

Harvard Public Schools  
39 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**Monday, November 14, 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. Student Report (6:05)**
- V. Superintendent's Report (6:10)**
- VI. Grant approval (6:20)**
- VII. Financial Report (6:25)**
- VIII. Budget timeline and review process (6:40)**
- IX. Devens Survey Results (6:50)**
- X. Review the BOS offer re: space at the Old Library (7:05)**
- XI. Clarification of "harassment" vs "bullying" in policy and student handbooks (7:30)**
- XII. HEAC update on Ntl. Grid project and Capital requests (7:45)**
- XIII. Review meeting minutes (8:15)**
- XIV. Liaison/Sub-committee Reports (8:20)**
- XV. Suggest Future Agenda Items (8:40)**
- XVI. Open to Interested Citizens' and School Committee Commentary (8:45)**
- XVII. Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight (8:50)**
- XVIII. Adjournment (9:15)**

**Documents: superintendent report, meeting minutes, financial report, policies and handbook sections, HEAC requests to CPIC,**

**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.

**Superintendent's Update**  
**November 14, 2016**  
**6:00 PM Upper Town Hall**

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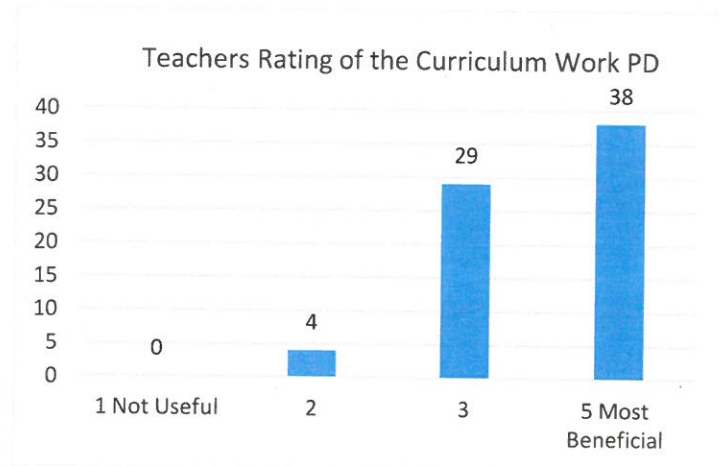
**I. Hildreth Elementary building project update**

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

- Perspective architect/design firms walked through HES to gain insight into the project and scope. They were allowed to ask questions and take pictures.
- Seven of the firms submitted formal applications.
- The School Building Committee members received either electronic copies or paper copies of the 7 applications to review and provide feedback.
- A meeting is planned on Monday at 11AM with NV5 to discuss the upcoming process with MSBA.
- A meeting is set for November 22<sup>nd</sup> in Boston with the MSBA panel.

**II. Professional Development Report**

On Tuesday, November 8<sup>th</sup>, the faculty participated in a professional development day of cross grade curriculum review, sharing student work, and curriculum mapping. Those curriculum activities were followed by a presentation of legal updates from our special education attorney. The feedback showed how meaningful the opportunities were to the teachers. Here are a few of the quotes: "First time I have seen what the elementary school does. Had time to talk to middle school about scaffolding. Very helpful." "The most beneficial aspect of the morning curriculum work was the cross-department sharing time. The opportunity to review snapshots of student work was an invaluable source of information about teaching and learning." "I really enjoy having time to work and learn as a district."



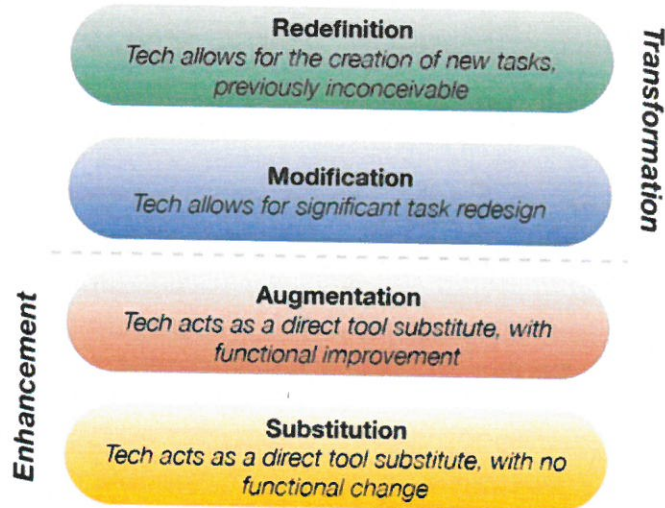
**Superintendent's Update**  
**November 14, 2016**  
**6:00 PM Upper Town Hall**

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### **III. Technology Learning**

A team of teachers visited Oak Meadow Middle School in Shrewsbury to see their 1:World program in action and learn from the teachers who are teaching with the tools. The feedback afterwards confirmed the value of this type of collaborating together.

Another team of teachers and district leaders attended the Innovation Summit in Boston. Information and strategies gained at the Summit will help us to continue to move learning up the SAMR model.



# Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

November 1, 2016

Linda Dwight, Superintendent  
Harvard Public Schools  
39 Massachusetts Avenue  
Harvard, MA 01451

Dear Dr. Dwight,

At our meeting Tuesday night, the Trust approved the following grants:

Submit Date	Request	Title	Submitter	Amount
9-21-2016	17-01	emWave	Christine Reale, Tessa Piantedosi, Josh Myler	\$803.58
10-11-2016	17-04	West African drumming	Anastasia Townsend	\$850
10-17-2016	17-05	Bromfield Debate	Mike Poe	\$750
10-21-2016	17-07	Mosaic math "games"	Lauren Crittendon	\$200
10-26-2016	17-08	Breakout box	Jennifer Fraser & Bryce Mattie	\$89
10-28-2016	17-09	6,000 lumens projector & short throw lens	Martha Brooks *	\$2,529.85

\*We are pleased to be supporting the Drama Department's request for a *6,000 lumens projector and short throw lens* with the Harvard Schools PTO. Together we will be awarding \$5,059.70.

Very truly yours,

Terry Symula  
President,  
Harvard Schools Trust

Cc: Susan Frederick  
Scott Hoffman  
Karen Shuttle  
Rolf VandeVaart

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#### 2013-2014 Directors

Albert Barbieri • Didi Chadran • Tim Clark • Heidi Creighton • Molly Cutler • Mimi Dorward • Pamela Erdos • Stephen Finnegan  
Pam Gordon • Bart Morrison • Louise Potter • Susan Robbins • John Rourk • Heidi Siegrist • Teresa Symula • Rolf vandeVaart

TO: Dr. Linda Dwight, Superintendent

November 10, 2016

FROM: Peter C. Rowe, Finance Director

RE: FY17 First Quarter Budget Update

Attached please find three (3) separate documents containing information to explain FY17 spending for the Harvard Public Schools as of October 31, 2016. 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 \$2,400,953.

This report is projecting total spending for the year at \$15,028,488, which would yield a small deficit for the year of \$20,894. As we move through the next three quarters we will need to identify actions to address this projected deficit, as well as any other unforeseen changes that will affect spending. The major factors affecting spending are: 1) Custodial Service contract which exceed 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 \$157K in salary savings from staff turnover and a projected surplus of \$24K in the Special Education transportation account.

-Attachment 2 is the 'Subsidies to the Operating Budget' page from the FY17 Budget document. It is important to note that the 'Outside Funding' column in Attachment 1 (\$2,400,953) differs from the Sub Totals line in Attachment 2 (\$2,330,939) by \$70,014 because the Special Education 240 Grant Award for FY17 is \$10,014 higher than budgeted and a \$60K offset of Technology Hardware was included in the 'Devens Technology' line rather than in the Sub total line.

-Attachment 3 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.

Going forward for FY17, Out of District Student Placements are expected to present the greatest challenge to remaining within budget, as certain cases 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

11/10/2016

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	162,400	56,214	106,186	162,400		0	
2	-51702 ADMIN ASST SAL	66,619	24,480	42,139	66,619		0	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	865	1,635	2,500		0	
4	-51731 BUSINESS COORD SAL	49,440	17,777	31,663	49,440		0	
5	-51742 CLERICAL SALARY	14,093	8,635	15,458	24,093	10,000	0	Building Rental
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	397	18,103	18,500		0	
7	-51941 PROF DEV SAL	43,740	25,803	17,937	43,740		0	
8	-51100 TSA MATCH	62,000	1,281	60,719	62,000		0	
<b>SALARY</b>		<b>419,292</b>	<b>135,452</b>	<b>293,840</b>	<b>429,292</b>	<b>10,000</b>	<b>0</b>	

9	-52713 LEGAL FEES, GENERAL	6,000	4,139	1,861	6,000		0	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	6,088	3,912	10,000		0	
11	-52715 SUPPLIES/OFFICE	19,000	11,869	7,131	19,000		0	
12	-52914 EQUIP LEASE/REPAIRS	4,903	1,459	3,444	4,903		0	
13	-52954 PROF DEV (CURR) EXP	69,957	29,656	55,301	84,957		(15,000)	
14	-52957 DUES & SUBSCRIPTIONS	9,974	6,550	3,424	9,974		0	
15	-53214 REGULAR TRANSPORT	273,293	84,420	277,380	361,800	55,000	(33,507)	Rebid Contract/Bus Fees
<b>EXPENSE</b>		<b>393,127</b>	<b>144,181</b>	<b>352,453</b>	<b>496,634</b>	<b>55,000</b>	<b>(48,507)</b>	

**COST CENTER TOTAL**

<b>812,419</b>	<b>279,633</b>	<b>646,293</b>	<b>925,926</b>	<b>65,000</b>	<b>(48,507)</b>	
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## Harvard Public School's FY17 Budget to Actual

11/10/2016

SCHOOL MAINTENANCE - 03002		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	67,798	29,192	24,222	53,414		14,384	
17	-51374 MAINT FOREMAN SAL	84,071	30,719	53,352	84,071		0	
18	-51300 OVERTIME	13,000	-	8,000	8,000		5,000	
	<b>SALARY</b>	<b>164,869</b>	<b>59,911</b>	<b>85,574</b>	<b>145,485</b>	<b>0</b>	<b>19,384</b>	

