Harvard Public Schools

39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, December 12, 2016
6:00 p.m.
Upstairs at Town Hall

I. **Call to Order (6:00)**

II. **Read the Core Value Statement (6:00)**

III. **Open to Interested Citizens' Commentary (6:03)**

IV. **Student report (6:05)**

V. **Athletic Advisory presentation (6:10)**

VI. **Technology presentation with recommendations (6:25)**

VII. **Diversity work update (6:50)**

VIII. **Superintendent's report (6:55)**

IX. **Share information about the preferred architect/design team (7:05)**

X. **Policy Review; DJE, DJF, DK, DKA, DM, DN, LA, LB, LDA (7:10)**

XI. **Budget process update (7:20)**

XII. **Review meeting minutes (7:25)**

XIII. **Liaison/Sub-committee reports (7:30)**

XIV. **Suggest future agenda items (7:35)**

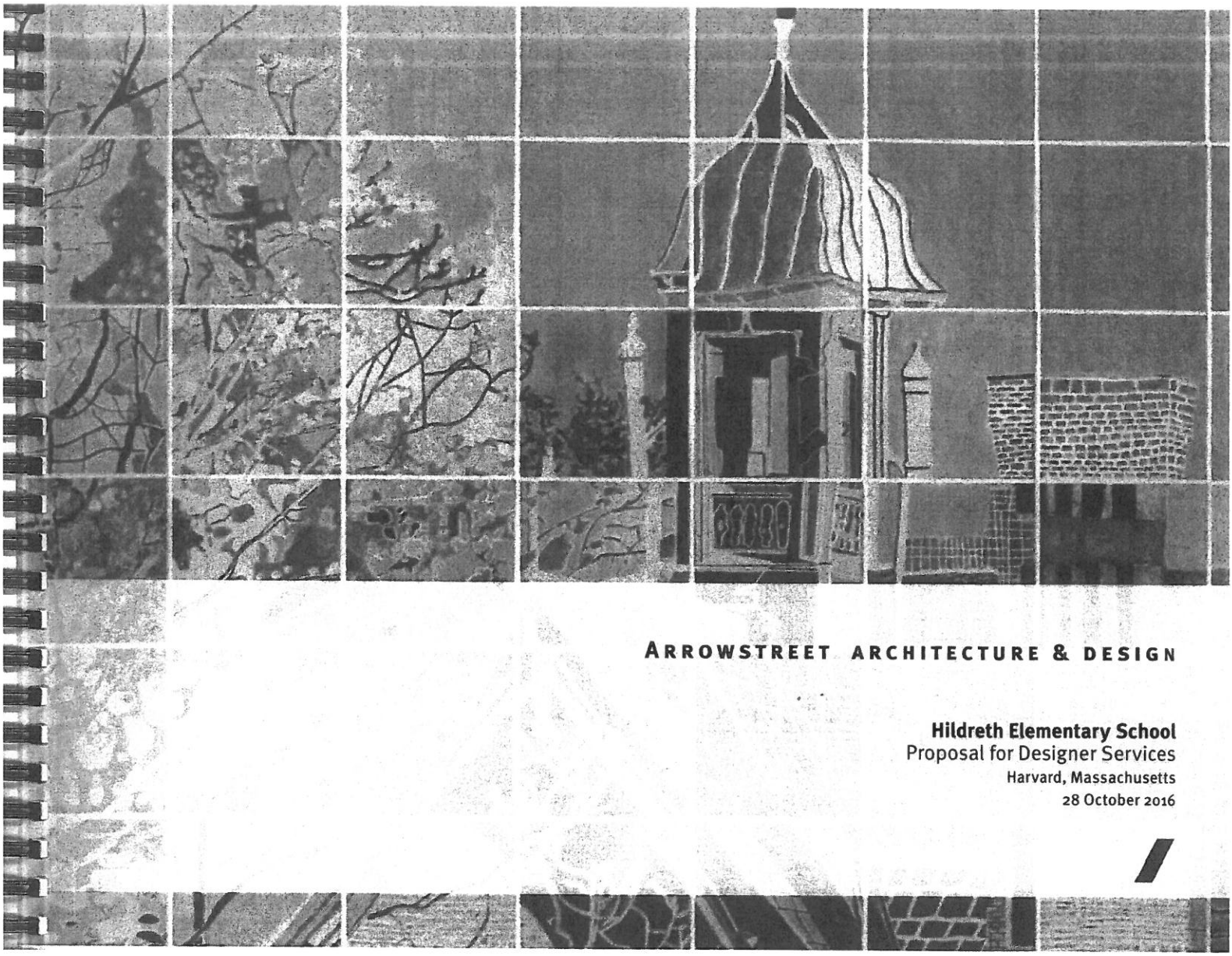
XV. **Open to Interested Citizens' and School Committee Commentary (7:45)**

XVI. **Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight (7:50)**

XVII. **Adjournment (8:30)**

Documents: superintendent's report, meeting minutes, Arrowstreet information, policies, budget summary

Core Value Statement: School Climate– We believe that the Harvard public schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.



ARROWSTREET ARCHITECTURE & DESIGN

Hildreth Elementary School

Proposal for Designer Services

Harvard, Massachusetts

28 October 2016

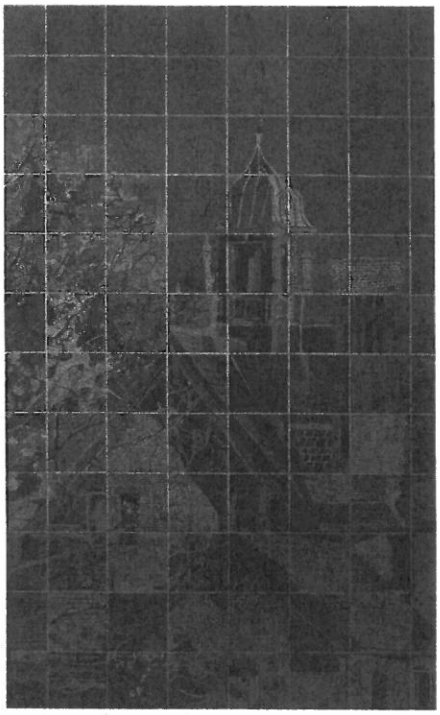
ARROWSTREET

28 October 2016

Stephanie Gilman
NV5
44 Pleasant Street
Watertown, MA, 02472

Hildreth Elementary School / Proposal for Designer Services

Dear Stephanie,

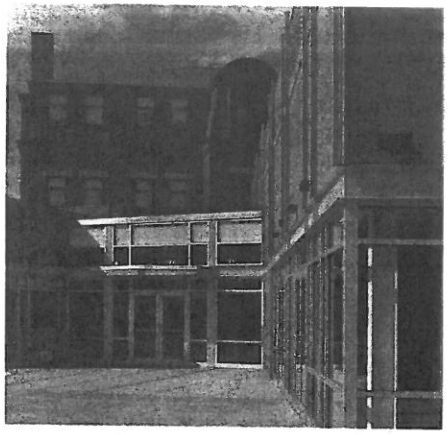


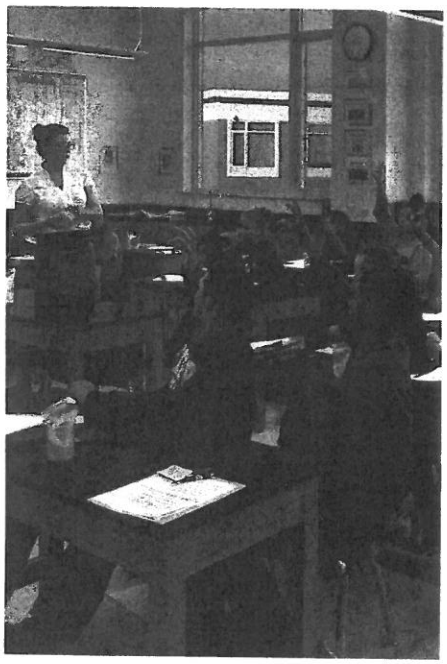
We are pleased to submit our qualifications for the Hildreth Elementary School Feasibility Study and Schematic Design. From several visits to Harvard and discussions with Dr. Dwight, we understand the Town's commitment to creating a stimulating learning environment, one that fosters the strong educational opportunities in Harvard. We welcome the opportunity to help the Town with this important and long term decision.

For over 15 years, Arrowstreet has been working with some of the highest performing public schools in the state, helping them to create high quality educational spaces that work within tight budgets and constrained schedules. Arrowstreet team members have in depth experience on numerous MSBA projects. Having completed more than 50 reviews of over 30 MSBA-funded schools, Arrowstreet is familiar with the MSBA process and can assist the Town to bring the project to a successful conclusion. Through our collaborative approach, we can help build consensus among the entire community – administration, faculty, parents, and town residents. Working together, we can assist the Town of Harvard make the best possible capital improvement decisions.

Based on discussions during our visits, and detailed review of the RFS, including support documents, our proposal addresses the following issues that will be essential to the successful completion of the Feasibility Study:

> ***Create educational spaces that create a 21st century learning environment to provide the highest level of educational excellence.*** Arrowstreet and our Educational Programmer, David Stephen, will help lead a process to incorporate project-based learning spaces, small group workrooms, and other multiple use spaces – all within the MSBA program guidelines. These student centered, project based learning environments are designed to foster innovation, student engagement and inspire student creativity.
>
> ***Incorporate Sustainable Design as a foundation for the future school.*** Harvard has a long history of rural utopian vision, environmentalism, and innovation in cooperative and sustainable power generation. The residents strongly identify with the natural, agricultural landscape in which they live and seek to preserve. The new school should go beyond technological solutions and building systems to embrace a more holistic approach to sustainability, one that inspires the students of today and tomorrow.





Simplify Construction. Issues of construction logistics, phasing and vehicular circulation should be kept simple, efficient and cost effective. To accomplish this, we start with the premise that site and construction logistics need to be considered from the very beginning. We find that the best cost saving decisions are made early in the design process, leading to a better allocation of resources and helping to focus investment on the school's educational needs.

Build consensus among the community for the new school project. Arrowstreet leads a process that involves multiple stakeholders including families, neighbors, and the entire community. Through this process and our ability to understand methods that best communicate and visualize the design, we can help foster community support. We explain project phasing, multiple design options and assess pros and cons to create consensus around a preferred option. We are currently working through a similar process with the City of Cambridge for the new King Open/Cambridge Street Upper School Community Complex.

Most importantly, all of this needs to be accomplished within the Town's budget constraints. Arrowstreet is well versed working within limited budgets, producing high quality educational environments with creative, cost effective solutions. We consistently build our high performing schools with some of the lowest costs per SF in the Commonwealth. Working within tight budgets and accelerated schedules, we have produced innovative educational environments that support the unique pedagogical approach of each school.

As we hope will be evident from the attached application, our experience with high performing, low cost school projects gives Arrowstreet the expertise to investigate the full range of options required for the Feasibility Study—from renovation of the existing facility to the construction of a new building in accordance with MSBA requirements.

Additional Qualifications - Finally, Arrowstreet fully meets the minimum qualifications outlined in Section E of the RFS. I, Laurence Spang, am a registered architect in the Commonwealth of Massachusetts (MA #7984) and hold a current MCPPO certification (enclosed), and our Project Manager, Emily Grandstaff-Rice, is a registered architect in the Commonwealth of Massachusetts (MA #20094). Our established consultant team meets and exceeds the minimum requirements of 17.9% WBE/MBE firm participation goals. We have proposed subconsultant services from WBE firms, Terraink Inc.(landscape architect), Horton Lees Brogden (Lighting), Soden Sustainability (Sustainability), and Nitsch Engineering (civil engineers); and MBE firms, Engineers Design Group (structural engineers) and Lahlaf Geotechnical Consulting (geotechnical engineer). Finally, we acknowledge the receipt of Addendum 1 from the Owner's Project Manager.

