

**Harvard Public Schools**  
14 Massachusetts Avenue, Harvard, Massachusetts 01451

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**School Committee Meeting**  
**November 25, 2019**  
**6:15 PM**  
**Upper Town Hall**

1. Call to Order and Read the Vision Statement (6:15)
2. Public Commentary (6:17)
3. Student Report (6:20)
4. Field Trip/Grant Approval; Vote (6:25)
5. Superintendent Update (6:30)
6. Budget, Revolving Accounts, Continuation; Vote (6:40)
7. CPIC Request for Tractor; Vote (7:40)
8. SEPAC Funding Request; Vote (7:50)
9. Field Discussion (8:00)
10. School Building Update (8:10)
11. Agenda Items (8:15)
12. Approval of Meeting Minutes (8:20)
13. Liaison/Sub-committee Reports (8:25)
14. Public and School Committee Commentary (8:35)
15. Executive Session (8:40) ; pursuant to Massachusetts General Laws Chapter 30A section 21 (a) and (3) for the following purposes:
  - (a) To discuss strategy with respect to an in preparation for collection bargaining with Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee.

Materials: Budget Documents, CPIC Spreadsheet, SEPAC Budget, Fields Materials, Grants, Superintendent Report, Minutes

**Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence, guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.**

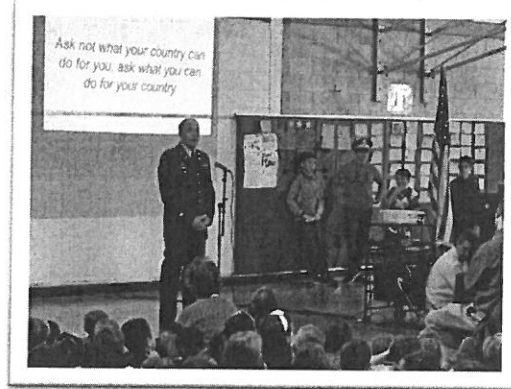
## Superintendent's Update November 25, 2019

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### I. Veterans' Honored

*Standard IV: Professional Culture*

Events at Hildreth Elementary and Bromfield honored Veterans for their service to our country. These yearly ceremonies help students to realize the sacrifices made by others and links students and community members in meaningful ways.



*Dave Gowel Spoke to the Students During the Veterans' Day Ceremony*

### II. Weekend Work for Maintenance

*Standard II: Management and Operations*

Jon scheduled work on the water improvements at Bromfield for the weekend of November 16<sup>th</sup>. He managed this work off business hours as not to interrupt the students and faculty during the week. All have appreciated the improvements to the water and heating systems that he has completed to date.

### III. Tri-District Professional Development Follow Up

*Standard I: Instructional Leadership, Standard IV: Professional Culture*

The three district planning committee met in Ayer to debrief about this year's professional development event and to begin planning for next year. We have already secured a keynote speaker, George Couros. George wrote the following books, *The Innovator's Mindset* and *Innovate Inside the Box*. George has worked with other districts to ignite student learning in creative ways. We look forward to learning from him and continuing this valuable collaboration for the fourth year.

### IV. Youth Speech Contest

*Standard IV: Professional Culture*

The Lions' Club asked me to judge student speeches for their annual contest. Four students wrote and presented 5 – 8 minute speeches on the topic "What is Heroism". The audience seemed to enjoy the different approaches and styles the students took with this project. Teacher Chris Jones had helped them prepare in their public speaking class. He and Deb Piece attended the event as well as others from the community. The winner will continue on to the next round of competition.

**Superintendent's Update**  
**November 25, 2019**

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**V. Start Time Advisory Continues; Public Forum**  
*Standard IV: Professional Culture*

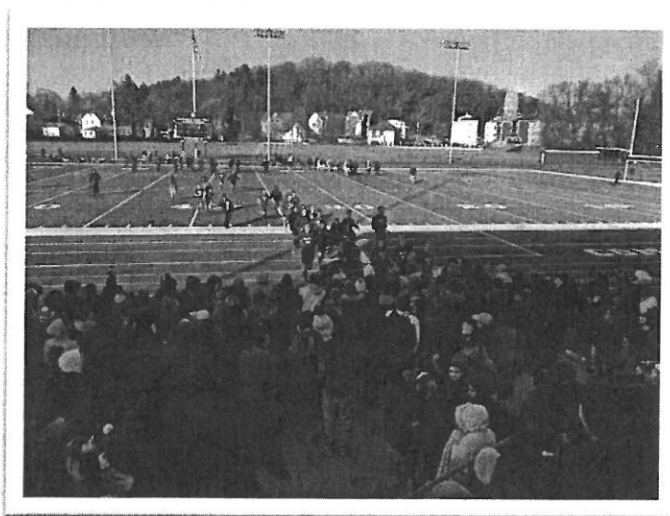
On November 20<sup>th</sup> I held a public forum at the General Store following a Press article that invited the public to a discussion about the possible shift in start times. Several supportive parents joined Shannon and me for the conversation. They provided valuable insights to add to our process, and we will continue to connect with them and others.

The advisory group developed a survey to be conducted during conferences. There will be members of the group at both schools facilitating conversations, handing out articles and providing the survey directions. We will also have survey links throughout the school and loaded on iPads for families to complete while they wait for their conference appointment.

**VI. CPC Meeting and CPIC Follow-up**

Scott, Dave, and I presented a request for funding to improve the outdoor tennis courts and basketball court to the CPC on November 20<sup>th</sup>. SusanMary joined us and provided a historic perspective on the work done previously on the courts. The committee will decide whether to put the project forward to a town vote in the spring. If funded, the money would be available July 1, 2020. The project includes a short term repair of the current courts and a study to consider enlarging the area and redoing the court materials for significant improvements.

We received the questions from CPIC on the capital requests put forward for their consideration. The projects include the 3<sup>rd</sup> year of funding for the Cronin Auditorium, locker room renovations, additional air conditioning, and the middle school ramp. Jon, Aziz, and I will answer the questions and provide the responses to CPIC members and the School Committee by Friday, November 29<sup>th</sup>.