19	-52380 TELEPHONE	8,000	2,094	5,906	8,000		0	
20	-52381 SUPPLIES/MAINT BLDG	116,489	88,787	55,347	144,134	37,645	10,000	Shaw Trust
21	-52382 WATER	13,000	3,255	14,745	18,000	5,000	0	Food Service
22	-52385 ELECTRICITY	165,000	41,113	183,887	225,000	60,000	0	Community Ed
23	-52386 FUEL (Gas & Oil)	125,000	3,649	121,351	125,000		0	
24	-52387 HVAC/PREVENTIVE MAINT	70,345	20,681	49,664	70,345		0	
25	-52390 TRASH DISPOSAL	13,000	4,611	8,389	13,000		0	
26	-52391 SERVICES	48,600	15,559	68,041	83,600		(35,000)	(Snow Removal)
27	-52388 CONTRACT CLEANING	300,000	90,000	270,000	360,000		(60,000)	
	<b>EXPENSE</b>	<b>859,434</b>	<b>269,749</b>	<b>777,330</b>	<b>1,047,079</b>	<b>102,645</b>	<b>(85,000)</b>	
<b>COST CENTER TOTAL</b>		<b>1,024,303</b>	<b>329,660</b>	<b>862,904</b>	<b>1,192,564</b>	<b>102,645</b>	<b>(65,616)</b>	



## Harvard Public School's FY17 Budget to Actual

11/10/2016

HILDRETH ELEMENTARY - 03003		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
29	-51320 GUIDANCE SALARY	92,593	21,368	71,225	92,593		0	
30	-51851 PRINCIPAL SALARY	115,954	40,133	75,821	115,954		0	
31	-51852 ASSOC. PRINCIPAL	96,425	33,377	63,048	96,425		0	
32	-51862 SECRETARY SALARIES	84,187	25,457	58,730	84,187		0	
33	-51811 NURSE SALARY	72,213	12,214	31,114	43,328		28,885	
34	-51872 CURRICULUM COORD.	64,541	25,910	44,131	70,041		(5,500)	
35	-51891 TEACHERS (K-5) SALARY	1,318,696	430,369	1,448,327	1,878,696	560,000	0	Devens \$400,000
36	-51892 SUBSTITUTES SALARY	51,900	14,556	37,344	51,900		0	& K Revolving \$160,000
37	-51902 CLERICAL AIDE SALARY	8,438	2,080	6,358	8,438		0	
38	-51905 MUSIC/ART/PE TEACH SAL	286,497	67,362	219,135	286,497		0	
39	-51906 READING AIDE SAL	39,886	18,066	45,199	63,265		(23,379)	
40	-51976 LIBRARY MEDIA SPECIALIST	53,498	12,346	41,152	53,498		0	
41	-51941 KINDERGARTEN AIDES	111,223	23,030	118,646	141,676		(30,453)	(\$20K Grant Loss - Kinder.)
42	-51323 RECESS AIDES	24,611	4,119	17,215	21,334		3,277	
43	-51943 MATH TUTORS	57,926	17,896	42,243	60,139		(2,213)	
44	-51321 STUDENT ACTIVITY SALARY	4,937	5,350	-	5,350		(413)	
	<b>SALARY</b>	<b>2,483,525</b>	<b>753,633</b>	<b>2,319,688</b>	<b>3,073,321</b>	<b>560,000</b>	<b>(29,796)</b>	
45	-52874 OFFICE EXPENSE	-	938	-	938		(938)	
46	-52914 EQUIP LEASE/REPAIRS	17,269	5,468	11,801	17,269		0	
47	-52915 PUPIL SUPPLIES	39,902	19,957	19,945	39,902		0	
48	-52957 DUES & SUBSCRIPTIONS	2,363	1,187	1,176	2,363		0	
49	-52965 TEXTBOOKS	40,210	12,806	27,404	40,210		0	
50	-53004 LIBRARY SUPPLIES/SRV	5,650	2,240	3,410	5,650		0	
51	-58500 SMALL CAPITAL EQUIP.	16,436	5,865	10,571	16,436		0	
	<b>EXPENSE</b>	<b>121,830</b>	<b>48,461</b>	<b>74,307</b>	<b>122,768</b>	<b>-</b>	<b>(938)</b>	
<b>COST CENTER TOTAL</b>		<b>2,605,355</b>	<b>802,094</b>	<b>2,393,995</b>	<b>3,196,089</b>	<b>560,000</b>	<b>(30,734)</b>	