We appreciate the opportunity to present our qualifications for this exciting project for the Town of Harvard.

Sincerely,
ARROWSTREET

Laurence Spang, AIA, LEED AP
Principal

10 POST OFFICE SQUARE SUITE 700N BOSTON MA 01209 / 617.623.5555 / www.arrowstreet.com

6 List ONLY Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

Hildreth Elementary School

Arrowstreet
Architecture, Laboratory

Laurence Spang, AIA, LEED AP
Prinicpal-in-Charge
MA #7984

Jonathan Garland, LEED AP
Project Designer

Emily Grandstaff-Rice, FAIA
LEED AP BD+C ,ID+C
Project Manager
MA #20094

Lee Morrissette, AIA, LEED AP
Project Architect
Laboratory Design
MA #20720

Katherine Bubriski, AIA, LEED AP BD+C
Sustainability
MA #50129

Epsilon Associates
Environmental Permitting

David Hewitt, LEED AP
Environmental Permitter

Mike Howard
Environmental Permitter

Lahlaf Geotechnical Consulting, Inc.
Geotech. Engineering

Abdelmadjid Lahlaf, PE
Geotech Eng, MA #39814

Todd Dwyer, PE
Project Manager, MA #51662

MBE

Ransom Consulting
Geo-Environmental

Timothy Snay
Senior Consulant, MA #3373

Heather Dudley-Tatman
Project Manager

David Mauer
Project Scientist,
MA #AI900603

Christopher Veazie
Project Scientist

Nitsch Engineering
Survey, Civil & Traffic Eng.

Nijdeh Havan, PE, PTOE
Traffic Engineer, MA #40108

William Maher, PE
Civil Engineer, MA #41669

Denis Seguin, PLS
Surveyor, #37058

WBE

Universal Environmental Consultants
Hazardous Materials

Ammar Dieb
HazMat Consultant
D 900326; AM 050620

Horton Lees Brogden
Lighting

Carrie Hawley
Lighting Designer

Robyn Goldstein
Lighting Designer

WBE

Terraink Inc.
Landscape Architect

Jade Cummings
Landscape Architect,
MA #1406

Cortney Kirk
Landscape Architect,
MA #1632

WBE

Garcia, Galuska, DeSousa
MEP/FP, Technology

Carlos DeSousa, PE
Electrical Eng & Technology
MA #41003

Christopher Garcia, PE
Plumbing & Fire Protection Eng
MA #45034

Dominick Puniello, PE,CM, LEED AP
Mechanical Eng, MA #48326

Engineers Design Group
Structural Engineering

Mehul Dhruv, PE
Structural Engineer,MA #37453

MBE

Edvance TechnologyDesign
Data / Communications

Scott Goodrich
Data/Comm Consultant

Crabtree McGrath
Kitchen/Food Service

John Sousa, Jr.
Food Service Equip. Consultant

Acentech
Acoustical, Audio/Visual

Jonah Sacks
Acoustics Consultant

Kristen Murphy, LEED AP BD+C
Acoustics Consultant

David Bateman, CTS-D
AV Design Consultant

Brian Masiello, CTS
AV Design Consultant

Kalin Associates Inc.
Specifications

Mark Kalin FAIA, FCSI, LEED AP
Specifications Writer
MA #4657 (Arch)

Point Line Space
Library/Media Consultant, Furniture, Fixtures & Equipment

Peter Constable
Consultant

Soden Sustainability Consultant
Sustainability

Colleen Ryan Soden, LEED AP
Sustainable Design

WBE

Project Management & Cost
Cost Estimating

Peter Bradley, LEED AP
Cost Estimator

Maria McKenna
Cost Estimator / Cost Control

Kessler McGuinness & Associates
Accessibility

David Kessler
Accessibility Consultant

Building Fire & Access
Code

Robert Carasitti
Code Consultant

New Vista Design
Educational Programming

David Stephen
Educational Programmer
MA #9752 (Arch)

DVS Security
Security Consultant

Philip Santore
Security Consultant

Al Palumbo
Security Consultant

7 Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

a. Name and Title within Firm

Emily Grandstaff-Rice, FAIA, LEED AP BD+C, ID+C, Senior Associate

b. Project Assignment

Project Manager

c. Name and Address of Office in Which Individual Identified in 7a Resides:

ARROWSTREET
10 Post Office Square, Suite 700N
Boston, MA 02109

___ MBE
___ WBE
___ SDVOBE
___ VBE

d. Yrs Experience w/ this firm:	1	w/ other firms:	15

e. Education: Degree(s) / Year / Specialization

Master of Liberal Arts in Educational Technologies / 2012 / Harvard University
B. Arch. & Bachelor of Building Science / 2000 & 1999 / Rensselaer Polytechnic Institute

f. Active Registration: Year First Registered / Discipline / MA Registration Number

2003 / Architecture / MA #20094

g. Current Work Assignments and Availability for This Project:

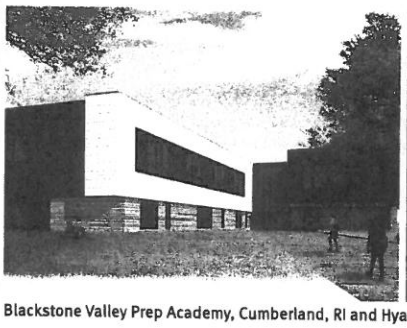
Emily is currently working on Blackstone Valley Prep, KIPP Academy Lynn Elementary, and Hyatt Centric Hotel at Congress Square. Ms. Grandstaff-Rice is available to work on this project.

h. Other Experience and Qualifications Relevant to the Proposed Project: (Identify Firm by Which Employed, if Not Current Firm)

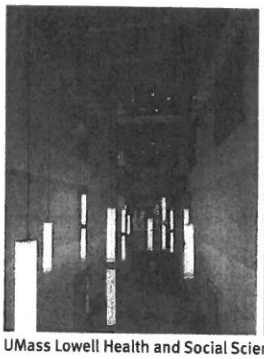
Emily Grandstaff-Rice is an architect with 16 years of experience on a broad range of academic, hospitality, institutional, and commercial projects. Her leadership includes serving as 2014 president of the Boston Society of Architects and chairing a national commission on equity and diversity in architecture. Emily's innovative design work reinforces that a building is more than its shell; it is an experience. As a frequent speaker and writer on the future of architectural practice, Emily is fascinated by how technology, the social economy, and environmental urgency are addressed in Arrowstreet's practice. Ms. Grandstaff-Rice's relevant experience includes:

- Blackstone Valley Prep Academy, Cumberland, RI
- KIPP Academy Lynn Elementary, Lynn, MA
- Lesley University Whitehall Residence Hall, Cambridge, MA
- Hyatt Centric Hotel at Congress Square, Boston, MA
- UMass Lowell Polichino Tong School of Business, Lowell, MA* (C7A)
- UMass Lowell Health and Social Sciences Building, Lowell, MA* (C7A)
- Boston Children's Museum Masterplan, Boston, MA* (C7A)
- Museum of Science in Boston Masterplan, Boston, MA* (C7A)
- Albany School of Pharmacy Classroom Building, Albany, NY* (EYP)
- Allyn J. Washington Center for Science and Art, Poughkeepsie, NY* (PE)
- Wiseman Aquarium, Greensboro, NC* (C7A)
- 216 Maine Street Administrative Building LEED Design, Bowdoin College, Brunswick, ME* (C7A)
- College for Life Sciences at Kuwait University, University City, Kuwait* (C7A)
- College for Business Administration at Kuwait University, University City, Kuwait*(C7A)
- College of Engineering and Petroleum Complex at Kuwait University, University City, Kuwait* (C7A)

*Work performed while Emily was employed by Cambridge Seven, Einhorn Yaffee Prescott and Perkins Eastman

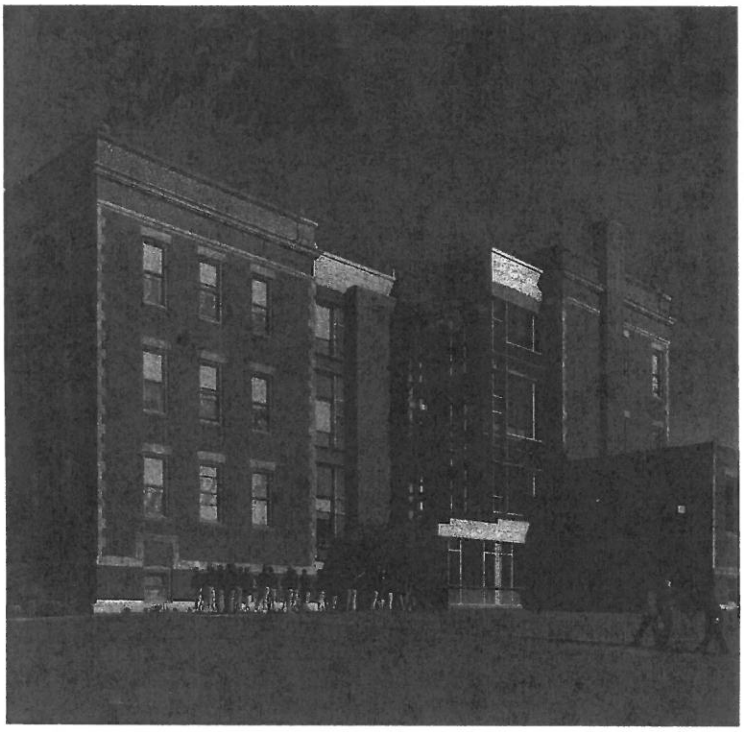


Blackstone Valley Prep Academy, Cumberland, RI and Hyatt Centric Hotel at Congress Square.



UMass Lowell Health and Social Sciences Building while at Cambridge Seven.

8a	Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
	a. Project Name and Location Principal-In-Charge	b. Brief Description of Project and Services (Include Reference to Relevant Experience)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
					Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
1	**Brooke Mattapan K-8 Charter School** Mattapan, MA PIC: Laurence Spang, AIA, LEED AP	Relevance: • Renovation and addition of the existing historic building • Ch. 149A CM-at-Risk • Preserves the building's rich history and contributes as a community resource	Edward E. Brooke Charter School Mattapan, MA Jon Clark, Network Co-Director (617) 268-1006	August 2014	$10,800	$850



The Brooke Mattapan Charter School is a high-performance K-8 school that focuses on closing the achievement gap. To create the new Mattapan facility, Arrowstreet designed a full gut renovation of the existing building, a former orphanage, to align with the school's mission and to meet specific programmatic needs.

The original structure (which now houses the classrooms) was built in 1910, and a 1959 building addition includes gymnasium, lobby, and locker rooms. Included in this substantial renovation was an intensive interior rehab, restoration of the historic facade, and the addition of a new stairwell and elevator.

The re-vitalization of this structure for the Brooke School maintains the building's rich history on the site while adding a new vibrant chapter to the Mattapan neighborhood. Historic tax credits were awarded to the project by both the National Park Service and the Massachusetts Historic Commission. In addition, the project was listed in the National Register of Historic Places in 2014. These designations illustrate the diligence exercised to remain true to the historic character of the original structures.

