **Update on Personnel Spreadsheet**

The Committee reviewed the 2016/2017 Personnel Spreadsheet that is currently showing a surplus of \$101,146 due in part to the consolidation of positions and new teachers being hired at a lower than budgeted salary.

### **Discussion of Potential School Committee/Superintendent Goals**

The Committee decided to come up with no more than three goals in addition to ongoing goals. The Committee came up with the following:

- 1.Successful contract negotiations
- 2.Hildreth Building project.
- 3.User fees
- 4.Dashboard- Will work on this when we know more
- 5.Science labs- ongoing
- 6.Student safety and security- Protocol is reviewed with Chief Denmark and administration. We could be proactive and hold forums for parents'
- 7.School website- sub-committee
- 8.SEPAC- with liaison- Jon, Linda, and Marie. Maybe hold a series of speakers to spark interest.
8. Technology- ongoing
- 9.Superintendent supervision and review- SusanMary and Jon will work on this

### **Proposed Superintendent Goals**

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

Other suggestions- For evidence, Linda will show evidence along the way rather than only at the end before her review. She will propose measures of progress towards meeting her goals

## Mapping out School Committee Responsibilities and Calendar

SusanMary Redinger mapped out the entire year of School Committee responsibilities and when they happen. She color coded many of the items. It's an amazing visual that will be so helpful to all SC members.

## Review Liaison Assignments and Case Position

### Liaison Assignments

Board of Selectman	SusanMary Redinger
FinCom	SusanMary Redinger
DEAC	Mary Traphagen
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	Patty Wenger
HEAC	SusanMary Redinger
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
Case	Linda Dwight
<b>Subcommittee Assignments</b>	
Bromfield House	SusanMary Redinger
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/Patty Wenger or Nancy Lancellotti
Science Labs	Nancy Lancellotti/SusanMary Redinger
User Fees/Athletic Advisory	Mary Traphagen/Patty Wenger
Website Review	SusanMary Redinger
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Superintendent Review	SusanMary Redinger and Mary Traphagen
HES Visioning	Mary Traphagen and SusanMary Traphagen
Building Committee	SusanMary Redinger

A Case Representative for the annual meeting needs to be chosen.

Patty Wenger made a motion and Mary Traphagen seconded that Dr. Dwight be chosen as the Case Representative.

VOTE 4/0

### **Share Parker Charter School Report**

Linda Dwight sent this out electronically, paper copies are available and the report is on Parker Charter's website.

### **Review meeting minutes**

SusanMary Redinger moved 7/11/16 minutes to be reviewed at 8/28/16 meeting.

VOTE 3/0

Science Lab meeting minutes are tabled until 8/28/16 meeting

### **Report out from Liaisons**

SusanMary Redinger reported that the deadline for CPIC 's 5 year capital improvement plan is 9/26/16

SusanMary Redinger reported that there will be a Super and a Special Town Meeting on 10/24. The Super town meeting is to consider Mass Development's proposal to rezone a Devens residential parcel into a business parcel. Special town meeting is for the Boards and the selectmen to seek funding approval for projects before the ATM in the spring.

Maureen Babcock reported that students were excited to meet with the district leaders and have ice cream. She thanked Linda for making that event possible. Maureen also reported that she sent the DEAC survey out to the committee right before this evening's meeting.

### **Suggested Agenda Items**

Policy review

Teacher contract liaisons

DEAC survey

School readiness meeting report

SC/Superintendent goals

Opening day convocation

**Open to Interested Citizens' and School Committee Commentary** Maureen Babcock, Jon Green and Mary Traphagen all welcomed Patty Wenger to the School Committee. Susan Mary Redinger thanked Peter Rowe. Patty Wenger is happy to be back.

SusanMary adjourned the meeting at 8:43p.m.



## Science Labs HVAC Financial Meeting Minutes

Bromfield Conference Room

Thursday June 9, 2016- 8am

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

SusanMary called the meeting to order at 8:04am

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

Lorraine provided numbers for the Science Labs HVAC project;

315K approved at ATM

10K paid to GLRA

18K paid to BLW

287K is the balance

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

Discussion resulted in;

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

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

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

VOTE 3/0

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

Respectfully submitted by Mary Traphagen