## Harvard Public School's FY17 Budget to Actual

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BROMFIELD SCHOOL - 03004		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321 STUDENT ACTIVITIES SAL	59,001	28,002	30,999	59,001		0	
53	-51811 DEPT. COORD/FACIL SAL	43,257	11,019	32,238	43,257		0	
54	-51851 ASSOC. PRINCIPAL SAL	110,373	35,654	67,346	103,000		7,373	
55	-51852 PRINCIPAL	132,807	43,267	81,733	125,000		7,807	
56	-51862 SECRETARY SALARIES	98,836	32,604	66,232	98,836		0	
57	-51872 GUIDANCE SALARIES	233,828	53,960	179,868	233,828		0	
58	-51882 NURSE SALARY	91,035	25,190	65,845	91,035		0	
59	-51891 TEACHERS SALARY (6-12)	3,119,056	900,369	2,969,245	3,869,614	810,000	59,442	School Choice \$310,000 Devens \$500,000
60	-51892 SUBSTITUTES SALARY	52,000	12,564	39,436	52,000		0	
61	-51902 CLERICAL AIDE SALARY	8,438	1,981	6,457	8,438		0	
62	-51905 GUIDANCE SEC SAL	43,270	12,262	31,008	43,270		0	
63	-51991 MEDIA/ LIBR COORD SAL	64,039	14,169	49,870	64,039		0	
64	-51993 INSTR. AIDE SALARY	6,550	-	6,550	6,550		0	
65	-51100 ATHLETIC DIRECTOR SALARY	50,937	9,278	41,659	50,937		0	
		4,113,427	1,180,319	3,668,486	4,848,805	810,000	74,622	
66	-52874 OFFICE EXPENSE	6,400	4,651	1,749	6,400		0	
67	-52914 EQUIP LEASE/REPAIRS	22,415	5,986	16,429	22,415		0	
68	-52915 PUPIL SUPPLIES	55,280	45,452	9,828	55,280		0	
69	-52957 DUES & SUBSCRIPTIONS	11,514	9,070	2,444	11,514		0	
70	-52965 TEXTBOOKS	82,432	38,704	43,728	82,432		0	
71	-53008 MEDIA BOOK/UPDATE	9,916	5,523	4,393	9,916		0	
72	-53009 VIRTUAL HIGH SCHOOL	18,000	16,250	1,750	18,000		0	
73	-53344 STUDENT ACTIV EXP	8,904	1,816	7,088	8,904		0	
74	-58500 SMALL CAPITAL EQUIP. EXPENSE	16,208	2,512	13,696	16,208		0	
		231,069	129,964	101,105	231,069	-	-	
COST CENTER TOTAL		4,344,496	1,310,283	3,769,591	5,079,874	810,000	74,622	

## Harvard Public School's FY17 Budget to Actual

11/10/2016

SPECIAL EDUCATION SVS - 03005		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	12,850	7,879	4,971	12,850		0	
76	-51811 DIR. OF SPECIAL ED.	114,048	39,478	74,570	114,048		0	
77	-51822 SECRETARY SALARY	47,424	16,854	22,416	39,270		8,154	
78	-51891 BROM. TEACHERS SAL	591,605	142,335	449,270	591,605		0	
79	-51893 HES TEACHERS SAL	331,180	85,617	221,965	307,582		23,598	
80	-51890 SYSTEM TEACH SAL	597,096	140,592	436,978	577,570		19,526	
81	-51902 BROMFIELD INST TUTORS	191,667	41,258	150,409	191,667		0	
82	-51903 HES INSTR TUTORS SAL	217,771	63,192	151,737	214,929		2,842	
82a	-51905 NURSE/VAN/EXTENDED YEAR	45,515	-	45,515	45,515		0	
83	-51852 ELL SALARIES	62,480	1,254	22,321	23,575		38,905	
<b>SALARY</b>		<b>2,211,636</b>	<b>538,459</b>	<b>1,580,152</b>	<b>2,118,611</b>	<b>0</b>	<b>93,025</b>	
84	-52834 OFFICE EXPENSE	2,608	243	2,365	2,608		0	
85	-52914 EQUIP LEASE/REPAIRS	1,518	379	1,139	1,518		0	
86	-52915 PUPIL SUPPLIES	16,338	1,737	14,601	16,338		0	
87	-53214 SPED TRANSPORT	356,013	135,141	246,872	382,013	50,000	24,000	Devens Reimb.
	-53216 HOMELESS TRANSPORT	14,855	-	14,855	14,855		0	
88	-53805 OTHER PROF. SERVICES	62,273	12,181	50,092	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)	
<b>EXPENSE</b>		<b>1,152,060</b>	<b>563,528</b>	<b>1,381,187</b>	<b>1,944,715</b>	<b>758,308</b>	<b>(34,347)</b>	
92	-51000 PRESCHOOL SALARIES	24,935	12,814	58,958	71,772	45,000	(1,837)	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	28,933	6,926	22,007	28,933		0	
94	-52010 PRESCHOOL EXPENSES	2,284	-	2,284	2,284		0	
<b>PRESCHOOL</b>		<b>56,152</b>	<b>19,740</b>	<b>83,249</b>	<b>102,989</b>	<b>45,000</b>	<b>(1,837)</b>	
<b>COST CENTER TOTAL</b>		<b>3,419,848</b>	<b>1,121,727</b>	<b>3,044,588</b>	<b>4,166,315</b>	<b>803,308</b>	<b>56,841</b>	