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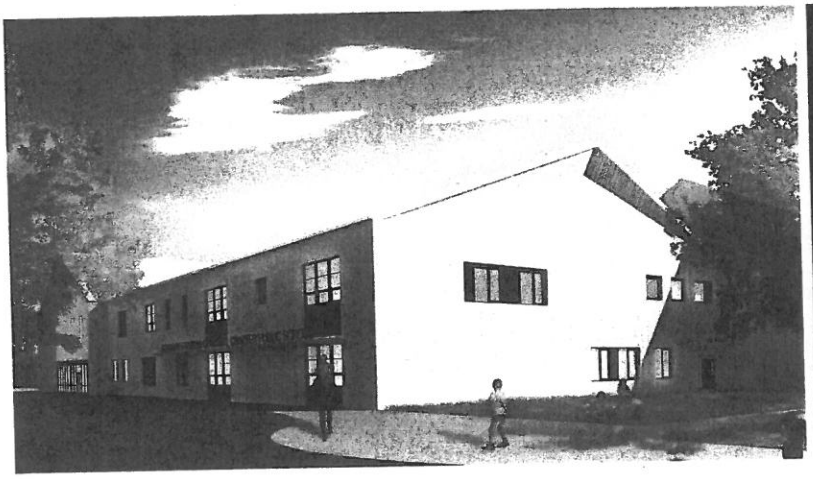
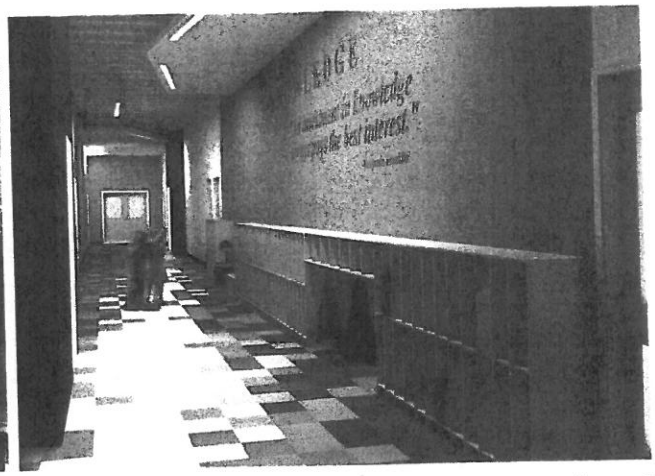
2	**Benjamin Franklin Classical Charter Public School** Franklin, MA PIC: Laurence Spang, AIA, LEED AP	New K-8 School Relevance: • High performing K-8 school • Tight budget and schedule	Benjamin Franklin Classical Charter Public School Franklin, MA Heather Zolnowski, Head of School (508) 541-3434	2018 (est)	$19.7 est	$1154

Benjamin Franklin Classical Charter Public School is a high-performing K-8 school that focuses on classical education. The school provides students with a classical, academic education coupled with sound character development and community service. Students are grounded in the fundamental subjects of literature, history, mathematics, science, language, music and the arts.

Arrowstreet designed the new school to enhance the rural Franklin environment with cost effective solutions. The school sits back from the main road, creating a fore court for the building. Designed with pre-engineered building systems, the building is intended to evoke simple rural farm buildings but is re-intrepeted with modern materials and detailing. The interior has crisp, clean finishes with color to create accent elements. A large, multi-use cafetorium sits at the center of the two classroom wings, becoming the heart of the new school. The project is currently waiting for permit approvals before starting construction in the spring 2017.





8a	Current and Relevant Work By Prime Applicant Or Joint Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
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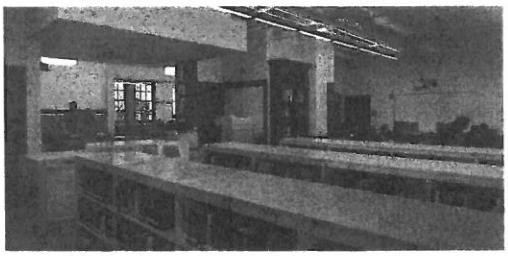
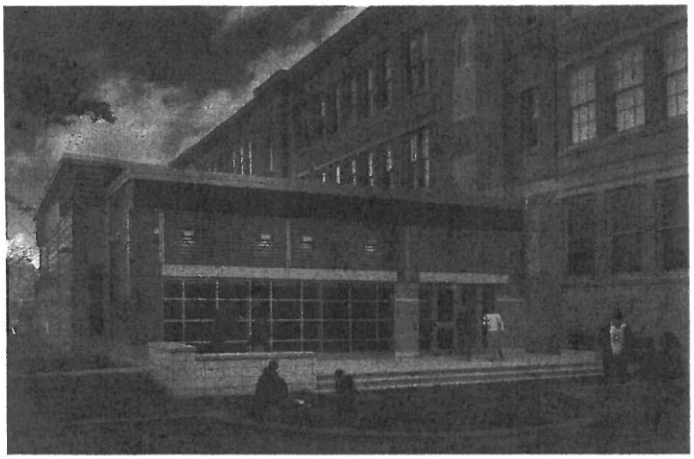
					Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
3	**Fenway High School Additions & Renovations** Boston, MA PIC: Laurence Spang, AIA, LEED AP	Relevance: • Renovation of historic school building, including accessibility and systems upgrades • Addition of new cafeteria wing • Significant community input on tight site	Fenway High School 67 Alleghany Street Boston, MA 02120 Kevin Brill, Assoc. Head of School (617) 635-9911	September 2015	$8,400	$886





Arrowstreet recently completed renovations to the historic Mission Hill High School building for Fenway High, an award-winning Massachusetts Pilot school in the Boston Public School system. The design preserves the graceful historic details of the original building while also enhancing the facility with flexible, innovative programming ideas. The existing formal entrance lobby was extended through the building to create an active 'main street' leading to a new cafeteria/auditorium addition. Lined with an open computer lab and guidance offices, the main street becomes the heart of the new school. The wide second floor hallway was transformed into a central reading room for the new library, creating an open and inviting space that provides an efficient layout in the old building. To maximize science space, sets of two traditional classrooms share a central science lab, reducing the need for more lab space while still meeting the school's educational program.

"From the outset, Arrowstreet was inquisitive about our school's core values and instructional practices. They listened and put forth designs that revealed the potential for the project and supported our identity and values. We have been happy to showcase the seamless blend of old and new and the respect shown to the historical features of the building." — *Kevin Brill, Associate Head of School*

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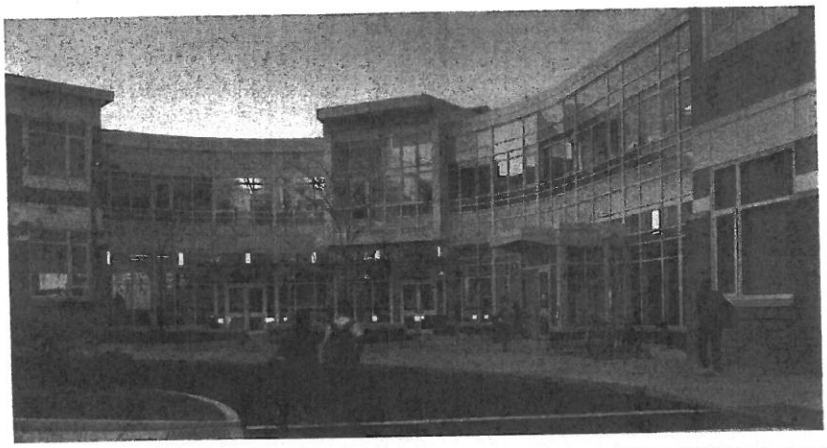
4	**KIPP Academy Lynn Charter School** Lynn, MA PIC: Laurence Spang, AIA, LEED AP	Relevance: • Ch. 149A CM-at-Risk • Tight cost and schedule constraints • Significant community input on a tight site	Kipp Academy Lynn Charter School 90 High Rock Street Lynn, MA 01902 Caleb Dolan Chief Executive Officer (781) 598-1609	July 2012	$18,000	$1,000



Arrowstreet designed the first ground-up charter school in Massachusetts for KIPP Academy Lynn. The 68,000-gross-square-foot school is designed for 850 students in grades 5-12. Arrowstreet worked with the school administration to develop the educational program, space needs, and design for their new facility. The middle and high school classrooms are located in separate wings of the building. At the center of the building, the multi-function cafeteria creates a sense of community and fosters student interaction. Located on a challenging hilltop site, the building was planned to minimize blasting and rock excavation. The school is energy-efficient, environmentally sustainable, and cost-effective. Classrooms feature large windows, ceiling fans, and high, sloped ceilings to reduce operating costs by taking maximum advantage of daylight and passive heating.

"In education, what matters most is what teachers and students achieve together inside the building. But having a great building sure helps! Our team was able to achieve that here at KIPP Academy Lynn. Arrowstreet delivered a beautiful, cost-effective design. I have thoroughly enjoyed watching our staff and students enter the new building with the same look on their faces that everyone has when first entering Fenway Park."
— John Kalafatas, former Chief Operating Officer, KIPP Academy Lynn

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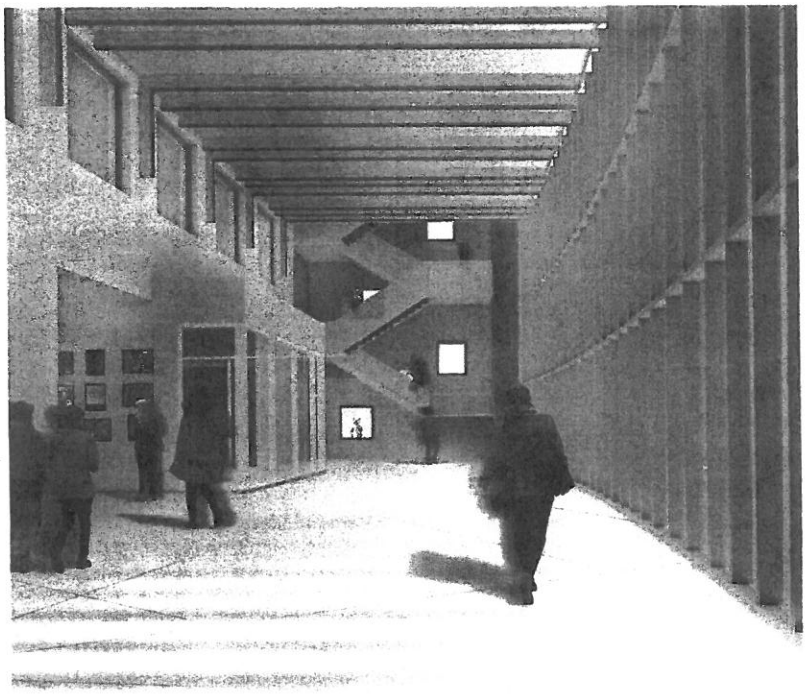
					Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
5	**King Open / Cambridge Street Upper Schools & Community Complex** Cambridge, MA PIC: Laurence Spang, AIA, LEED AP	Relevance: • Public school with significant community interaction component • Large scale, urban project • Net Zero Energy Building	City of Cambridge 795 Massachusetts Avenue Cambridge, MA 02139 Michael Black Project Manager (617) 349-4251	Fall 2019 (Est.)	Currently in Schematic Design Construction Cost: $130,000 (Est.)	Ongoing



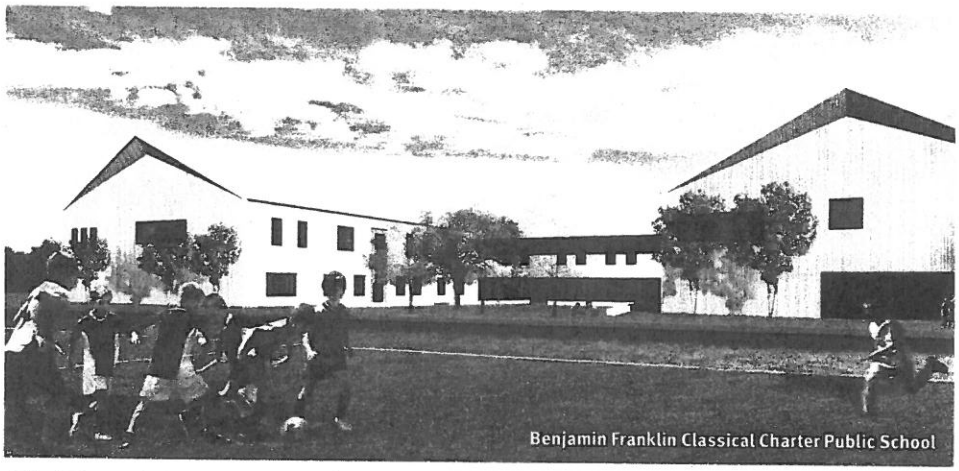
Arrowstreet is the associated architect with William Rawn Associates on the design for the new, mixed-use complex that will include the King Open Elementary School, Cambridge Street Upper School, dedicated After School Program, Valente Branch Public Library, Gold Star Swimming Pool and the Cambridge Public School Department district offices.