*Students and Community Members Celebrated a 3rd State Title for Boys' Soccer*

# School Lunch

|                         | <i>FY18 Actual</i> | <i>FY19 Actual</i> | <i>Budget</i>      | <i>Budget</i>      | <i>Decrease in</i> | <i>Decrease in</i> |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Salary Accounts</b>  |                    |                    |                    |                    |                    |                    |
| Manager's Salary        | \$ 91,316          | \$ 91,620          | \$ 94,103          | \$ 95,985          | \$ 1,882           | 2.00%              |
| Food Service Workers    | \$ 193,601         | \$ 207,354         | \$ 187,876         | \$ 215,254         | \$ 27,378          | 14.57%             |
| Function Wages          | \$ 12,750          | \$ 11,400          | \$ 14,000          | \$ 14,000          | \$ -               | 0.00%              |
| <b>Total Salary</b>     | <b>\$ 297,667</b>  | <b>\$ 310,374</b>  | <b>\$ 295,979</b>  | <b>\$ 325,239</b>  | <b>\$ 29,260</b>   | <b>9.89%</b>       |
| <b>Accounts</b>         |                    |                    |                    |                    |                    |                    |
| Meals Tax               | \$ 2,640           | \$ 2,968           | \$ 4,500           | \$ 4,500           | \$ -               | 0.0%               |
| Food                    | \$ 218,130         | \$ 224,807         | \$ 267,031         | \$ 265,053         | \$ (1,978)         | -0.74%             |
| Benefits                | \$ 65,446          | \$ 53,360          | \$ 65,466          | \$ 128,545         | \$ 63,079          | 96.35%             |
| Supplies                | \$ 19,516          | \$ 17,981          | \$ 22,528          | \$ 19,195          | \$ (3,333)         | -14.79%            |
| Equipment               | \$ 37,305          | \$ 30,121          | \$ 8,899           | \$ 5,899           | \$ (3,000)         | -33.71%            |
| Vending                 | \$ 2,972           | \$ 4,576           | \$ 12,781          | \$ 13,000          | \$ 219             | 1.71%              |
| Ext Functions           | \$ 10,636          |                    | \$ 10,350          | \$ 13,000          | \$ 2,650           | 25.60%             |
| <b>Total Non-Salary</b> | <b>\$ 356,645</b>  | <b>\$ 333,813</b>  | <b>\$ 391,555</b>  | <b>\$ 449,192</b>  | <b>\$ 57,637</b>   | <b>14.72%</b>      |
| Salary Accounts         | \$ 297,667         | \$ 310,374         | \$ 295,979         | \$ 325,239         | \$ 29,260          | 9.89%              |
| Accounts                | \$ 356,645         | \$ 333,813         | \$ 391,555         | \$ 449,192         | \$ 57,637          | 14.72%             |
| fund                    |                    |                    | \$ 10,000          |                    | \$ (10,000)        | -100.00%           |
|                         | <b>\$ 654,312</b>  | <b>\$ 644,187</b>  | <b>\$ 697,534</b>  | <b>\$ 774,431</b>  | <b>\$ 86,897</b>   | <b>12.46%</b>      |
| <b>Total Revenue</b>    | <b>\$ 641,466</b>  | <b>\$ 640,048</b>  | <b>\$ 686,250</b>  | <b>\$ 697,000</b>  | <b>\$ 10,750</b>   | <b>1.57%</b>       |
| <b>Profit/Loss</b>      | <b>\$ (12,846)</b> | <b>\$ (4,139)</b>  | <b>\$ (11,284)</b> | <b>\$ (77,431)</b> |                    |                    |
| <b>Carry Forward</b>    | <b>\$ 44,697</b>   | <b>\$ 31,851</b>   | <b>\$ 27,712</b>   | <b>\$ 16,428</b>   |                    |                    |
| <b>Balance</b>          | <b>\$ 31,851</b>   | <b>\$ 27,712</b>   | <b>\$ 16,428</b>   | <b>\$ (61,004)</b> |                    |                    |

| <b>Athletics</b>                    |                    |                    |                    |                    |                    |               |  |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|--|
|                                     | <b>FY18 Actual</b> | <b>FY19 Actual</b> | <b>Budget</b>      | <b>FY21 Budget</b> | <b>Decrease in</b> | <b>e/</b>     |  |
| <b>Salary Accounts</b>              |                    |                    |                    |                    |                    |               |  |
| Coaching Salaries                   | \$ 124,464         | \$ 92,927          | \$ 128,141         | \$ 130,704         | \$ 2,563           | 2.00%         |  |
| Additional OMINBUS funding          | \$ (25,000)        | \$ (25,000)        | \$ (25,000)        | \$ (25,000)        | \$ -               | 0.00%         |  |
|                                     |                    |                    |                    |                    | \$ -               |               |  |
| <b>Total Salary</b>                 | <b>\$ 99,464</b>   | <b>\$ 67,927</b>   | <b>\$ 103,141</b>  | <b>\$ 105,704</b>  | <b>\$ 2,563</b>    | <b>2.48%</b>  |  |
| <b>Non-Salary/Ordinary Accounts</b> |                    |                    |                    |                    |                    |               |  |
| Contracted Service                  | \$ 6,815           | \$ 10,600          | \$ 7,583           | \$ 7,583           | \$ -               | 0.00%         |  |
| Referees/Officials                  | \$ 28,614          | \$ 35,000          | \$ 33,181          | \$ 35,466          | \$ 2,285           |               |  |
| Athletic Transportation             | \$ 72,172          | \$ 85,000          | \$ 83,356          | \$ 92,865          | \$ 9,509           | 11.41%        |  |
| Athletic Ed. Supplies               | \$ 9,653           | \$ 35,000          | \$ 21,374          | \$ 22,564          | \$ 1,190           | 5.57%         |  |
| Dues & Fee & Overhead               | \$ 14,984          | \$ 29,000          | \$ 12,844          | \$ 13,999          | \$ 1,155           |               |  |
| <b>Total Non-Salary</b>             | <b>\$ 132,238</b>  | <b>\$ 194,600</b>  | <b>\$ 158,337</b>  | <b>\$ 172,476</b>  | <b>\$ 14,139</b>   | <b>8.93%</b>  |  |
| Salary Accounts                     | \$ 122,624         | \$ 67,927          | \$ 103,141         | \$ 105,704         | \$ 2,563           | 2.48%         |  |
| Non-Salary/Ordinary Accounts        | \$ 132,238         | \$ 194,600         | \$ 158,337         | \$ 172,476         | \$ 14,139          | 8.93%         |  |
|                                     | <b>\$ 254,862</b>  | <b>\$ 262,527</b>  | <b>\$ 261,478</b>  | <b>\$ 278,180</b>  | <b>\$ 16,701</b>   | <b>6.39%</b>  |  |
| <b>Total Revenue</b>                | <b>\$ 217,461</b>  | <b>\$ 190,053</b>  | <b>\$ 208,070</b>  | <b>\$ 207,500</b>  | <b>\$ (570)</b>    | <b>-0.27%</b> |  |
| <b>Profit/Loss</b>                  | <b>\$ (37,401)</b> | <b>\$ (72,474)</b> | <b>\$ (53,408)</b> | <b>\$ (70,680)</b> | <b>\$ (17,271)</b> | <b>32.34%</b> |  |
| <b>Devens Offset</b>                | <b>\$ 37,401</b>   | <b>\$ 72,474</b>   | <b>\$ 53,408</b>   | <b>\$ 40,000</b>   |                    |               |  |
| <b>Additional OMINBUS funding</b>   | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ (30,680)</b> | <b>\$ (30,680)</b> |               |  |