## Harvard Public School's FY17 Budget to Actual

11/10/2016

TECHNOLOGY - 30006		TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
95	-51021 INFORMATION TECH SALARIES	93,177	50,486	42,691	93,177		0	
96	-51100 INTEGRATED TECHNOLOGY SALARY	153,341	21,093	132,248	153,341		0	
		246,518	71,579	174,939	246,518	-	-	
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	31,005	50,128		(7,500)	
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	104,060	221,202	60,000	(7,500)	
COST CENTER TOTAL		400,220	188,721	278,999	467,720	60,000	(7,500)	

## Harvard Public School's FY17 Budget to Actual

11/10/2016

SUMMARY BY COST CENTER	TM BUDGET FY17	Expended thru 10/31/16	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	419,292	135,452	293,840	429,292	10,000	0	Bldg. Rental
Expenses	<u>393,127</u>	<u>144,181</u>	<u>352,453</u>	<u>496,634</u>	<u>55,000</u>	<u>(48,507)</u>	Bus Fees
	<b>812,419</b>	<b>279,633</b>	<b>646,293</b>	<b>925,926</b>	<b>65,000</b>	<b>(48,507)</b>	
Maintenance, Personnel	164,869	59,911	85,574	145,485	0	19,384	
Expenses	<u>859,434</u>	<u>269,749</u>	<u>777,330</u>	<u>1,047,079</u>	<u>102,645</u>	<u>(85,000)</u>	Shaw Tr., School Lunch, Comm. Ed.
	<b>1,024,303</b>	<b>329,660</b>	<b>862,904</b>	<b>1,192,564</b>	<b>102,645</b>	<b>(65,616)</b>	
Elementary, Personnel	2,483,525	753,633	2,319,688	3,073,321	560,000	(29,796)	Devens & K Revolv.
Expenses	<u>121,830</u>	<u>48,461</u>	<u>74,307</u>	<u>122,768</u>	<u>0</u>	<u>(938)</u>	
	<b>2,605,355</b>	<b>802,094</b>	<b>2,393,995</b>	<b>3,196,089</b>	<b>560,000</b>	<b>(30,734)</b>	
Bromfield, Personnel	4,113,427	1,180,319	3,668,486	4,848,805	810,000	74,622	Devens & Schl Choice
Expenses	<u>231,069</u>	<u>129,964</u>	<u>101,105</u>	<u>231,069</u>	<u>0</u>	<u>0</u>	
	<b>4,344,496</b>	<b>1,310,283</b>	<b>3,769,591</b>	<b>5,079,874</b>	<b>810,000</b>	<b>74,622</b>	
Special Education, Personnel	2,211,636	538,459	1,580,152	2,118,611	0	93,025	
Expenses	1,152,060	563,528	1,381,187	1,944,715	758,308	(34,347)	Circuit Breaker & 240
Preschool	<u>56,152</u>	<u>19,740</u>	<u>83,249</u>	<u>102,989</u>	<u>45,000</u>	<u>(1,837)</u>	PreK Tuitions
	<b>3,419,848</b>	<b>1,121,727</b>	<b>3,044,588</b>	<b>4,166,315</b>	<b>803,308</b>	<b>56,841</b>	
Technology, Personnel	246,518	71,579	174,939	246,518	0	0	
Expenses	<u>153,702</u>	<u>117,142</u>	<u>104,060</u>	<u>221,202</u>	<u>60,000</u>	<u>(7,500)</u>	Devens
	<b>400,220</b>	<b>188,721</b>	<b>278,999</b>	<b>467,720</b>	<b>60,000</b>	<b>(7,500)</b>	
Grand Total, Omnibus	<b>12,606,641</b>	<b>4,032,118</b>	<b>10,996,370</b>	<b>15,028,488</b>	<b>2,400,953</b>	<b>(20,894)</b>	

**Harvard Public Schools  
2016-2017  
Subsidies to the Operating Budget**

<b>REVENUE SOURCES/OFFSETS:</b>	<b>Budgeted FY16</b>	<b>Proposed FY17</b>	<b>\$ Change</b>
School Choice	355,000	310,000	(45,000)
Circuit Breaker	400,000	460,000	60,000
Pre-School Tuition	45,000	45,000	0
Kindergarten Tuition	130,000	160,000	30,000
Devens K-12	855,000	900,000	45,000
Food Service Support	5,000	5,000	0
Community Education/Bridges	60,000	60,000	0
Building Rental-Utilities	6,000	10,000	4,000
Devens Transportation Offset	30,000	50,000	20,000
Transportation Fees	55,000	55,000	0
Shaw Trust	35,000	37,645	2,645
Special Education 240 Grant	240,000	238,294	(1,706)
<b>Sub Totals</b>	<b>2,216,000</b>	<b>2,330,939</b>	<b>114,939</b>
<b>Additional Subsidies</b>			
Athletics	227,211	239,040	11,829
Devens Capital Offset	20,000	20,000	0
Devens Technology	204,309	231,878	27,569
Title I	60,000	99,500	39,500
Education Quality Grant Title IIA	13,905	13,000	(905)
Kindergarten Enhancement Grant	<u>23,610</u>	<u>20,000</u>	<u>(3,610)</u>
	<u><b>\$ 2,765,035</b></u>	<u><b>\$ 2,954,357</b></u>	<u><b>\$ 189,322</b></u>