As the lead school designer, Arrowstreet is responsible for the programming, planning, and design of the two distinct schools. The combined school will house 750-800 K-8 students in approximately 230,000 square feet. The two schools will have separate teaching, physical education, and administrative facilities, but will share common spaces such as the cafeteria, Learning Commons and auditorium.

Arrowstreet led the school programming effort which included multiple rounds of discussion with more than 30 faculty and staff groups to understand each school's educational goals, space needs, and adjacency requirements. As part of the study, Arrowstreet investigated alternative approaches to classroom environments and other learning spaces to address the unique pedagogies of the two separate schools.

Arrowstreet is working with WRA and the City of Cambridge to leverage the entire complex as a fully utilized community resource, allowing for after hours and weekend use of the facilities for both the surrounding neighborhood and the entire Cambridge community. When completed, the building will be the first Net Zero school in Massachusetts.

10 Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**



Benjamin Franklin Classical Charter Public School

Harvard's historic character is immediately evident to any visitor. With the leafy town green punctuated by a white painted church and general store, the town presents the quintessential image of New England, strongly underpinned by an educated citizenry dedicated to preserving and enhancing the natural environment. A focus on educational excellence is strongly felt in the rolling meadow where a collection of school buildings, ball fields, and the town library sit just south of the town green and historic cemetery, establishing the heart of this historic community.

Arrowstreet is pleased to submit our qualifications to the MSBA and town of Harvard for the Hildreth Elementary School. The project represents an exciting opportunity to revitalize the building, turning it into a school that the community can be proud of once again. We also welcome the opportunity to become a contributing part of the educational excellence of this historic community; one which helps to physically represent the aspirations of the environmentalism and conservation that Harvard embraces.

MSBA work

EXPERIENCE

As architects for some of the highest performing public schools in the Commonwealth, Arrowstreet would be pleased to assist the town with this opportunity. Our experience designing high-performing schools for 21st century learning within tight budgets and schedules makes us well qualified for this project. Additionally, our ability to blend creative learning environments and community interests with cost effective building strategies will assist the town in continuing its high academic performance.

Arrowstreet has unique experience with the MSBA; for three years, we provided design review services under a Master Services Agreement. By the end of our contract in 2015 we completed more than 50 reviews of over 30 MSBA-funded schools. Working closely with MSBA staff, we developed a thorough understanding of the process and expectations of the MSBA and added to our comprehensive understanding of school building design and construction requirements.

We will assist the town of Harvard to make the best choices for the new school. We are well versed with school building renovations and phased construction and as a result are able to evaluate opportunities and costs quickly and efficiently. With many options to explore during the early stages of the Feasibility Study, we can guide the town through the benefits and impacts of design options and construction strategies. We develop customized criteria to evaluate critical decisions in the design process through an interactive process. This allows the project stakeholders to manage decisions in a digestible and transparent way to best meet the town's educational goals.

OUR DESIGN APPROACH Vision 1st

Our creative process always begins with the question: *"How can we create a wonderful place to learn?"* Through a thoughtful and comprehensive design process, Arrowstreet has a proven ability to create

The Franklin cafeteria creates a new sense of place at the center of the new school. The multi-use space supports cafeteria and performance uses.

schools with excellent learning spaces that support the school's educational mission, create a sense of community, and ensure cost effective construction.

Mission Driven Design

Our fundamental goal is to create a school environment which supports high quality teaching and learning. We focus on two areas: core classrooms, which are at the heart of any school, and independent learning spaces such as project based learning areas, small group breakout rooms, makerspaces, and a areas that support 21st century learning. Both types of spaces need to perform at the highest level to create a school that fosters student achievement. We will evaluate the existing building to determine how well it supports the school's academic mission and the MSBA's guidelines for educational spaces, and work with the Hildreth administration and staff to identify and carefully examine options to improve classrooms and learning spaces. Careful consideration will be paid to flexibility and reuse over time to accommodate the changing nature of teaching techniques and what we know about how students learn best. In addition to creating dynamic synergies and adaptable uses, this will allow the school to evolve over time while minimizing initial costs.

> We create dynamic, flexible, adaptive learning experiences.

future

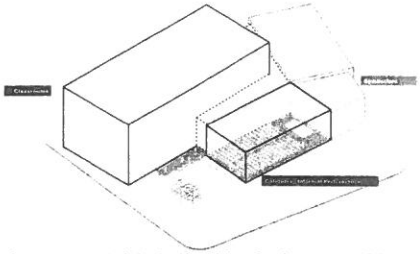
Interactive Programming Workshops

We work with David Stephen who is a nationally reknown educational programmer at the cutting edge of school planning for innovative teaching environments. Through a series of interactive design workshops with school staff, committee members, administrators, parents, and students we will define the town's academic goals, desired space needs, and functional priorities. These act as guidelines for our facility planning process during the design phases of the school construction project.

David is a registered architect and former teacher who was one of the founding members of High Tech High, a network of schools that integrates hands-on learning with traditional core academic classes, creating a vigorous learning environment. Working with David, we will create a process of self-discovery to help the community articulate the best educational vision for the new school.

COMMUNITY AND THE COLLABORATIVE PROCESS

Our strength is in listening: by working closely with school administrators, faculty, families and the community, we will develop a deep understanding of the Harvard School's educational mission, its strengths and challenges. This will build strong partnerships within the entire Harvard community to shepard the project to success.

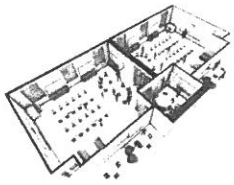


Conservatory Lab is designed for after hours use of the gymnasium and cafeteria spaces for non-school and local community events.

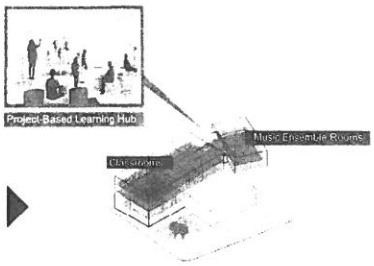
Community Outreach

Throughout the project, we will engage with the community and stakeholders through workshops, presentations, town meetings, brochures, websites and social media. This is essential to building a consensus and confdence based on informed design. We are adept at providing information in an accessible format, allowing the entire community to understand complex issues and make informed decisions.

Programmatic Visioning Session with Education Specialist David Stephen, Arrowstreet and School Administration

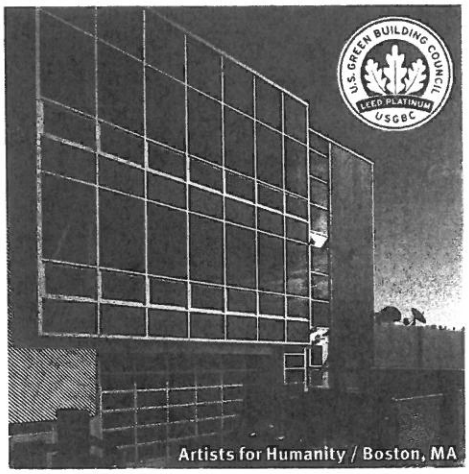


Flexible Classrooms & Breakout Spaces



Conservatory Lab Charter School - Infused Learning Between Academics & Music

STEM / STEAM Learning Goals & Best Practices → Design Patterns & Guiding Principles → Key Spaces, Adjacencies & Conceptual Design Directions



Artists for Humanity / Boston, MA

Safety and Security

An open and inviting school that engages with the community needs to be balanced with today's increasing emphasis on school safety. We have proposed to work with DVS Security, consultants for the new Sandy Hook Elementary School in Newtown, Connecticut to incorporate new ideas in safety policy and planning into the project. Through a series of design workshops, we will help the community consider a variety of secure operational configurations to accommodate changing uses throughout the day and year. Together we can create a school that becomes a resource for the entire Harvard community while maintaining a safe learning environment for students.

SUSTAINABILITY AND PROJECT IDENTITY

The Harvard Solar Garden is an excellent example of how a community led initiative can foster sustainable energy innovation. The collectively-owned photovoltaic array is the first of its kind in the Commonwealth and it is this type of project that helps make a connection between the rural beauty of the town and the sustainable aspirations of the community, building a spirit of place that makes Harvard a unique community. The Hildreth School project can embody these values, helping to inspire future generations of students while dramatically reducing the energy use and carbon footprint of the building.

> All of our schools are designed to meet LEED Silver certification.

Arrowstreet has embraced sustainable design and construction with enthusiasm and purpose: over 25% of our staff are LEED accredited and we designed the first LEED Platinum Certified building in Boston. All of our school facilities, including historic renovations, have been designed to meet a minimum of LEED Silver certification. While we use the LEED rating system as one tool, our design process goes beyond the rating system to create appropriate goals for each project through an integrated process with the school, community and design/engineering team. We are currently designing the King Open School to be the first Net Zero Emissions school in the state. Our work with this school has led to our assisting the City of Cambridge to develop their citywide net zero plan through this pilot project. The project employs strategies such as a geothermal heating and cooling system, photovoltaic panels and user engagement. With our experience, we can assist Hildreth Elementary by developing project goals and incorporating a combination of sustainable techniques early in the design process.

SIMPLICITY OF CONSTRUCTION

Key to our approach is consideration of the construction logistics at the very outset of the project. We will begin with understanding how the building can be organized and structured to minimize costs, ensuring the project is on budget from the start. For example, our addition to City on a Hill consisted of simple construction tectonics: the building was constructed from a series of simple 'boxes' that were efficient and cost effective to build. The massing also helped to blend the addition into the surrounding residential neighborhood.

Arrowstreet has been working with the Construction Manager at Risk (CMR) process for years and we welcome the input that Construction Managers bring to the project team. Projects benefit from input on construction phasing and logistics, particularly for a complex renovation and addition, such as the Hildreth School. We also readily accept ideas to make our designs easier and less expensive to build. For

	New v. Renovation	Building Size (SF)	Construction Cost	Cost per SF	Date of Completion
Brooke High School	N	89k	$30.1M	$340	2018
Benjamin Franklin	N	74k	$20M	$273	2018
KIPP Academy Boston	N	53k	$16.1M	$269	8/2016
Old Lincoln School	R	67k	$3.6M	$52	8/2015
Fenway High School	R	76k	$10.3M	$136	9/2015
Brooke Mattapan	R	58k	$12.1M	$186	7/2014
KIPP Academy Lynn	N	70k	$18M	$257	7/2012
Excel Academy	R	20.7k	$3.5M	$169	2012
City on a Hill	R	31.2k	$6.8M	$218	12/2008
Boston Collegiate	R	45k	$4.5M	$105	2005

example, we worked closely with the CMR for the KIPP Academy Lynn to procure an early release site package to expedite construction. We then stepped the building design to minimize excavation and blasting.