| <b>Bridges</b>                      |                   |                    |                    |                   |                    |                |
|-------------------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|----------------|
|                                     | <i>Actual</i>     | <i>Actual</i>      | <i>Budget</i>      | <i>Proposed</i>   | <i>Decrease in</i> | <i>/</i>       |
| <b>Salary Accounts</b>              |                   |                    |                    |                   |                    |                |
| Bridges Salaries                    | \$ 100,136        | \$142,575          | \$ 148,000         | \$ 150,400        | \$ 2,400           | 1.62%          |
| <b>Total Salary</b>                 | <b>\$ 100,136</b> | <b>\$ 142,575</b>  | <b>\$ 148,000</b>  | <b>\$ 150,400</b> | <b>\$ 2,400</b>    | <b>1.62%</b>   |
| <b>Non-Salary/Ordinary Accounts</b> |                   |                    |                    |                   |                    |                |
| Professional Development            | \$ 375            | \$ 2,131           | \$ 2,350           | \$ 2,025          | \$ (325)           | -13.83%        |
| Equipment                           | \$ 8,827          | \$ 2,906           | \$ 25,691          | \$ (22,788)       | \$ (48,479)        | -188.70%       |
| Field Trips                         | \$ 2,749          | \$ 4,660           | \$ 10,000          | \$ 8,040          | \$ (1,960)         | -19.60%        |
| Benefits and Taxes                  | \$ 1,495          | \$ 31,362          | \$ 19,250          | \$ 8,750          | \$ (10,500)        | -54.55%        |
| Supplies                            | \$ 9,260          | \$ 14,630          | \$ 10,300          | \$ 4,988          | \$ (5,313)         | -51.58%        |
| Snacks                              | \$ 6,705          | \$ 6,098           | \$ 13,400          | \$ 9,600          | \$ (3,800)         | -28.36%        |
| Maintenance                         | \$ 50,633         | \$ 665             | \$ 624             | \$ 624            | \$ -               | 0.00%          |
| <b>Total Non-Salary</b>             | <b>\$ 80,044</b>  | <b>\$ 62,451</b>   | <b>\$ 81,615</b>   | <b>\$ 11,239</b>  | <b>\$ (70,377)</b> | <b>-86.23%</b> |
| Salary Accounts                     | \$ 100,136        | \$ 142,575         | \$ 148,000         | \$ 150,400        | \$ 2,400           | 1.62%          |
| Non-Salary/Ordinary Accounts        | \$ 80,044         | \$ 62,451          | \$ 81,615          | \$ 11,239         | \$ (70,377)        | -86.23%        |
| Subsidy                             | \$ 30,000         | \$ 40,000          | \$ 40,000          | \$ 40,000         | \$ -               |                |
|                                     | <b>\$ 210,180</b> | <b>\$ 245,026</b>  | <b>\$ 269,614</b>  | <b>\$ 201,638</b> | <b>\$ (67,977)</b> | <b>-25.21%</b> |
| <b>Total Revenue</b>                | <b>215,318</b>    | <b>225,673</b>     | <b>\$ 243,000</b>  | <b>\$ 243,000</b> | <b>\$ -</b>        | <b>0.00%</b>   |
| <b>Profit/Loss</b>                  | <b>\$ 5,138</b>   | <b>\$ (19,353)</b> | <b>\$ (26,614)</b> | <b>\$ 41,363</b>  | <b>\$ 67,977</b>   | <b>#####</b>   |
| <b>Carry Forward</b>                | <b>\$ 131,777</b> | <b>\$ 136,915</b>  | <b>\$ 103,563</b>  | <b>\$ 76,949</b>  |                    |                |
| <b>Year End Fund Balance</b>        | <b>\$ 136,915</b> | <b>\$ 103,563</b>  | <b>\$ 76,949</b>   | <b>\$ 118,311</b> | <b>\$ 41,363</b>   | <b>53.75%</b>  |

# Community Education

|                                     | <i>Actual</i>     | <i>Actual</i>      | <i>Budget</i>     | <i>Proposed</i>   | <i>Decrease</i>   | <i>Decrease</i> |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-----------------|
| <b>Salary Accounts</b>              |                   |                    |                   |                   |                   |                 |
| Community Education Coordinator     | \$ 57,601         | \$59,637           | \$ 57,426         | \$ 58,574         | \$ 1,149          | 2.00%           |
| Program Salaries                    | \$ 31,922         | \$39,332           | \$ 54,000         | \$ 57,500         | \$ 3,500          | 6.48%           |
| <b>Total Salary</b>                 | <b>\$ 89,523</b>  | <b>\$ 98,970</b>   | <b>\$ 111,426</b> | <b>\$ 116,074</b> | <b>\$ 4,649</b>   | <b>4.17%</b>    |
| <b>Non-Salary/Ordinary Accounts</b> |                   |                    |                   |                   |                   |                 |
| Summer Adventure                    | \$ 757            | \$ 993             | \$ 2,875          | \$ 3,095          | \$ 220            | 7.65%           |
| Spectrum                            | \$ 51,597         | \$ 57,205          | \$ 33,211         | \$ 33,409         | \$ 198            | 0.60%           |
| Other                               | \$ 1,312          | \$ 849             |                   | \$ 22,416         |                   |                 |
| <b>Total Non-Salary</b>             | <b>\$ 53,666</b>  | <b>\$ 59,046</b>   | <b>\$ 36,086</b>  | <b>\$ 58,920</b>  | <b>\$ 418</b>     | <b>1.16%</b>    |
| Salary Accounts                     | \$ 89,523         | \$ 98,970          | \$ 111,426        | \$ 116,074        | \$ 4,649          | 4.17%           |
| Non-Salary/Ordinary Accounts        | \$ 53,666         | \$ 59,046          | \$ 36,086         | \$ 58,920         | \$ 22,834         | 1.16%           |
| Subsidy                             | \$ 40,000         | \$ 40,000          | \$ 40,000         | \$ 40,000         | \$ -              |                 |
|                                     | <b>\$ 183,189</b> | <b>\$ 198,016</b>  | <b>\$ 187,512</b> | <b>\$ 214,994</b> | <b>\$ 27,483</b>  | <b>14.66%</b>   |
| <b>Total Revenue</b>                | <b>\$ 183,189</b> | <b>\$ 183,997</b>  | <b>\$ 193,890</b> | <b>\$ 214,994</b> | <b>\$ 21,104</b>  | <b>10.88%</b>   |
| <b>Profit/Loss</b>                  | <b>\$ -</b>       | <b>\$ (14,019)</b> | <b>\$ 6,378</b>   | <b>\$ (0)</b>     | <b>\$ (6,379)</b> | <b>-100.00%</b> |
| <b>Carry Forward</b>                | <b>\$ 10,500</b>  |                    |                   |                   |                   |                 |
| <b>Year End Fund Balance</b>        | <b>\$ 10,500</b>  | <b>\$ (14,019)</b> | <b>\$ 6,378</b>   | <b>\$ (0)</b>     | <b>\$ (6,379)</b> | <b>-100.00%</b> |

**Town of Harvard**  
**Capital Request Form -- Updated May, 2019**  
**Fiscal Years 2021 – 2025**

Request/Project: Tractor Mower plus Attachments Amount: \$ 49,000.<sup>00</sup>

Fiscal Year: FY 2021

Requestor: Tim Kilhort Dept: DPW, Schools + Parks + Rec.