	<u>Beginning</u> <u>6/30/16 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Current</u> <u>10/31/16 Balance</u>
<b>Community Education:</b>				
Bridges	\$ 91,091	\$ 47,212	\$ 41,382	\$ 96,920
Summer Adventure	\$ 51,596	\$ 17,232	\$ 5,046	\$ 63,781
Adult Education	\$ 7,439	\$ 1,381	\$ 377	\$ 8,443
Spectrum	\$ 37,610	\$ 52,335	\$ 29,905	\$ 60,040
Global Child	\$ 692	\$ 94		\$ 786
CrossLinks	\$ 22,469	\$ 9,000	\$ 2,046	\$ 29,424
Administration	\$ (108,879)		\$ 16,236	\$ (125,115)
<b>Total Community Education</b>	<b>\$ 102,018</b>	<b>\$ 127,254</b>	<b>\$ 94,992</b>	<b>\$ 134,279</b>
<b>Devens:</b>				
Bromfield School, Tuitions	\$ 1,953,552	\$ 445,499		\$ 2,399,051
TBS Staffing	\$ (645)		\$ 7,015	\$ (7,660)
TBS Transportation	\$ (27,243)	\$ 12,333	\$ -	\$ (14,910)
TBS Capital	\$ (162,851)		\$ 304,727	\$ (467,579)
Special Ed Services	\$ 48,212	\$ 87,964	\$ -	\$ 136,176
Elementary School, Tuitions	\$ (46,217)			\$ (46,217)
HES Staffing	\$ (323,502)			\$ (323,502)
HES Transportation	\$ -			\$ -
HES Capital (Technology)	\$ (224,446)		\$ 57,349	\$ (281,795)
Prior Year Expenditures	\$ (230,347)			\$ (230,347)
TBS Parking Lot	\$ (100)			\$ (100)
Technology Wages	\$ (5,000)			\$ (5,000)
Technology Purchases	\$ (186,133)			\$ (186,133)
<b>Total Devens</b>	<b>\$ 795,279</b>	<b>\$ 545,795</b>	<b>\$ 369,092</b>	<b>\$ 971,982</b>
<b>Kindergarten Tuitions:</b>	<b>\$ 51,821</b>	<b>\$ 44,156</b>	<b>\$ -</b>	<b>\$ 95,978</b>
<b>PreSchool Revolving:</b>	<b>\$ 12,363</b>	<b>\$ 15,738</b>	<b>\$ -</b>	<b>\$ 28,102</b>
<b>School Bus Revolving:</b>	<b>\$ 4,857</b>	<b>\$ 50,402</b>	<b>\$ -</b>	<b>\$ 55,259</b>
<b>School Lunch</b>	<b>\$ 24,157</b>	<b>\$ 130,413</b>	<b>\$ 150,479</b>	<b>\$ 4,090</b>
<b>School Athletic Revolving:</b>	<b>\$ 713</b>	<b>\$ 68,810</b>	<b>\$ 52,196</b>	<b>\$ 17,327</b>
<b>School Rental Revolving:</b>	<b>\$ 8,897</b>	<b>\$ 5,678</b>	<b>\$ 80</b>	<b>\$ 14,494</b>
<b>Shaw Gift:</b>	<b>\$ 372,437</b>	<b>\$ 9,302</b>	<b>\$ 268,048</b>	<b>\$ 113,691</b>
<b>State Revolving:</b>				
School Choice (Special Revenue)	\$ 248,513	\$ 115,971	\$ -	\$ 364,484
Circuit Breaker (Special Revenue)	\$ 384,371	\$ 97,771	\$ -	\$ 482,142
<b>Total State Revolving</b>	<b>\$ 632,884</b>	<b>\$ 213,742</b>	<b>\$ -</b>	<b>\$ 846,626</b>
<b>GRAND TOTAL, REVOLVING FUNDS:</b>	<b>\$ 2,005,425</b>	<b>\$ 1,211,290</b>	<b>\$ 934,887</b>	<b>\$ 2,281,828</b>
<b>Federal Grants: FY17 Award</b>				
Special Education, 240	\$ 248,308	\$ -	\$ -	
Sped Program Improv., 274	\$ 8,887	\$ -	\$ -	
Title II, Part A	\$ 13,635	\$ -	\$ -	
Title I, 305	\$ 172,210	\$ 17,221	\$ 22,594	
<b>Total Federal Grants</b>	<b>\$ 443,040</b>	<b>\$ 17,221</b>	<b>\$ 22,594</b>	

Town of Harvard  
Capital Request Form  
Fiscal Years 2018 - 2022

Request/Project: **Interior Lighting Upgrade – TBS** Amount: **\$110,000**

Fiscal Year: **FY18**

Requestor: **Brian Smith** Dept: **Energy Advisory Committee (HEAC)**

*Please use additional pages, if necessary, to provide complete information for items below*