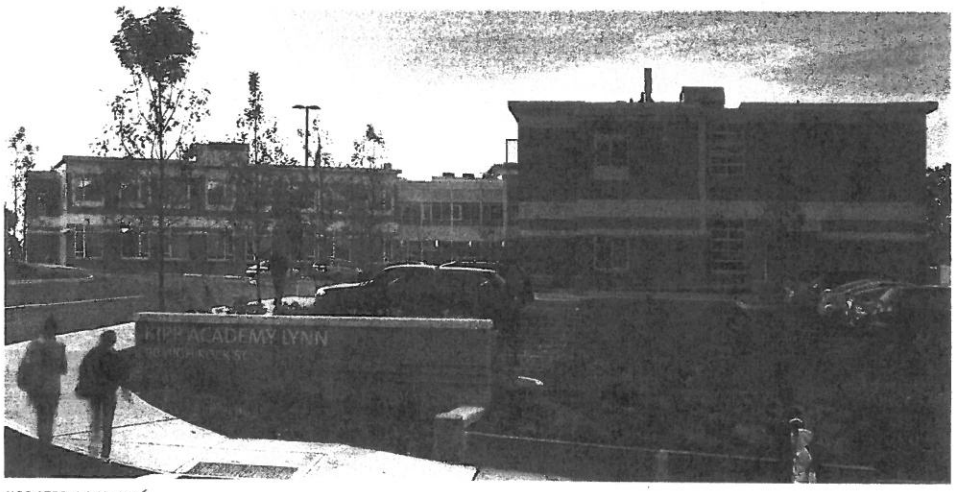
COST EFFECTIVE DESIGN

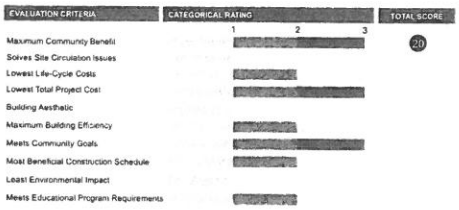
Arrowstreet has a demonstrated ability to design to budget, minimize construction costs, and meet the schedule. All of our school facilities have been completed with cost-conscious and effective design solutions. We work with our clients early in the project to set the budget and focus on the most effective design solutions with the least costs. Consequently, our school clients regularly praise our ability to maximize their resources, allowing each facility to exceed the client's expectations.

We work closely with our cost estimator to keep the design on target with the budget and actively manage the project to avoid or mitigate changes during construction. This begins at the early stages of the project to identify potential liabilities in the site or building program and we work with the consultant team to develop cost effective strategies to meet the town's educational and facility goals.

FEASIBILITY STUDY PROCESS

In accordance with MSBA requirements, we will begin with an evaluation of the existing building to determine the opportunities and constraints of building repair, renovation, and partial or complete replacement. The Feasibility Study will require working closely with the town and the MSBA to fully evaluate these options. We will also work with the town to identify and evaluate other potential sites in accordance with MSBA requirements. All of these options will be fully and openly evaluated with regard to Harvard's educational program, design considerations, community impact, and overall project schedule and cost.





Major design decisions are evaluated with criteria customized to the school's educational goals

Existing School Facilities

Based on our initial understanding of the building conditions provided by the town, and our observations during the site visits, it's clear that the existing building needs improvement. The 1950's era classroom building called the K-wing is in poor condition and needs replacement. The 1988 building is generally in good condition, but a number of deficiencies have been identified by the town in the RFS. In addition to systems deficiencies, the Hildreth School is also challenged by space constraints. In particular, the school does not have the type of flexible, multi-use, independent learning spaces that are key to 21st century learning.

Having worked on a number of similar historic school buildings, we can develop strategic improvements targeted to make the most effective changes with the least cost or disruption. At Brooke Mattapan, we fully renovated the existing historic building, creating new classrooms, installing new building systems and improving accessibility, all within an extremely tight budget and in accordance with National Park Service guidelines.

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For Harvard, an important consideration is the impact of the work on the school's operations. We will develop phasing strategies to allow the work to proceed in an efficient and cost effective manner while minimizing the impact on the learning environment.

These considerations will be presented to the Harvard community and the MSBA in a clear and concise fashion, allowing the entire community to understand the options and agree on a solution.

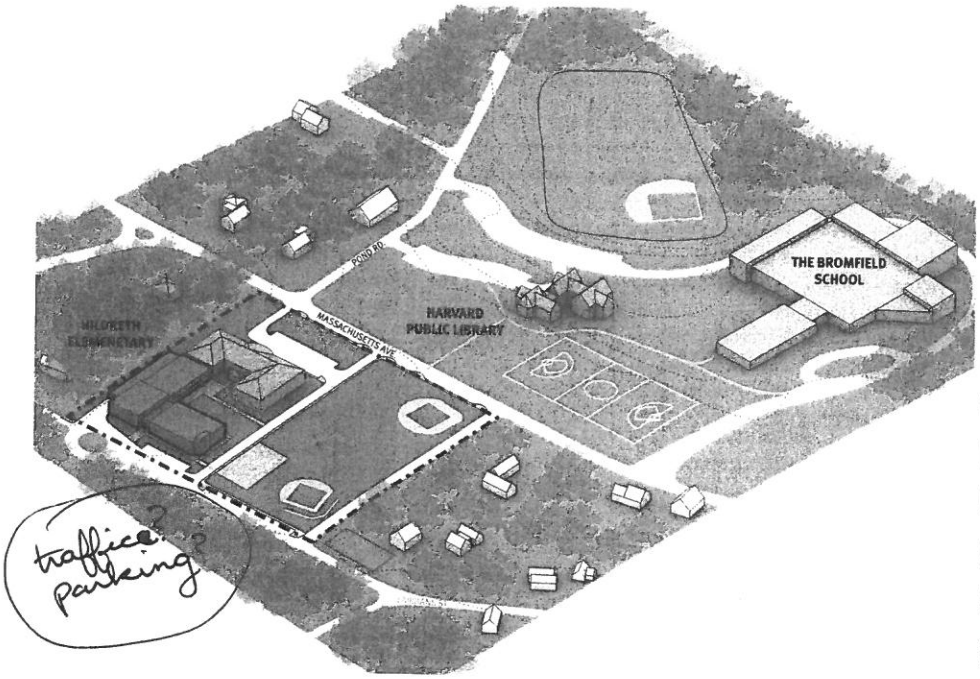
INITIAL PLANNING IDEAS

The 1988 main building is a strong asset for the community. We have renovated similar historic schools, preserving their original character while improving the learning environment and inserting new building systems. Due to the likely replacement of the K-wing, the overall massing of the building will change. Careful consideration must be given to the placement of the new wing of classrooms and how they will change the relationship of the building to its context.

Due to the modest projected increase in student population, the MSBA's space planning guidelines still allow for a somewhat larger overall building than a simple replacement of the K-wing would offer. Likewise, existing shared resources within the school (gym, cafeteria, and kitchen) may be inadequate to support their current programs.

As an initial impression, we'd suggest the following phased approach to the project:

Demolish the K-wing, cafeteria, gymnasium and current student entry. Open up the existing courtyard into a larger shared entry space around which the cafeteria, gymnasium and kindergarten classrooms are constructed. This new place of arrival for the school extends the landscape into the center of the building. The existing school library, new cafetorium, gymnasium, and an early education wing (kindergarten and grade 1) open up to views and access onto this common exterior space.



This approach to building configuration plays on the traditional New England farmhouse layout of "big house, little house, back house, barn" where all the doors face a common open space shared by these building parts, sometimes called the "dooryard".

By opening up the school to its adjacent ball fields and beyond to the town library, and the Bromfield School across the street, Hildreth Elementary can more deliberately participate in the educational campus that has grown in the heart of Harvard. New walkways and separated traffic circulation for buses and cars enhance pedestrian safety and stitch the community of buildings together.

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PHASE 1

The existing 1950's classroom building (K-wing) will need to be evaluated, but likely need to be replaced. We understand the town is interested in vacating the K-wing, and has proposed to relocate the students to temporary modular classrooms on the basketball courts adjacent to the existing school. We will work with the administration to understand the schedule and costs for the modular classrooms. Once a new boiler plant is constructed to serve the 1988 building, the 1950's building can be removed. The construction will need to be managed to minimize the impact on classes in the adjacent 1988 main building. Because of independent access to the rear of the site, construction traffic can be isolated from school pick-up and drop-off.

PHASE 2

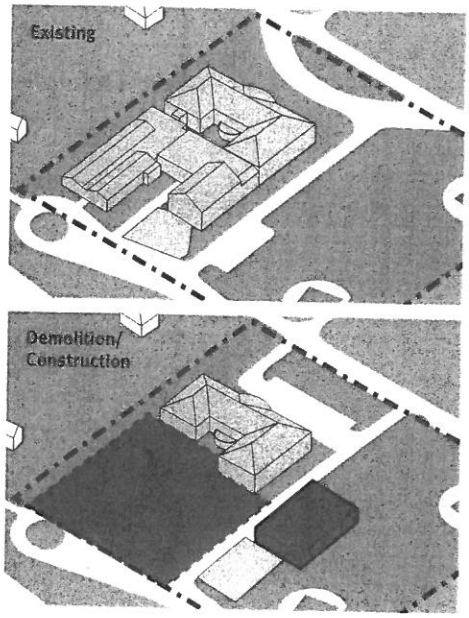
Demolish the existing K-wing of classrooms. Construct a new classroom wing on the east side of the building. The new wing could be positioned to create an entry courtyard, forming a space for a new outdoor teaching classroom and playground.

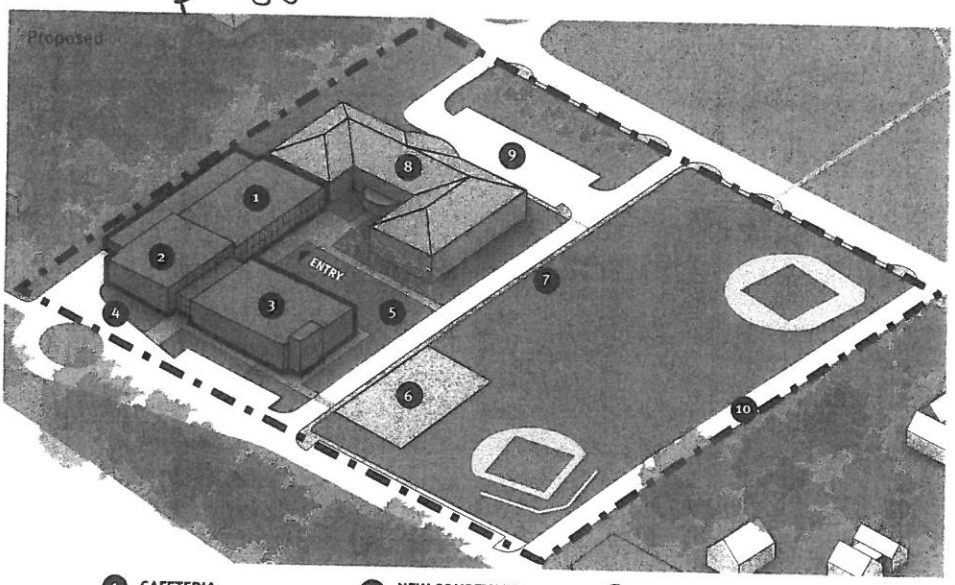
playground?

PHASE 3

Relocate the majority of students to the new classroom wing. Re-use the modular classrooms as required. Renovate the existing 1988 building to reconfigure the interior spaces and provide new building systems.

These are initial ideas. Through a open and collaborative process, Arrowstreet can assist the town of Harvard and the MSBA make the best decision for the future of Hildreth Elementary. We look forward to discussing the project further with the school, the town and the Designer Selection Panel.





1. CAFETERIA
2. GYMNASIUM
3. GRADES PRE-K & K-1
4. PARENT PICK-UP/DROP-OFF
5. NEW COURTYARD
6. NEW PLAYGROUND
7. BUS DROP-OFF/PICK-UP
8. EXISTING BUILDING (1988)
9. NEW VISITOR PARKING
10. POTENTIAL NEW ROAD

	REVIEWED	AMENDED	ELIMINATED
POLICY D			
DJE- Bidding Requirements		X	
DJF - Local Purchasing	X		
DJG – Vendor Relations	X		
DK – Payment Procedures		X	
DKA – Payroll Procedures			X
DM- Cash in School Building			X
DN – School Properties Disposal Procedure	X		
Policy L			
LA – Education Agency Relations Goals	X		
LB- Relations With Other Schools and School Districts	X		
LDA – Student Teaching and Internships		X	

FILE: DJE

Bidding Requirements

All contract for and purchases of supplies, materials, equipment, and services in the amount **between $5,000 and $25,000** shall be based on at least three competitive bids. All purchases of less than $25,000 may be made in the open market but shall be based on at least three competitive quotations. In all instances the District shall abide by the applicable state laws governing competitive bidding. **Exception to the requirement includes vendors on the state approved list**

All contracts and all open market orders will be awarded to the lowest responsible, qualified supplier, taking into consideration the following factors.