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

General Description of Project and Benefit to Town:

SEE ATTACHED SHEET

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

2. Why is the Project being requested?

- ☐ Emergency or protection of public safety ☐ Legal Mandate  
☒ Efficiency/Cost Savings ☐ Other (note & explain below)

Please explain why it fits into above category: The DPW is being asked to do additional work doing field maintenance but we need the proper equipment to do the work that they are asking us to do.

3. Please explain how this project is consistent with the Town's priorities (for example, helps achieve a Select Board goal, project need revealed by Town survey, consistent with Master Plan, or other). The field maintenance has been an issue for many years and I am trying to move forward to make significant improvements which is what is behind this tractor request.

4. Is this project eligible for a grant or other alternative non-tax revenue funding? If so, what is the grant source, amount potentially available and the application timing?

If no, then why not? I am not aware of any grants or other sources of funding for this purchase.

5. If this is a cost savings show assumptions, savings, and payback (either ROI or years): The tractor would allow for more and also new types of maintenance that have not been occurring on a regular basis in the past.

PLEASE MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS OR NOTED 'N/A' IF NOT APPLICABLE



6. How will the cost savings be measured and reported? We should see an improvement in the quality of the playing fields.

7. 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? This is not a replacement because one of the desired features is a grass bagging system which is not available for the tractor we currently own.

8. Will on-going annual budgets increase or decrease if this project is approved? Consider anticipated annual maintenance or other expenses required by this project: (eg - maintenance contract price, software upgrades if applicable, etc) There will be some additional ~~no~~ routine maintenance cost with the new tractor but there is no maintenance agreements needed.

9. What is the basis for the amount you are requesting? Include a quote or estimate and the source.

I have attached a quote off the OSD stock bid contract FAC 88 but asked for a little more in case the price increased before the purchase is made. No additional equipment will be purchased.

10. If approved, how many of the Town's residents will this project regularly serve:

--Over 50% of residents

Between 25% and 50% of residents

--Project will be used intermittently or serve less than 25% of residents.

Please include your calculations and assumptions. The tractor will serve all who play and watch sports and/or use any of the town's recreation fields.

11. 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)

N/A

# Harvard Public Works Department

Public Works Director

Timothy B. Kilhart

47 Depot Road

Harvard, MA 01451

Tel. 978-456-4130

Fax 978-456-4125

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



Nov. 13, 2019

CPIC,

The Harvard DPW along with the School Committee and Parks and Recreation are requesting \$49,000.00 to purchase a new tractor mower with multiple attachments to be used in maintaining the athletic fields and town recreation fields. The condition of the playing fields has been a hot topic for quite some time. We have had several meetings and discussions on how to make improvements in the field conditions. A big step in this direction would be the purchase of this new tractor mower and attachments. The tractor would allow us to do certain types of maintenance that we currently are unable to do and would improve the quality of the playing fields.

I apologize for the late request but I wanted to make sure that I had the support of the schools and parks and recreation and make sure that everyone was on board to move this plan forward.

Sincerely,

*Timothy B. Kilhart*

Timothy B. Kilhart



115 Franklin St. Ext.  
Derry, NH 03038  
Phone: (603) 404-2286  
Fax: (603) 216-1278  
www.mte.us.com

## QUOTE - DO NOT PAY

Quote: 03-38897  
Date: 9/21/2019

PO:  
CustId: HARVARD DPW

Valid through: 11/30/2019

Cust Email: tkilhart@harvard.ma.us  
Phone: (978) 456-4130  
Salesperson: lbunn  
User: lbunn

Bill To:  
Town of Harvard DPW  
Tim Kilhart  
47 Depot Road  
Harvard, MA 01451 US

Ship To:  
Town of Harvard DPW  
MR Joe Canole  
47 Depot Road  
Harvard, MA 01451 US

PRICE REFLECTS DISCOUNT FROM MASSACHUSETTS STATE BID CONTRACT FAC88

Contact: Tim Kilhart at 978-456-4130

Note: Ball field attachments require a 3 PT Hitch Kit, but that is already in the quote with the grass collection high vac attachment. Ball field attachments require 6 weights, but that also is in with the aerator attachments. If you decide against the grass collection system and/or the aerator they will have to be added to the ball field attachments.

| Item         | Type | Description                                       | Qty    | Tax | Price       | Discount | Net Price   |
|--------------|------|---|--------|-----|-------------|----------|-------------|
| VNT.39.51209 | PA   | WG - 4500Y Kubota 25 hp Diesel                    | 1.0000 |     | \$23,950.00 |          | \$23,950.00 |
| VNT.39.55111 | PA   | WG - MS720 Mower 72", Side Discharge              | 1.0000 |     | \$4,220.00  |          | \$4,220.00  |
| VNT.70.8163  | PA   | WG - Hyd Flip Up MS/MT/MU Kit                     | 1.0000 |     | \$450.00    |          | \$450.00    |
| VNT.39.55361 | PA   | WG - RV602 Collection Vac, High lift              | 1.0000 |     | \$7,610.00  |          | \$7,610.00  |
| VNT.70.4100  | PA   | WG - Kit, 3 Point Hitch                           | 1.0000 |     | \$1,800.00  |          | \$1,800.00  |
| VNT.70.8169  | PA   | WG - MS/MT Collection Vac Boot                    | 1.0000 |     | \$370.00    |          | \$370.00    |
| VNT.39.55460 | PA   | WG - EA600 Aera-Vator                             | 1.0000 |     | \$5,830.00  |          | \$5,830.00  |
| VNT.70.4104  | PA   | WG - KIT, 12V FRONT 4500                          | 1.0000 |     | \$265.00    |          | \$265.00    |
| VNT.47.0115  | PA   | WG - WEIGHT, SUITCASE- 42 LBS W/BOX               | 6.0000 |     | \$95.00     |          | \$570.00    |
| VNT.39.55280 | PA   | WG - DG550 Ball Park Groomer, Front               | 1.0000 |     | \$2,475.00  |          | \$2,475.00  |
| VNT.39.55285 | PA   | WG - DR540 Ball Park Groomer, Rear                | 1.0000 |     | \$2,215.00  |          | \$2,215.00  |
| VNT.70.8156  | PA   | WG - Kit, Brush Groomer (Mounts on DR540 Groomer) | 1.0000 |     | \$1,185.00  |          | \$1,185.00  |
| VNT.70.8154  | PA   | WG - Kit, Groomer Drags (Includes Steel & Coco ma | 1.0000 |     | \$2,055.00  |          | \$2,055.00  |
| Total:       |      |   |        |     |             |          | \$52,995.00 |

|        |  |  |  |                  |              |
|--------|--|--|--|------------------|--------------|
| Totals |  |  |  | Sub Total:       | \$52,995.00  |
|        |  |  |  | Discount: 13.00% | (\$6,889.35) |
|        |  |  |  | Total Tax:       | \$0.00       |
|        |  |  |  | Invoice Total:   | \$46,105.65  |

Signature: \_\_\_\_\_

THIS QUOTE VALID FOR 30 DAYS. PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.