General Description of Project and benefit to Town:

**Interior Lighting – Replace fluorescent lighting with more efficient LED. This should be executed instead of re-lamping to reduce maintenance costs.**

**Benefit – Reduced energy costs.**

1. Is this a: ☐ Replacement ☒ **X** New or Expanded Program ☐ Study

2. Why is the Project being requested?

☐ Emergency Equip/Safety

☐ Legal Mandate

☒ **X** Efficiency/Cost Savings

☐ Other (note & explain below) \_\_\_\_\_

Please explain why it fits into above category: **Reduced energy usage**

3. Is this project eligible for a grant or other alternative funding? If so, have you applied? \_\_\_\_\_

If no, then why not?

**May be eligible for Utility Incentives; May be eligible for Green Community Grants to be applied for in Spring 2017**

4. If this is a cost savings show assumptions, savings, and payback (either ROI or years):

**Payback – 7 years estimated**

5. How will the cost savings be measured and reported?

**Overall school energy usage data reported annually by HEAC.**

6. If this is a replacement, can the current asset be repaired? What would the cost and life of the repair be? Why is it advantageous to replace? **NA**

7. Anticipated annual maintenance or other expense due to project: (eg – maintenance contract price, software upgrades if applicable, etc); **None – Maintenance labor to decrease due to increased lamp life.**

8. What is the basis of the cost estimate? List breakdown, if applicable, and source.

**HEAC rough estimate based on previous lighting upgrade projects.**

9. Detailed Project Description: include major elements, overall measurements, precise location of where project will be located and pictures, if available. (for current year requests only) – **NA – Requesting subcontractor proposal.**



Town of Harvard  
Capital Request Form  
Fiscal Years 2018 - 2022

Request/Project: **HVAC Equipment and Controls Upgrade & Repair – TBS** Amount: **\$75,000**

Fiscal Year: **FY18**

Requestor: **Brian Smith** Dept: **Energy Advisory Committee (HEAC)**

*Please use additional pages, if necessary, to provide complete information for items below*

General Description of Project and benefit to Town:

**Recommendations from Peregrine Energy Monitoring Project to reduce energy costs.**

1. Is this a: ☐ **X** Replacement ☒ **X** New or Expanded Program ☐ Study

2. Why is the Project being requested?

☐ Emergency Equip/Safety

☐ Legal Mandate

☒ **X** Efficiency/Cost Savings

☐ Other (note & explain below) \_\_\_\_\_

Please explain why it fits into above category: **Reduced energy usage**

3. Is this project eligible for a grant or other alternative funding? If so, have you applied? \_\_\_\_\_  
If no, then why not?

**May be eligible for Utility Incentives; May be eligible for Green Community Grants to be applied for in Spring 2017**

4. If this is a cost savings show assumptions, savings, and payback (either ROI or years):

**Payback – Scope to be defined**

5. How will the cost savings be measured and reported?

**Overall school energy usage data reported annually by HEAC.**

6. If this is a replacement, can the current asset be repaired? What would the cost and life of the repair be? Why is it advantageous to replace? **The assets recommended will not be repairable.**

7. Anticipated annual maintenance or other expense due to project: (eg – maintenance contract price, software upgrades if applicable, etc); **NA**

8. What is the basis of the cost estimate? List breakdown, if applicable, and source.

**HEAC rough estimate based on subcontractor review.**

9. Detailed Project Description: include major elements, overall measurements, precise location of where project will be located and pictures, if available. (for current year requests only) – **Requesting subcontractor proposal.**

School Committee Minutes  
Upper Town Hall  
Tuesday, October 25, 2016  
6:00 p.m.

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

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

Mary Traphagen read the vision statement.

**Public Commentary** – None

**Student Presentation** – Rob Cullinane, Nature's Classroom Coordinator along with several fifth grade students reported on their Nature's Classroom experience and shared their daily journals with members of the School Committee.

**Trip Approval**

Washington DC trip – Julie Horton requested approval for the annual 9<sup>th</sup> grade trip to Washington DC. The trip will be help from March 15<sup>th</sup> through March 18<sup>th</sup>. The tour will be through EF Explore America. The cost of the trip will be approximately \$709. There will be a 10:1 chaperone ratio.

Patty Wenger made a motion and Mary Traphagen seconded to approve the Washington, DC trip from March 15<sup>th</sup> through March 18<sup>th</sup> as presented.

VOTE 5/0

**Club Approval**

Kate Connor and Stephen Scarano requested approval for a Film Club at The Bromfield School. Students watch and discuss films; participants can share film interests, opinions and have open dialogue about different film genres and styles.

Mary Traphagen made a motion and Nancy Lancellotti seconded to approve the film club and make them legal.

VOTE 5/0

Eric Xing and Isaac Abouaf requested approval for the Bromfield Robotics Club that incorporates a fun, educational program for students interested in STEM. The club would represent Bromfield and our STEM capabilities to compete in Massachusetts and possibly beyond. Students are given 10 weeks to design and build a robot. The club is looking into grants and fundraising activities to fund the club.