1. The quality of the articles or services supplies.
2. Their conformity with developed specifications.
3. Their suitability to the requirements of the educational system.
4. Delivery terms.
5. Applicable state laws.

When bidding procedures are used, bids shall be advertised appropriately. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

The School Committee reserves the right to reject any or all bids or any part of any bid, and it reserves the right to accept that bid which appears to be in the best interest of the Town of Harvard.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

LEGAL REF.: M.G.L. 30B

Adopted: June 3, 1974
Amended: December 12, 2016

FILE: DJF

Local Purchasing

It is the School Committee's intention to purchase locally (i.e., from businesses based in Harvard and surrounding communities) whenever goods and services of equal quality at competitive prices are available.

Goods and services will not be purchased locally if they can be secured elsewhere at a savings to the public schools or if a non-local source can provide a better quality of product or service or more efficient delivery.

CROSS REF.: FFBA, School Member Conflict of Interest

ADOPTED: December 5, 1988
Reviewed: December 12, 2016

FILE: DJG

Vendor Relations

It shall be the policy of the School Committee that vendors be permitted to meet with District personnel on school grounds only after making an appointment. The District is not obligated to accept requests for appointments.

Salesmen are not permitted to call on teachers or other school staff members without authorization from the school administration.

School principals may permit sales representative of educational products to see members of the school staff at times that will not interfere with the educational program.

ADOPTED: June 3, 1974
Reviewed: December 12, 2016

FILE: DK

Payment Procedures

All claims for payment from school department funds will be processed against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with payroll approved by the School Committee.

As an operating procedure **for vendor warrants, a majority of the School Committee members shall sign** lists of bill for payment from school department funds. The lists will be approved for payment by the School Committee and then forwarded to the **Town Hall** for processing and payment. Actual invoices, statement, and vouchers will be available for inspection by the School Committee.

As an operating procedure for payroll warrants, the School Committee's chairperson, vice chairperson, secretary, and delegated member shall sign the warrants.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

ADOPTED: December 5, 1988
Amended: December 12, 2016

School Properties Disposal Procedure

School Committee must approve of disposition of school property that is considered to no longer be of service to the District but has retained value. The Superintendent will bring recommendations for property disposal to the School Committee, including the reason for disposition and the recommended course of action, including transfer to another Town of Harvard entity, transfer or sale to a town citizen, outright sale or use of the item as a trade-in. Such disposition will be conducted in a manner consistent with town policies and state laws.

LEGAL REF.: M.G.L. 30B:15, 16

ADOPTED: September 11, 2006
Reviewed: December 12, 2016

FILE: LA

Education Agency Relations Goals

The School Committee appreciates the place and importance of an education system in its greater environment, which includes other organizations and institutions dedicated to education.

It believes that much is gained through cooperative endeavors with other agencies. In order to make a maximum contribution to education, within the school system and to other educational agencies, the School Committee establishes these broad goals:

1. To encourage a liaison with other educational agencies.

2. To supply educational services to and/or share with other educational agencies.

Approved: December 11, 2006
Reviewed: December 12, 2016

FILE: LB

Relations With Other Schools and School Districts

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions to educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

The cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the School Committee an evaluation of the desirability and feasibility of cooperation with other schools ad agencies on matters of mutual interest.

LEGAL REFS: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

APPROVED: December 11, 2006
Reviewed: November 28, 2016

Student Teaching and Internships

The School Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. The School Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution **and school district requirements.**

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

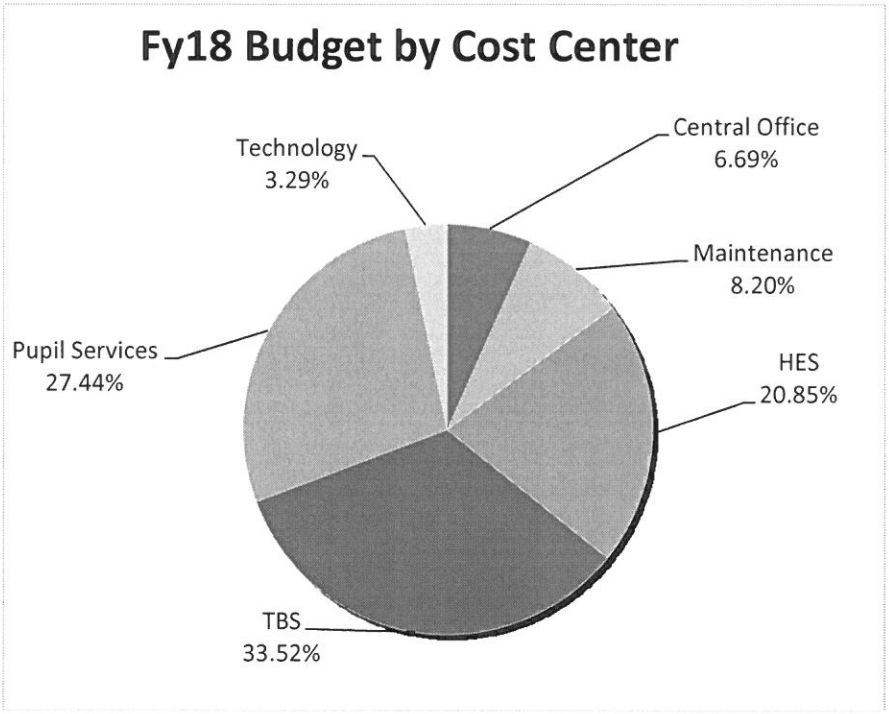
The school administration will devise procedures for evaluating the performance of student teachers that meet requirements of the sending institution. Teacher interns will be assigned only with the consent of the classroom teacher.

CROSS REFERENCE: ADDA, CORI Requirements

Approved: December 11, 2006
Amended: December 12, 2016

Harvard Public Schools
2017/2018
Draft #2

BUDGET SUMMARY By Cost Center	Budget FY17	Proposed Budget FY18	$$ Increase/ Decrease	$$ Increase/ Decrease
Central Office	$ 812,419	$ 863,397	$ 50,978	6.27%
School Facilities	$ 1,024,303	$ 1,057,810	$ 33,507	3.27%
Hildreth Elementary	$ 2,605,355	$ 2,690,572	$ 85,217	3.27%
The Bromfield School	$ 4,344,496	$ 4,326,407	$ (18,089)	-0.42%
Pupil Services	$ 3,419,848	$ 3,544,133	$ 124,285	3.63%
Technology	$ 400,220	$ 424,636	$ 24,416	6.10%
Budget Totals	**$ 12,606,641**	**$ 12,906,955**	**$ 300,314**	**2.38%**



Harvard Public Schools
2017/2018
Draft #2 Budget

Central Office

Salary Accounts	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Superintendent Salary	$ 162,400	$ 162,400	$ -	0.00%
School Committee Secretary Salary	$ 2,500	$ 2,500		0.00%
Sup't Administrative Asst	$ 66,619	$ 70,720	$ 4,101	6.16%
Business Coordinator Salary	$ 49,440	$ 51,350	$ 1,910	3.86%
Transportation Clerk Salary	$ 24,093	$ 24,093	$ -	0.00%
Wellness Incentive/Early Retiremen	$ 18,500	$ 18,500	$ -	0.00%
TSA Match	$ 62,000	$ 62,000	$ -	0.00%
Professional Development Stipends	$ 43,740	$ 43,740	$ -	0.00%
Offsets to salaries - Bldg rental	$ (10,000)	$ (10,000)	$ -	0.00%
Total Salaries	**$ 419,291**	**$ 425,303**	**$ 6,011**	**1.43%**

Nonsalary/Ordinary Accounts

Legal Fees General	$ 6,000	$ 6,000	$ -	0.00%
Legal Fees SPED	$ 10,000	$ 10,000	$ -	0.00%
Office Expense	$ 19,000	$ 19,000	$ -	0.00%
Equipment Lease/Repairs	$ 4,903	$ 4,903	$ -	0.00%
Systemwide Professional Developm	$ 91,957	$ 88,717	$ (3,240)	-3.52%
Dues and Subscriptions	$ 9,974	$ 8,474	$ (1,500)	-15.04%
Regular Transportation	$ 328,293	$ 378,000	$ 49,707	15.14%
Small Capital Equipment			$ -	0.00%
Offsets to Non Salary - Bus Fees	$ (55,000)	$ (55,000)	$ -	0.00%
Offset to Non Salary - Title IIA grar	$ (13,000)	$ (13,000)	$ -	0.00%
Offset to Salary - Title I grant	$ (9,000)	$ (9,000)	$ -	0.00%
Total Non-Salary	**$ 393,127**	**$ 438,094**	**$ 44,967**	**11.44%**

Salary Accounts	$ 419,291	$ 425,303	$ 6,011	1.43%
Nonsalary/Ordinary Accounts	$ 393,127	$ 438,094	$ 44,967	11.44%
	$ 812,418	**$ 863,397**	**$ 50,978**	**6.27%**

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School Facilities

Salary Accounts	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Director of Facilities	$ 84,071	$ 84,071	$ -	0.00%
Custodial Salaries	$ 367,798	$ 54,954	$ (312,844)	-85.06%
Overtime Salaries	$ 13,000	$ 5,000	$ (8,000)	-61.54%
Offset to salalries	$ -	$ -	$ -	0.00%
Total Salaries	**$ 464,869**	**$ 144,025**	**$ (320,844)**	**-69.02%**

Non Salary/Ordinary Accounts

Supplies/Maintenance/Building	$ 127,489	$ 114,096	$ (13,393)	-10.51%
Contracted Services	$ 48,600	$ 54,750	$ 6,150	12.65%
HVAC/Preventative Maintenance	$ 70,345	$ 82,239	$ 11,894	16.91%
Cleaning Contract	$ -	$ 367,200	$ 367,200	100.00%
Snow Removal		$ 20,000	$ 20,000	100.00%
Trash Disposal	$ 13,000	$ 14,000	$ 1,000	7.69%
Telephone	$ 8,000	$ 8,500	$ 500	6.25%
Water	$ 18,000	$ 20,000	$ 2,000	11.11%
Electricity	$ 225,000	$ 203,000	$ (22,000)	-9.78%
Fuel	$ 125,000	$ 120,000	$ (5,000)	-4.00%
Small Capital Equipment	$ 8,500	$ -	$ (8,500)	-100.00%
Offsets to Non salary - Shaw/Food	$ (24,500)	$ (10,000)	$ 14,500	-59.18%
Offsets to Non salary - Community	$ (60,000)	$ (80,000)	$ (20,000)	33.33%
Total Non Salary	$ 559,434	$ 913,785	$ 354,351	63.34%

Salary Accounts	$ 464,869	$ 144,025	$ (320,844)	-69.02%
Nonsalary/Ordinary Accounts	$ 559,434	$ 913,785	$ 354,351	63.34%
	$ 1,024,303	**$ 1,057,810**	**$ 33,507**	**3.27%**