### CPIC Questions for New Tractor Submission

1. Do you have current staffing available to add this field maintenance workload without using overtime?
  - My lead groundskeeper, Ben Gilbert, has said that he will incorporate this added work into what he does now and I will provide him with extra assistance as necessary. We are going to do all of this work during normal work hours and we are tracking the amount of time it will take to do each of the added tasks: lime and fertilizing fields and aerating and over-seeding. This is what we have proposed to do so far but we are definitely in the infancy of how this is going to pan out but the tractor and attachments are definitely going to be needed moving forward if we are going to make this work.
2. Will there be any work you'll have to delay/eliminate to take on this added responsibility that was "dropped on you" at STM?
  - Ben Gilbert, our Lead Groundskeeper is going to work this agreed to work into his existing work schedule.
3. Would you ask your contacts at Parks & Rec and Schools to provide their written support of your plan to take on athletic field maintenance so we are assured all parties are on board?
  - We have send a request to Park and Recreation and the schools on 11/18/2019 to garner their support to our field maintenance plan.
4. Could they or you also provide the maintenance schedule listing the tasks DPW will perform, their frequency/timing during the year for each field you will be responsible for?
  - We have had discussion with all parties involved as to what we are doing based on what happened at the STM in October. So, far we have agreed to lime all the fields this fall which we are currently working on. In the spring we plan to fertilize all the fields and also do some aerating and over-seeding of a couple of fields that Park and Rec plan to take off-line to allow this to occur.
5. What would be the annual cost to hire a company that could provide all services you plan to provide so we can calculate a payback on this tractor purchase?

- Most of the fields have not been limed, fertilized or aerated and seeded in quite some time. Hiring out the work will be costly compared to us doing the work in-house due to prevailing wages. We will also have more flexibility to do the work at a time that it is more convenient for all parties involved. Hiring a private contractor could cost \$2,000 - \$3,000 per day depending on what they are doing and it would be when they are available to do the work. The mowing and bagging system is something that we have been asked to provide to improve our mowing capabilities.

6. What is the expected useful life of this equipment?

- The tractor and attachments should last for 12-15 years. One of the biggest reasons for the new tractor is the bagging system to pick up grass clippings and leaves. We currently do not have a large tractor that has this capability and it is one that we are being asked to provide.

7. Do we have a current field maintenance plan/schedule? If so, can you please provide?

- We don't have a formalized plan in place. We just have what we have agreed to do up to this point.

8. How was this tractor determined to be the best fit for our current needs?

- Ben Gilbert and Craig Tiikkala looked at many different types of tractors during the N. E. Equipment Show back in September. They determined that this particular tractor was the best option based on what we are being asked to do and was the most versatile.

9. What equipment is currently used to maintain the fields?

- Currently they have 4 tractors for mowing of various sizes and age of the equipment. They also use weed wackers and backpack blowers. Only one tractor that we currently have could accept the necessary attachments but that tractor is 13 years old and is scheduled to be replaced in a couple of years.

10. There were many recommendations from the Athletic Field Planning Committee, while it is generally agreed upon that the fields are in need of maintenance I'm not sure consensus was reached on the best way to move forward. Is the purchase of a tractor part of an overall plan to address the fields?

- We had a meeting following the STM to discuss what Park and Rec would like to see done for field maintenance. The information generated at this meeting was brought forth to another meeting with representation from Park and Rec, School Committee and Finance Committee. Tim Bragan and Athletic Director, David Boisvert, and Tim Killhart were also present. The decision was made to move forward with the request for the new tractor and attachments and was supported by everyone present and that this would be a positive step in the right direction.

11. The school dept. wasn't approached about this purchase prior to the submission. What role do you see the schools playing in the usage of the tractor?

- A school committee member was present at the meeting mentioned in question #10 and said that she would speak to the rest of the members but felt that support would come as this is what everyone has been asking for.

12. Will the tractor be useful for work aside from field maintenance?

- The tractor would mostly be used for mowing and doing field maintenance due to its size but we could also use it for plowing sidewalks if we move forward with the Complete Streets project.

13. Can the DPW use the school's tractor that was purchased a couple years ago for this work?

- The school's tractor is under their jurisdiction and was not considered as I was not under the impression that could occur. We would have to explore if and what attachments are available for that machine and I'm pretty sure that a bagger system is not an option for that tractor which is one of the main components of the new tractor that we are proposing to purchase.

14. If this work is for field maintenance, what are the options for covering those costs from those who use the fields?

- That was discussed but I am not sure how it would be worked out amongst all of the users and who would pay what. I think that is something that will have to be figured out but I'm not sure who would be in charge of that discussion. It might have to be worked out by a group of people representing all of those who use the fields.

15. Will the DPW costs be born by Park & Rec (e.g., user fees)?

- The DPW currently pays for all the fuel and repairs to the equipment used for maintenance but a source of funding will be needed to be able to purchase the

supplies needed to do the maintenance like the lime, fertilizer, grass seed and anything else that we agreed to do.

16. Would the tractor see use year round (e.g., plowing)?

- We would be able to use the tractor for leaf cleanup in the fall and spring and for plowing sidewalks in the winter.

17. How were the figures for #10 derived? Please provide supporting documentation.

- The work done came out of two meetings that we had following the STM in October but go back much further to discussions about how to move forward in incremental steps and we are working towards that.

18. Please explain how field condition is an improvement for those who watch sports.

- The field conditions are not really as important for the spectators as they are for the players. The better the field conditions will make the playing surface better and provides increased safety for the users. Defects and poor turf conditions can lead to balls that roll in an unpredictable manner. A lack of grass can cause muddy conditions which can cause a fall and injuries. A well maintained field will give everyone a positive outlook and make players, coaches and parents very happy.

| Year 2019-2020                  | Board: Harvard SEPAC  |            | Contact: Aspen FERENCE, Co-Chair |                  | Harvardsepac@gmail.com | (978) 216-2213        |                                       |
|---------------------------------|---|------------|----------------------------------|------------------|------------------------|-----------------------|---------------------------------------|
| Item                            | Brand or Company  | Cost       | Date Purchased                   | Who purchased    | Amount reimbursed      | Recurring cost?       | Approved by board / school committee? |
| Domain name                     | <a href="http://Godaddy.com">Godaddy.com</a>                | \$84.00    | 10/27/19                         | Aspen FERENCE    | \$                     | Will renew 10/27/2024 | No                                    |
| Website Hosting                 | <a href="http://squarespace.com">squarespace.com</a>        | \$229.50   | 10/28/19                         | Aspen FERENCE    | \$                     | Will renew 10/27/2020 | No                                    |
| MassPAC membership              | <a href="http://masspac.com">masspac.com</a>                | \$450.00   | 10/23/2019                       | Marie Harrington | \$450.00               | Will renew 10/23/2020 | yes                                   |
| Trifolds                        | <a href="http://canva.com">canva.com</a>                    | \$54.00    | 10/20/2019                       | Aspen FERENCE    | \$                     | No                    | No                                    |
| Retractable banner              | <a href="http://vistaprint.com">vistaprint.com</a>          | 109.68     |                                  |                  |                        |                       |                                       |
| Table runner                    | <a href="http://vistaprint.com">vistaprint.com</a>          | 66.73      |                                  |                  |                        |                       |                                       |
| food for events                 | various   | 500        |                                  |                  |                        |                       |                                       |
| 2 Masspac workshops             | <a href="https://fcsn.org/train">https://fcsn.org/train</a> | 300        |                                  |                  |                        |                       |                                       |
| business cards                  | <a href="http://vistaprint.com">vistaprint.com</a>          | 30         |                                  |                  |                        |                       |                                       |
| 3 speaker honorariums @ \$200 e | various   | \$600      |                                  |                  |                        |                       |                                       |
| Additional marketing materials  | <a href="http://canva.com">canva.com</a>                    | \$75       |                                  |                  |                        |                       |                                       |
| Family and staff social         |   | 500        |                                  |                  |                        |                       |                                       |
| Total                           |   | \$2,998.91 |                                  |                  |                        |                       |                                       |