Mary Traphagen made the motion and Patty Wenger seconded to approve the Robotics club as presented by Issac and Eric.

VOTE 5/0

Scott Hoffman requested approval for the Origami Club, Fitness Club and Crafts Club that will bring balance to students as an outlet to expand creativity and relieve stress.

Mary Traphagen made a motion and Nancy Lancellotti seconded to approve the Origami, Fitness and Craft Club as presented.

VOTE 5/0

### **Student Presentation**

Chloe Cushing presented the student report as follows:

Soccer teams are doing well, the field hockey team made districts; students wore pink on Friday in honor of Breast Cancer awareness.

### **Bromfield School Improvement Plan**

Scott Hoffman presented the Bromfield School Improvement Plan for the 2016/2017 school year. The School Improvement Plan represented goals, strategies, time-lines, resources and measurements for the following Core Values: Student Achievement, Personal Growth and School Climate. The Committee thanked the team of Hoffman, Benoit and Horton for their work as a team and look forward to hearing updates throughout the year.

### **Bromfield Class Enrollment Data**

Mr. Hoffman explained how the schedule impacts the class enrollment for individual classes using 24 as the maximum number and building the challenging schedule from there. As a result of smaller class sizes coming in from the elementary school there may be some reallocation of teachers to higher enrolled classes by discipline.

### **Superintendent Report**

Dr. Dwight reported on the following:

- November 8<sup>th</sup> - Teacher Professional Day- The morning will be a curriculum meeting across grade levels K-12 with unifying activities. The Department Leaders and Vertical Team Leaders will take lead by departments. The afternoon will focus on student records and investigations led by our Special Education attorney.
- The Crisis Team's response to the latest suicide in Acton Boxborough led to the decision to hold a public forum on Friday,
- Dr. Dwight shared with the Committee the draft of a public statement to be released to families and the press in light of some racially divisive incidents that have been experienced by our school district.

Patty Wenger made the motion and Jon Green seconded to move to formally support the public statement as amended.

VOTE 5/0

### **Share Projected Enrollment**

SusanMary Redinger shared the Harvard Public School Enrollment Projections for 2016-2024. The enrollment report is a snap shot at what is currently projected. This report shows at the moment that we have 25 fewer students than we had last year. The Devens Grant Road project is expecting to build-out 58 housing units to be completed by the spring of 2018. This would increase our Devens student population by up to approximately 32 new students which will help mitigate the loss in Harvard births. The report shows that if the birth rates hold up we will continue to drop for the next 9 or so years and then rebound a bit.

### **Review of Minutes**

SusanMary Redinger with no objection approved the minutes of the October 25, 2016 meeting as amended.

VOTE 5/0

### **Liaison/Sub-committee Reports**

Mary Traphagen reported that the HES School Council is examining homework practices and making it more meaningful. Jamie Eldridge visited both schools. Jen Benson has been invited. The Council will be working on a student survey this year.

Mary Traphagen reported that the Visioning Committee met and made a list of Haves and Needs for each category of "Specials", "Technology" and "Meeting Spaces". They will meet again in December.

Patty Wenger reported that CPIC met on Monday morning and they continue to review Capital requests from departments. School Committee is scheduled to share their requests with CPIC the evening of November 17<sup>th</sup>.

Jon Green reported that there has been no progress on SEPAC but he is scheduled to meet with Dr. Harrington and Dr. Dwight to see how to move things forward.

Jon Green reported that HCTV will meet tomorrow in the studio. The students in Martha Brooks TV production class have been very active in the studio. HCTV is \$1500 short for the monitors and \$2500 short for editing equipment and plan to submit grant requests to the Cultural Council, PTO and Harvard Schools Trust to cover the cost of that equipment to finish up the studio. Jon offers his support in those efforts.

SusanMary Redinger reported that all articles passed at the Special Town Meeting. HEAC needs to reconvene to move the Sunshot project forward in order to use TBS for testing ground for energy usage and storage. The Harvard School Committee will not vote a delegate to the MASC conference.

### **Future Agenda Items**

Financial Report

TBS Survey

Superintendent contract renewal

DEAC Survey

HEAC  
Student Achievement  
Technology Plan  
Executive Session

### **Open to Interested Citizens Commentary**

None

The School Committee will be meeting in executive session to discuss strategy with respect to collective bargaining with the Harvard Teacher's Association because an open session may have a detrimental effect on the bargaining position of the committee. The committee will reconvene into open session for the purpose of adjournment.

### **School Committee Commentary**

Patty Wenger – The Nature's Classroom presentation was great! She is excited to have teachers from HES and TBS meeting to discuss curriculum.

Jon Green- Great to talk to the kids. Welcome to Chloe as the School Committee student liaison.

Patty Wenger made a motion and Jon Green seconded to go into Executive Session to discuss strategy with respect to collective bargaining with the Harvard Teachers Association.

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

Patty Wenger made the motion and Jon Green seconded to adjourn the meeting at 9:32 p.m.

VOTE 5/0

Respectfully submitted: Mary Zadroga