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Hildreth Elementary School

Salary Accounts	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Principal Salary	$ 115,954	$ 115,954	$ -	0.00%
Associate Principal Salary	$ 96,425	$ 96,425	$ -	0.00%
Secretary Salaries	$ 84,187	$ 84,187	$ -	0.00%
Dept. Coord./Team Leader Stipends	$ 114,541	$ 114,541	$ -	0.00%
Guidance Salary	$ 92,593	$ 92,593	$ -	0.00%
Nurse Salary	$ 72,213	$ 66,017	$ (6,196)	-8.58%
Teachers' Salaries	$ 2,185,193	$ 2,203,576	$ 18,383	0.84%
Clerical Aide	$ 8,438	$ 8,438	$ -	0.00%
Reading Tutors	$ 56,386	$ 79,765	$ 23,379	41.46%
Substitute Teachers' Salaries	$ 51,900	$ 51,900	$ -	0.00%
Library Media Coordinator Salary	$ 53,498	$ 56,047	$ 2,549	4.76%
Kindergarten Aide	$ 111,223	$ 109,882	$ (1,341)	-1.21%
Math Tutor	$ 56,219	$ 82,534	$ 26,315	46.81%
Recess Aide	$ 24,611	$ 21,567	$ (3,044)	100.00%
Student Activity	$ 4,937	$ 5,000	$ 63	1.28%
Offset To Salaries - K Tuitions	$ (160,000)	$ (170,000)	$ (10,000)	6.25%
Offset to Salaries - K Grant	$ (20,000)		$ 20,000	-100.00%
Offset To Salaries /Title I Reading T	$ (16,500)	$ (16,500)	$ -	0.00%
Offset To Salaries/Title I Director	$ (50,000)	$ (60,000)	$ (10,000)	20.00%
Offset to Salaries-Math Tutors		$ (26,315)	$ (26,315)	100.00%
Offset to Salaries - Devens Tuitions	$ (400,000)	$ (400,000)	$ -	0.00%
Total Salary	**$ 2,481,818**	**$ 2,515,609**	**$ 33,791**	**1.36%**

Nonsalary/Ordinary Accounts				
Office Expense	$ 1,707	$ 1,717	$ 10	0.59%
Equipment Lease/Repairs	$ 17,269	$ 21,469	$ 4,200	24.32%
Pupil Supplies	$ 39,902	$ 40,222	$ 320	0.80%
Dues and Subscriptions	$ 2,363	$ 2,516	$ 153	6.47%
Textbooks/Curriculum Materials	$ 40,210	$ 86,301	$ 46,091	114.63%
Library Media Books/Materials	$ 5,650	$ 6,225	$ 575	10.18%
Small Capital Equipment	$ 16,436	$ 36,514	$ 20,078	122.16%
Small Capital Equipment - Shaw		$ (20,000)	$ (20,000)	
Total Non Salary	**$ 123,537**	**$ 174,963**	**$ 51,426**	**41.63%**

Salary Accounts	$ 2,481,818	$ 2,515,609	$ 33,791	1.36%
Nonsalary/Ordinary Accounts	$ 123,537	$ 174,963	$ 51,426	41.63%
	$ 2,605,355	**$ 2,690,572**	**$ 85,217**	**3.27%**

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The Bromfield School

	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Salary				
Principals Salary	$ 132,807	$ 130,845	$ (1,962)	-1.48%
Associate Principal Salary	$ 110,373	$ 108,742	$ (1,631)	-1.48%
Dean of Students (Stipend)		$ 6,500	$ 6,500	100.00%
Secretary Salaries	$ 98,836	$ 98,836	$ -	0.00%
Clerical Aide	$ 8,438	$ 8,438	$ -	0.00%
Dept.Coord./Team Leader Stipends	$ 43,257	$ 48,757	$ 5,500	12.71%
Guidance Salary	$ 233,828	$ 208,575	$ (25,253)	-10.80%
Guidance Secretary Salary	$ 43,270	$ 45,147	$ 1,877	4.34%
Nurse Salary	$ 91,035	$ 102,500	$ 11,465	12.59%
Teachers' Salaries	$ 3,929,056	$ 3,895,254	$ (33,802)	-0.86%
Substitute Teachers' Salaries	$ 52,000	$ 52,000	$ -	0.00%
Library Media Coordinator Salary	$ 64,039	$ 66,841	$ 2,802	4.38%
Instructional Aide Salaries	$ 30,550	$ 30,550	$ -	0.00%
Athletics	$ 50,937	$ 50,937	$ -	0.00%
Student Activity Salaries	$ 59,001	$ 64,154	$ 5,153	8.73%
Offset to Salaries - Title I	$ (24,000)	$ (24,000)	$ -	-100.00%
Offset to Salaries - School Choice	$ (310,000)	$ (310,000)	$ -	0.00%
Offset to Salaries - Devens	$ (500,000)	$ (500,000)	$ -	0.00%
Total Salaries	**$ 4,113,427**	**$ 4,084,076**	**$ (29,351)**	**-0.71%**
Nonsalary/Ordinary Accounts				
Office Expense	$ 6,400	$ 5,416	$ (984)	-15.38%
Equipment Lease/Repairs	$ 22,415	$ 26,445	$ 4,030	17.98%
Pupil Supplies	$ 55,280	$ 56,711	$ 1,431	2.59%
Dues and Subscriptions	$ 11,514	$ 13,958	$ 2,444	21.23%
Textbooks/Curriculum Materials	$ 82,432	$ 51,704	$ (30,728)	-37.28%
Library Media Book/Materials	$ 9,916	$ 9,916	$ -	0.00%
Virtual High School Expense	$ 18,000	$ 18,000	$ -	0.00%
Student Activity Expenses	$ 8,904	$ 9,036	$ 132	1.48%
Small Capital Equipment	$ 16,208	$ 67,145	$ 50,937	314.27%
Offset to Small Capital - Devens		$ (16,000)	$ (16,000)	
Total Non Salary	**$ 231,069**	**$ 242,331**	**$ 11,262**	**4.87%**

Salary Accounts	$ 4,113,427	$ 4,084,076	$ (29,351)	-0.71%
Nonsalary/Ordinary Accounts	$ 231,069	$ 242,331	$ 11,262	4.87%
	$ 4,344,496	**$ 4,326,407**	**$ (18,089)**	

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Bromfield Athletics

	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Salary				
Athletic Director	$ -	$ -	$ -	
Coaching Salaries	$ 124,464	$ 124,464	$ -	0.00%
Offsets to Salaries	$ (25,000)	$ (25,000)	$ -	
Total Salaries	$ 99,464	$ 99,464	$ -	0.00%
Nonsalary/Ordinary Accounts				
Contracted Servies	$ 6,769	$ 6,815	$ 46	0.68%
Referee/Officials	$ 28,908	$ 28,614	$ (294)	-1.02%
Athletic Transportation	$ 56,989	$ 72,172	$ 15,183	26.64%
Athletic Educational Supplies	$ 8,810	$ 9,653	$ 843	9.57%
Due and Fees	$ 13,100	$ 14,984	$ 1,884	14.38%
Admin Fees			$ -	
Total Non Salary	$ 114,576	$ 132,238	$ 17,662	15.42%
Salary Accounts	$ 99,464	$ 99,464	$ -	0.00%
Nonsalary/Ordinary Accounts	$ 114,576	$ 132,238	$ 17,662	15.42%
	$ 214,040	$ 231,702	$ 17,662	8.25%
User fee/Revenue Offsets	$ (217,461)	$ (210,590)	$ 6,871	-3.16%
Net Carryforward	$ 3,421	(21,111)	$ (17,690)	

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Pupil Services

	Budget 2017	Proposed Budget FY18	$$ Increase/ Decrease	% Increase/ Decrease
Salary Accounts				
Director of Special Education Salary	$ 114,048	$ 114,048	$ -	0.00%
Secretary Salary	$ 47,424	$ 47,424	$ -	0.00%
Bromfield Teachers' Salaries	$ 591,605	$ 600,993	$ 9,388	1.59%
HES Teachers' Salaries	$ 331,180	$ 289,915	$ (41,265)	-12.46%
Systemwide Teachers' Salaries	$ 597,096	$ 608,604	$ 11,508	1.93%
Bromfield Learning Assts.' Salaries	$ 191,667	$ 194,610	$ 2,943	1.54%
HES Learning Assts.' Salaries	$ 217,771	$ 233,495	$ 15,724	7.22%
ELL Salaries	$ 62,480	$ 111,517	$ 49,037	78.48%
Preschool Teachers' Salaries	$ 69,935	$ 71,037	$ 1,102	1.58%
Preschool Learning Assts. Salaries	$ 28,933	$ 28,933	$ -	0.00%
Regular Ed & Home Hospital	$ 12,500	$ 12,500	$ -	0.00%
Special Ed Extended Year Svcs	$ 12,850	$ 12,850	$ -	0.00%
Nurse/Van Monitor	$ 33,015		$ (33,015)	-100.00%
Offsets to salaries - Preschool Tuitio	$ (45,000)	$ (45,000)	$ -	0.00%
Total Salaries	**$ 2,265,504**	**$ 2,280,925**	**$ 15,422**	0.68%
Nonsalary/Ordinary Accounts				
Office Expense	$ 2,608	$ 1,942	$ (666)	-25.54%
Equipment Lease Repair	$ 1,518	$ 1,998	$ 480	31.62%
Pupil Supplies	$ 16,338	$ 16,946	$ 608	3.72%
SPED Transportation	$ 406,013	$ 331,928	$ (74,085)	-18.25%
Homeless Transportation	$ 14,855	$ 10,505	$ (4,350)	-29.28%
Other Professional Services	$ 62,273	$ 62,359	$ 86	0.14%
Out of District Tuitions	$ 937,696	$ 825,911	$ (111,785)	-11.92%
Collaborative Tuitions	$ 458,258	$ 793,278	$ 335,020	73.11%
Preschool Expenses	$ 2,284	$ 1,480	$ (804)	-35.20%
Other Small Equipment	$ 795	$ 2,919	$ 2,124	267.17%
Offset to Non Salary - Circuit Breaker	$ (460,000)	$ (510,000)	$ (50,000)	10.87%
240 Grant Offset	$ (238,294)	$ (248,308)	$ (10,014)	4.20%
Devens Transportation Offset	$ (50,000)	$ (27,750)	$ 22,250	-44.50%
	$ 1,154,344	$ 1,263,208	$ 108,864	9.43%
Salary Accounts	$ 2,265,504	$ 2,280,925	$ 15,422	0.68%
Nonsalary/Ordinary Accounts	$ 1,154,344	$ 1,263,208	$ 108,864	9.43%
	$ 3,419,848	**$ 3,544,133**	**$ 124,285**	3.63%

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Technology

	2017	Proposed FY18	$$ Decrease	% Decrease
Network Manager	$ 93,177	$ 93,177	$ -	0.00%
Computer Services Salaries	$ 49,440	$ 49,440	$ -	0.00%
FSC Tech Intern	$ 9,500	$ 9,500	$ -	0.00%
Full-time Tech (185 days)		$ 28,000	$ 28,000	100.00%
Educational Technology Coordinato	$ 91,401	$ 94,495	$ 3,094	3.39%
Technology Stipend	$ 3,000		$ (3,000)	-100.00%
Total Salaries	**$ 246,518**	**$ 274,612**	**$ 28,094**	**11.40%**

Nonsalary/Ordinary Accounts

Systemwide Hardware	$ 100,050	$ 79,750	$ (20,300)	-20.29%
Systemwide Software	$ 42,628	$ 44,992	$ 2,364	5.55%
Internet Service Provider	$ 25,818	$ 33,102	$ 7,284	28.21%
HES Software	$ 3,169	$ 2,600	$ (569)	-17.96%
Bromfield Software	$ 6,299	$ 5,700	$ (599)	-9.51%
Maintenance	$ 9,363	$ 19,880	$ 10,517	112.33%
Supplies	$ 26,375	$ 24,000	$ (2,375)	-9.00%
Technology Leases	$ 171,878	$ 294,140	$ 122,262	
Offset to non salary Devens	$ (231,878)	$ (354,140)	$ (122,262)	
Total Non-Salary	**$ 153,702**	**$ 150,024**	**$ (3,678)**	**-2.39%**

Salary Accounts	$ 246,518	$ 274,612	$ 28,094	11.40%
Nonsalary/Ordinary Accounts	$ 153,702	$ 150,024	$ (3,678)	-2.39%
	$ 400,220	**$ 424,636**	**$ 24,416**	**6.10%**

Salary Accounts	$ 9,991,427	$ 9,724,550	$ (266,877)	**-2.67%**
Nonsalary/Ordinary Accounts	$ 2,615,213	$ 3,182,405	$ 567,192	**21.69%**
OMNIBUS TOTALS	$ 12,606,641	$ 12,906,954	$ 300,313	**2.38%**
Salary Offsets	$ 1,535,500	$ 1,561,815	$ 26,315	**1.71%**
Nonsalary Offsets	$ 1,141,672	$ 1,343,198	$ 201,526	**17.65%**
TOTAL OFFSETS	$ 2,677,172	$ 2,905,013	$ 227,841	**8.51%**
Salary Accounts	$ 11,526,927	$ 11,286,365	$ (240,562)	**-2.09%**
Nonsalary/Ordinary Accounts	$ 3,756,885	$ 4,525,603	$ 768,718	**20.46%**
TOTAL ALL FUNDS	$ 15,283,812	$ 15,811,968	$ 528,156	**3.46%**

School Committee Minutes
The Bromfield School Faculty Room
Monday, November 28, 2016
6:00 p.m.