|                                       |                                  |            |  |                  |                        |                          |  |
|---------------------------------------|----------------------------------|------------|--|------------------|------------------------|--------------------------|--|
| Year 2020-2021                        | Board: Harvard SEPAC             |            | Contact:<br>Aspen<br>FERENCE, Co-<br>Chair |                  | Harvardsepac@gmail.com | (978) 216-2213           |  |
| Item                                  | Brand or<br>Company              | Cost       | Date<br>Purchased                          | Who<br>purchased | Amount<br>reimbursed   | Recurring<br>cost?       | Approved by<br>board /<br>school<br>committee? |
| Website<br>Hosting                    | <a href="#">squarespace.co</a>   | \$229.50   |  |                  | \$                     | Will renew<br>10/27/2020 |  |
| MassPAC<br>membership                 | <a href="#">masspac.com</a>      | \$450.00   |  |                  |                        | Will renew<br>10/23/2020 |  |
| Trifolds                              | <a href="#">canva.com</a>        | \$54.00    |  |                  | \$                     |                          |  |
| food for<br>events                    | various                          | 500        |  |                  |                        |                          |  |
| 2 Masspac<br>workshops                | <a href="#">https://fcsn.org</a> | 300        |  |                  |                        |                          |  |
| business<br>cards                     | <a href="#">vistaprint.com</a>   | 30         |  |                  |                        |                          |  |
| 3 speaker<br>honorariums<br>@ \$200 e | various                          | \$600      |  |                  |                        |                          |  |
| Additional<br>marketing<br>materials  | <a href="#">canva.com</a>        | \$75       |  |                  |                        |                          |  |
| Family and<br>staff social            |                                  | 500        |  |                  |                        |                          |  |
|                                       |                                  |            |  |                  |                        |                          |  |
|                                       |                                  |            |  |                  |                        |                          |  |
| Total                                 |                                  | \$2,738.50 |  |                  |                        |                          |  |

**Athletic Field Usage, Users, Conditions - Combined View\* November, 2019**

**Weekly Hours of Usage (1) Special Event**

**Hours (2)**

**Weekly # of Users (3) Non-Weekly Fall Spring Fall Spring Other Users User Group & Usage Field Assessment**

**Bromfield** 41.5 42.75 70 180 189 1620

**Fall:** B&G Cross Country (start/end); G MS/JV/V Field Hockey; TBS PE Classes **Spring:** G D/JV/V LAX; HAA G LAX; TBS PE Classes **Other:** Community Ed (FH, Ultimate); Folkfest; Flea Market; 4th of July

Poor

**Upper Depot** 28 42 106 830 897 2075

**Fall:** B V Soccer; B&G HAA Soccer; HAA Over 29+ Soccer **Spring:** B&G Ultimate Frisbee; B&G HAA Soccer **Other:** Soccer Skills Clinic (Fall); Summer Soccer Camp (2 wks); Apr vacation Soccer Clinic

Poor

**Harvard Park** 9 29 - 53 156 -

**Fall:** B&G Cross Country (start/end); B&G V Soccer; B HAA Soccer; HAA Over 39+ & Over 49+ Soccer **Spring:** B HAA Soccer; HAA Baseball; G V LAX

Good

**Pond - Field** 23.5 26.5 - 270 241 - **Fall:** G MS/JV/V Soccer; TBS PE Classes

**Spring:** HAA B LAX; G MS/JV LAX; TBS PE Classes Fair

**Ryan Land - 1** 2.5 26.5 6.5 15 42 160

**Fall:** HAA B Baseball (Fall Rookies) **Spring:** HAA Baseball **Other:** Softball Clinic; HYBSA BBQ

Good

**Waite** 18.5 25.5 - 120 150 -

**Fall:** B MS Soccer; HAA B&G Soccer **Spring:** B&G HAA Soccer; HAA LAX **Other:**

Fair

**Pond - Diamond - 22 - 41 -**

**Fall:** **Spring:** B MS/JV/V Baseball **Other:**

Fair

**Ryan Land - 2 - 21.5 3.5 62 45**

**Fall:** **Spring:** HAA Baseball; HAA Softball **Other:** Bravehearts Have a Ball Tball

Good

**Lower Depot** 4.5 19 - 44 67 -

**Fall:** B JV Soccer; B MS Soccer **Spring:** B JV/V LAX; HAA B LAX; HAA Soccer **Other:**

Good

**Ann Lees - TBD - 14.5 - 18 -**

**Fall:** **Spring:** G V Softball **Other:**

Poor

**Library** 5 5 13 515

**Fall:** HES Recess **Spring:** HES Recess **Other:** Community Ed (FH Gr 2-6); Flea Market

Fair

**Notes Field Assessment Ratings** \* Preliminary data from The Bromfield School, Harvard Athletic Assoc. and other sources 1. Standard Recommended Natural Grass Weekly Use (15-20 hours maximum) - *Stantec, Inc.* **Rating # of fields** 2. Usage hours are a total based on the special event, NOT weekly Excellent 0 3. Users are a tally known Harvard/Devens participants only Good 4 Fair 4 Poor 3 Hazard 0

**Athletic Field Planning Subcommittee**  
of the Town of Harvard's  
Parks & Recreation Commission

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***Update for Select Board***  
19 November 2019

# Introduction / Background

## 2016 Open Space & Recreation Plan

Goal #: 7. Maintain, expand & improve playing fields

- a) Improve field maintenance
- b) Develop more fields to allow rotation and prevent overuse

## 2016 Master Plan

"Continue to implement the Action Plan in Harvard's Open Space & Rec. Plan"

New HES building project to create further capacity shortage - May, 2018

Push for additional capacity/artificial turf field - Summer 2018

"Land swap" proposal - Fall 2018

Softball field renovation - Special Town Meeting, October, 2018

Parks & Recreation creates subcommittee - October, 2018

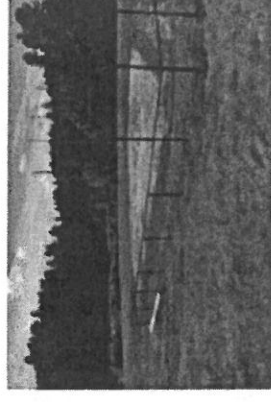
Provide information & data for planning (see charges); 1st met June, 2019

Big questions: Which require additional capacity?; New or additional fields?

*Interim Report* - September, 2019



Town of Harvard  
Parks & Recreation Commission  
Artificial Field Planning Subcommittee  
Interim Report  
September 17, 2019



Artificial Field Planning Subcommittee

Interim Report of the Artificial Field Planning Subcommittee - September 2019

8 / 12

# Usage

Most fields exceed the 20 hours/week guideline for natural turf.

- 3 fields over-capacity all year round
- 8 fields over-capacity in Spring

All groups compete for the same practice timeslots, making scheduling difficult.

- Dictated by school day, most requested time is btwn 2pm - 8pm.
- Upper Depot, Waite and Bromfield almost always have less than 20% (5h) of unscheduled time per week.

The industry standard cost evaluation is "Cost Per User Hour". Harvard fields average 10 active users per hour scheduled.

- Upper Depot, Lower Depot, Pond Field and Waite fields serve the most users per hour, with Upper Depot serving roughly 25 users per hour scheduled.

Festivals, flea markets, physical education classes, camps & clinics usage contribute to the over-use of existing inventory & capacity.

Time for sufficient field rest is impossible without major disruption to current usage.

DPW has to perform maintenance before 2pm during the school year.

## PRELIMINARY DATA

|                       | Weekly Hours of Usage (1) |        | Special Event Hours (2) |
|-----------------------|---------------------------|--------|-------------------------|
|                       | Fall                      | Spring |                         |
| <b>Bromfield</b>      | 41.5                      | 42.75  | 70                      |
| <b>Upper Depot</b>    | 28                        | 42     | 106                     |
| <b>Harvard Park</b>   | 9                         | 29     | -                       |
| <b>Pond - Field</b>   | 23.5                      | 26.5   | -                       |
| <b>Ryan Land - 1</b>  | 2.5                       | 26.5   | 6.5                     |
| <b>Waite</b>          | 18.5                      | 25.5   | -                       |
| <b>Pond - Diamond</b> | -                         | 22     | -                       |
| <b>Ryan Land - 2</b>  | -                         | 21.5   | 3.5                     |
| <b>Lower Depot</b>    | 4.5                       | 19     | -                       |
| <b>Ann Lees</b>       | -                         | 14.5   | -                       |
| <b>Library</b>        | 5                         | 5      | 13                      |

1.) Recommended weekly use: 15-20 hours max. - Stantec, Inc.

2.) Represents a total of hours from all other usage that is not calculated on a weekly basis, eg special events, camps, clinics, etc.

# Users

Soccer is far and away the most prominent activity on the Town's athletic fields.

Data reflects single school year

- Fall 2018 + Spring 2019

Little difference from the 3-year trend

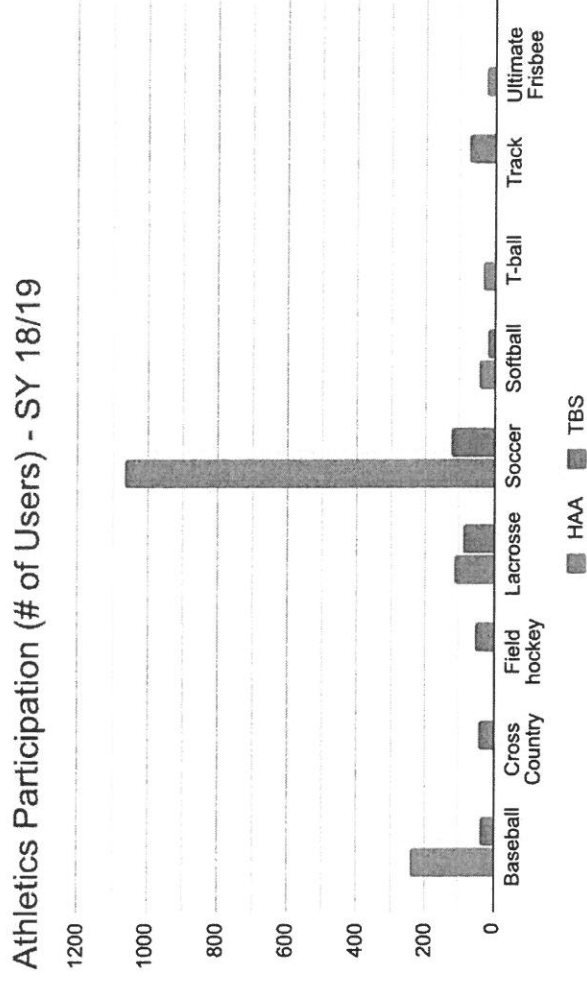
- Lacrosse up
- Softball down

Depicts field use by participants as opposed to unique athletes.

Does *not* include...

- Festivals, flea market, physical education classes, camps & clinics

Demand implication for rectangular fields



# Field Condition Assessments

Overall athletic field conditions are "fair" (see table)

Rubric adapted from leading universities' turf management programs.

Assessed over several days in Sept. & Oct.

- Conditions change w/ weather and/or field over-use

Tool for consistent/periodic assessment

|                                  |  |
|----------------------------------|--|
| Light - % Shade                  | Terrain/ Grading - <i>Surface Drainage</i> |
| Water - <i>Irrigated or not</i>  | Feel of Ground - <i>Surface Firmness</i>   |
| Food - <i>Fertilizer Apps/yr</i> | Color - <i>Nutrient or pest issues</i>     |
| Bare Soil - % exposed soil       | Est. Intensity - <i>Events per week</i>    |
| Mowing - <i>Mow Hght. inches</i> | Expected Quality - <i>How perfect?</i>     |
| Grass v Weeds - % non-grass      |  |

| Rating | Field          |
|--------|----------------|
| Poor   | Ann Lees       |
| Poor   | Bromfield      |
| Good   | Harvard Park   |
| Fair   | Library        |
| Good   | Lower Depot    |
| Fair   | Pond - Diamond |
| Fair   | Pond - Field   |
| Good   | Ryan Land - 1  |
| Good   | Ryan Land - 2  |
| Poor   | Upper Depot    |
| Fair   | Waite          |

| Rating    | # of fields |
|-----------|-------------|
| Excellent | 0           |
| Good      | 4           |
| Fair      | 4           |
| Poor      | 3           |
| Hazard    | 0           |

# Other Areas / Next Steps

*Interim Report* outlines AFPS's next steps

## Management

- Field-by-field plans for ongoing & annual maintenance; DPW needs resources to fulfill expectations.
- Long-term asset management approach & planning for capital improvements

## Governance

- Roles & responsibilities of P&R, DPW, Schools, Select Board and Open Space Committee
- Cross functional collaboration required to address Harvard's unique setup (i.e., schools own no athletic fields).

## Inventory

- Build out has been inconsistent, therefore amenities inconsistent; A-L is first project in 17 years.
- Needs for additional amenities as well as field inventory.