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

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

Kaitlin Sundeen read the vision statement.

Trip Approval-
Kristen McManus, Josh Thurston and Jack Armstrong from the Business Professionals of America Club attended the meeting to ask for approval for an overnight field trip to attend the state Leadership Conference in Framingham, MA. At this conference the club members will compete in various business and technology events, participate in leadership workshops and network with students from across the state.
SusanMary Redinger made the motion and Mary Traphagen seconded to approve the Business Professional of American Club to attend the State Leadership Conference.
VOTE 5/0

Kristen McManus and Connor Reitler from the Youth in Government Club attended the meeting to ask for approval for an overnight field trip to the state conference for Youth & Government in Boston. Students will simulate MA government, playing the roles of members of government or related bodies. This includes legislation, executive officers, journalists, lawyers, judges and lobbyist.
Mary Traphagen made the motion and Nancy Lancellotti seconded to approve the Youth in Government overnight trip to Boston to the Omni Parker House.
VOTE 5/0

Club Approval
Kaitlin Sundeen and Julie Brockmann came to the meeting to seek approval for a new Meditation Club. The Club would explore the general practice of mediation and would focus on different areas of meditation.
Nancy Lancelotti and Mary Traphagen seconded to approve the Meditation Club.
VOTE 5/0

Budget Review
School Business Manager Peter Rowe reviewed the projected Devens Revolving Fund Year End balances for FY17 in order to determine what can be projected as offsets for the FY18 budget.

Cost Center Managers, Scott Hoffman (Bromfield), Sue Frederick (Hildreth), and Chris Boyle (Technology) attended the meeting in order to present to the School Committee their FY18 Budget.

The Bromfield School Budget – Scott Hoffman explained that the Bromfield Salaries line is down overall by $29,351. This does not include any cost of living increase, but does include steps and columns for teachers. Scott Hoffman is advocating keeping the .6 FTE Dean of Students position which was a pilot position in the current school budget. In addition, the FY18 budget maintains the Wellness Department Leader. The increase in non-salary expenses is up from $231,069 to $242,331. The most significant increase is to Small Capital due in large part to ensuring that all furniture in the building meets fire code standards. TBS is also attempting to update classroom furniture that is old and falling into disrepair. TBS also is attempting to create more storage space in classrooms that were converted from computer labs or cable rooms.
Hildreth Elementary School – Sue Frederick explained that the Hildreth Elementary Salary line is increasing by $70,573 due in large part to a request to make the long term substitute in 1st grade a permanent teaching position. This request would maintain 4 teachers at each grade level and meet the School Committee class size guidelines should students move in over the summer. The increase to non-salary expenses is up from $123,537 to $174,963 due in large part to an increase in textbooks. This increase will align the HES curriculum to the new Next Generation Science standards as well as purchase consumables for GoMath. In addition HES is asking to buy 13 round cafeteria tables. The round tables would add in socialization and conversation between students instead of the long rectangular tables.
Technology – Dr. Dwight explained the Technology budget for Chris Boyle who had to leave the meeting early. The Salary line for Technology has a proposed increase of $28,094 due to the request to add a full time technology person to work the school year. The non –salary expenses increase from $153,702 to $170,024 due in large part to an increase in Maintenance costs and the increased cost of internet fiber.
Dr. Dwight explained that the total for the draft #1 FY18 budget is $12,999,580. Eighty percent of the total budget is salary expenses.

Grant Approval
Dr. Dwight presented two grants to the School Committee for approval:
MIIA Risk Management Grant for the purchase of security cameras for the schools
Fanfare Grant for the purchase of a conductor's podium that will benefit the Choral and Instrumental music programs at Bromfield.
Mary Traphagen made the motion and Nancy Lancellotti seconded to accept the grants from the as presented.
VOTE 5/0

Superintendent Report – Dr. Dwight reported to the Committee the following:
*Hildreth Elementary building project update
Met with NV5 member to strategize about the upcoming meeting in Boston and review the 7 applications. Traveled to Boston and met with SusanMary Redinger, Tim Bragen, Peter Rowe and NV5 members to discuss the seven applications with the 12 MSBA representatives. At the end of the discussion, all 15 of us voted for our top 3 architect/design teams. Results were Arrowstreet -33 points, Miller Dyer Spears, Inc., 24 points and OMR Architects, Inc. – 15 points. The top three firms will be interviewed on December 6th in Boston.
Policy Subcommittee met and continued work reviewing policies on Section D, L and B as determined by our revised policy review schedule. The Subcommittee is also working on consistency between our policies dealing with the protection of Civil Rights as per our last School Committee meeting.
GS-21 Meeting – Consistent with Dr. Dwight's goal to advance innovative teaching and learning for Harvard teacher and student by researching, planning, collaborating and taking steps in the area of STEAM, global learning and project based learning, she attended a Global Studies – 21 group of district leaders that meets in Marlborough.
*On November 17th the larger group of district leaders (including coordinators, department chairs, vertical team leaders, etc.) met to learn and collaborate together. We are reading and discussion the books, *Grit* and *The Power of Resilience.* The group also discussed ways to forward the curriculum work done on our last PD day where teachers across grades K-12 collaborated together.
*CPIC – On November 17th the school department discussed our CPIC requests for capital projects.
*Dr. Dwight invited the bus drivers to breakfast after their morning drop off at HES. This is an annual tradition of appreciation made possible by the generous help of the women in the cafeteria. Also teachers and staff at both schools enjoyed dinner on the night of the conferences. This appreciation dinner was organized and prepare by parents. This has become a very special annual tradition.

Review meeting minutes
SusanMary Redinger made the motion and Jon Green seconded to approve the minutes of the previous meeting as amended.
VOTE 5/0

Dr. Dwight explained that today the Town came together to support the Bromfield students as they painted over the rock. Community members contributed paint, hot chocolate, homemade cookies and donuts. They watched as the students of different ages painted the rock white. The weather did not cooperate for further painting of a new design, so the students will make further plans this week. There were news cameras from CBS and Channel 4. They interviewed students and Scott. I was also contacted again by the Boston Globe for follow up details of today's event.

We are determined to turn this awful event into something positive for our students. The teachers in attendance had some wonderful ideas on how to jump start the efforts this week. You

are welcome to join us on Monday morning at 7:30am as the entire school assembles in the Cronin. Scott and I will be meeting in my office tomorrow morning to put together the details.

I have also reached out to the Anti-Deformation League and the Southern Poverty Law Center for their resources of speakers and curriculum tools. By coincidence Tuesday was a scheduled visit of Rob Jones, our diversity trainer from Holy Cross, with the 10th graders. The round table and advisory meetings for grades 8, 9, 11 and 12 set for that day will also involve relevant topics of respect and inclusion.

We also hope that this event leads to the formation of a town-wide diversity committee. At our school's diversity committee meeting on Tuesday, we will be talking about the need for two distinct, but connected committees.

The UU church will be holding a peace rally on Sunday evening for the community.

Jon Green will serve as the School Committee's temporary liaison for tomorrow's Diversity meeting.

Liaison/Sub-committee Reports

Mary Traphagen reported that the HES School Council has been working on homework; the surveys have been tabled for now. Interviews for the Hildreth design firms will take place on December 6, 2016. The Policy Subcommittee met and will be reporting out in the future.
Patty Wenger reported that the Athletic Advisory will be meeting next Monday. CIPIC will be meeting next week to begin rating the Capital project requests. The parent surveys went out last week to parents of all students who played a fall sport.
Jon Green reported that HCTV has not met. SEPAC is working on a draft survey and hope to finalize and be able to send it out soon.
Nancy Lancellotti reported that Scott Hoffman presented the District Improvement Plan to the TBS School Council. The results of the Parent Survey will be on a future agenda item. The Your Protection Survey results will be available in the spring.

Suggest Future Agenda Items

Technology
TBS Parent Survey
Policy
Budget Review
HEAC - Sunproject
Student Assessment and Achievement
Student Participation

Interested Citizen Commentary

Marty Green –Oak Hill Road. - appreciates receiving information from the school so that she can report as accurately as possible.

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.

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 Teachers Association and Dr. Dwight.

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 8:56 p.m.
VOTE 5/0

Respectfully submitted: Mary Zadroga

School Committee Minutes
Bromfield School Teacher's Lounge
Wednesday, December 7, 2016
5:00 p.m.

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

SusanMary Redinger called the meeting to order at 5:00 p.m.

SusanMary Redinger read the vision statement.

Budget Review
School Business Manager, Peter Rowe, reviewed the changes to the offsets in order to bring the budget to an overall increase of 2.46% which is about a 1% decrease from the initial Draft #1 budget.

Facilities/Maintenance - Mark Force explained that the Facilities/Maintenance salary budget is down by $320,844 due in large part to the transfer of custodial salaries to contracted services. In addition the overtime budget is down by $8,000 because we have contracted for snow removal. The non-salary expenses increased due in large part to the transfer of custodial services to Durkin Company, the addition of a contract for snow removal, the replacement of a domestic hot water heater at HES and on-going unforeseen HVAC repairs/issues due to aging buildings.
Pupil Services – Dr. Harrington explained that the Pupil Services budget increased overall by $124,286. The salaries have increased by $15,422. There was a significant savings due to the elimination of a nurse/van monitor that is no longer required. There was a significant increase due to making the Ell teacher full time. Formerly the teacher was half-time, however, DESE requirements for services and our increase in students who are more limited in English proficiency necessitate the increase in time by a licensed ESL teacher. There is a non-salary expenses increased of 9.43% which was due in large part to an increase in Collaborative tuitions.
The increase in the small capital line is a request to order stand up desks for a middle school classroom.
Central Office - Dr. Dwight explained that the Central Office budget increased overall by $50,978 which is a 6.27% increase over last year. The most significant increase is due to the bus contract which increased by $49,707 due to the new contract.
Dr. Dwight and the Committee discussed the Revolving Account budgets which were Athletics, School Lunch, Bridges and Community Education.

The Committee agreed to fund the $21K Athletic account deficit using Devens funds.

The Committee had discussion and decided to fund the HES Long term Substitute for FY18 to maintain class size.

The Committee had discussion around School Choice and decided to maintain the $310,000 School Choice off-set. They will make a decision in March or April as to whether or not they will be open slots for School Choice for the 2017-2018 school year.

The Committee will present the budget as is with the caveat that the Committee could apply an additional $200K off-set from the Devens fund toward any additional increase created by contract negotiations.

Patty Wenger made the motion and Mary Traphagen seconded to vote to present the FY18 budget to the Finance Committee as amended.
VOTE 5/0

SusanMary Redinger seconded by Patty Wenger adjourned the meeting at 7:42 p.m.

Respectfully submitted:

Mary Zadroga