## Finances

- Financing models from comparable towns to better support fields, maintenance, upgrades, and new facilities.
- Public-private partnerships; boosters; increased school/town funding

## Our ask of the Select Board

- Act on initial recommendations.
- Prioritize information needs.
- Provide feedback, collaboration, and leadership.



|                | Weekly Hours of Usage (1) |        | Special Event Hours (2) | Weekly # of Users (3) |        | Non-Weekly Other Users | User Group & Usage  | Field Assessment |
|----------------|---------------------------|--------|-------------------------|-----------------------|--------|------------------------|---|------------------|
|                | Fall                      | Spring |                         | Fall                  | Spring |                        |   |                  |
| Bromfield      | 41.5                      | 42.75  | 70                      | 180                   | 189    | 1620                   | Fall: B&G Cross Country (start/end); G MS/JV/V Field Hockey; TBS PE Classes<br>Spring: G DJ/JV/V LAX; HAA G LAX; TBS PE Classes<br>Other: Community Ed (FH, Ultimate); Folkfest; Flea Market; 4th of July | Poor             |
| Upper Depot    | 28                        | 42     | 106                     | 830                   | 897    | 2075                   | Fall: B V Soccer; B&G HAA Soccer; HAA Over 29+ Soccer<br>Spring: B&G Ultimate Frisbee; B&G HAA Soccer<br>Other: Soccer Skills Clinic (Fall); Summer Soccer Camp (2 wks); Apr vacation Soccer Clinic       | Poor             |
| Harvard Park   | 9                         | 29     | -                       | 53                    | 156    | -                      | Fall: B&G Cross Country (start/end); B&G V Soccer; B HAA Soccer; HAA Over 39+ & Over 49+ Soccer<br>Spring: B HAA Soccer; HAA Baseball; G V LAX  | Good             |
| Pond - Field   | 23.5                      | 26.5   | -                       | 270                   | 241    | -                      | Fall: G MS/JV/V Soccer; TBS PE Classes<br>Spring: HAA B LAX; G MS/JV LAX; TBS PE Classes  | Fair             |
| Ryan Land - 1  | 2.5                       | 26.5   | 6.5                     | 15                    | 42     | 160                    | Fall: HAA B Baseball (Fall Rookies)<br>Spring: HAA Baseball<br>Other: Softball Clinic; HYBSA BBQ  | Good             |
| Waite          | 18.5                      | 25.5   | -                       | 120                   | 150    | -                      | Fall: B MS Soccer; HAA B&G Soccer<br>Spring: B&G HAA Soccer; HAA LAX<br>Other:  | Fair             |
| Pond - Diamond | -                         | 22     | -                       | -                     | 41     | -                      | Fall:<br>Spring: B MS/JV/V Baseball<br>Other:   | Fair             |
| Ryan Land - 2  | -                         | 21.5   | 3.5                     | -                     | 62     | 45                     | Fall:<br>Spring: HAA Baseball; HAA Softball<br>Other: Bravehearts Have a Ball Tball   | Good             |
| Lower Depot    | 4.5                       | 19     | -                       | 44                    | 67     | -                      | Fall: B JV Soccer; B MS Soccer<br>Spring: B JV/V LAX; HAA B LAX; HAA Soccer<br>Other:   | Good             |
| Ann Lees - TBD | -                         | 14.5   | -                       | -                     | 18     | -                      | Fall:<br>Spring: G V Softball<br>Other:   | Poor             |
| Library        | 5                         | 5      | 13                      | -                     | -      | 515                    | Fall: HES Recess<br>Spring: HES Recess<br>Other: Community Ed (FH Gr 2-6); Flea Market  | Fair             |

## Notes

- Standard Recommended Natural Grass Weekly Use (15-20 hours maximum) - Stantec, Inc.
- Usage hours are a total based on the special event. NOT weekly
- Users are a tally known Harvard/Devens participants only

## Field Assessment Ratings

| Rating    | # of fields |
|-----------|-------------|
| Excellent | 0           |
| Good      | 4           |
| Fair      | 4           |
| Poor      | 3           |
| Hazard    | 0           |

\* Preliminary data from The Bromfield School, Harvard Athletic Assoc. and other sources

School Committee Minutes  
Upper Town Hall  
Tuesday, November 12, 2019  
6:15 p.m.

Members attending: John Ruark, Shannon Molloy, Sharlene Cronin, Suzanne Allen, Susan Mary Redinger, Maureen Babcock, Linda Dwight and Aziz Aghayev.

John Ruark called the meeting to order at 6:16 p.m.

Susan Mary Redinger read the Vision Statement.

**Public Commentary – None**

**Student Update: Felicia Jamba gave the following report:**

Winter sports registration is now open.

The Swim team is getting big enough to possible field a JV and Varsity team.

Both the Girls' and Boys' Soccer teams are playing in the districts this week.

The Girl's Cross-Country team qualified for the state meet.

The Math team competed in the prestigious Harvard MIT math tournament and did very well.

The Drama Club presented "School of Rock" this past weekend. It was a great show.

Students are passionate about having a homework free weekend over Thanksgiving.

**Grant Approval**

Dr. Dwight presented the following gifts for approval:

Engineering Week Projects - \$580 – Lauren Crittendon – Science Leader – gift provided from the PTO.

Appleseed Money - \$3,500 – Josh Myler – Principal - to be used for classroom materials, special projects, funding for scholarships – gift provided from the PTO.

Appleseed Money - \$3,500 – Scott Hoffman – Principal - to be used for financial assistance for field trips and club costs – gift provided from the PTO.

Sharlene Cronin made the motion and Shannon Molloy seconded to approve the gifts from the PTO as presented.

VOTE 5/0

**Superintendent Update**

See Attached.

**Requested Budget Transfer; Vote**

Dr. Dwight requested that the School Committee transfer \$100K into the lunch account and 50K into the athletic account temporarily to be repaid as revenues enter the accounts throughout the year. These two costs centers struggle with deficits due to the delayed payments into their areas of the budget. The lunch account and athletic account count on collected revenues, and in the case of the lunch program, federal and state reimbursements.

*John as amended*

Shannon Molloy made the motion and Sharlene Cronin seconded to move that we transfer \$100K from Devens account into the lunch account and \$50K into the athletic account for the purposes of cash flow.

VOTE 5/0

### **Class Enrollment Information**

Aziz Aghayev presented an interactive worksheet showing class enrollment by course at The Bromfield School. School Committee members were able to see enrollment numbers by course and by gender. The tool was great and easy to use and provided great information. The information will be looked at in depth by the administrative leadership team.

### **Budget Introduction**

Aziz Aghayev presented the draft FY21 Budget. The budget is being presented with a 0% salary increase figured in for teachers and a 2% increase figured in for non-teacher salary lines. The total increase is at this juncture ~~is~~ projected at 4.30%. The salary portion of the budget makes up 78.7% of the budget. Dr. Dwight and Mr. Aghayev explained lines that had a larger than expected increase. Dr. Marie Harrington was present at the meeting to provide information on Out of District tuitions and the Circuit Breaker offset. Dr. Dwight was asked by the School Committee why Apple products are used versus another technology platform in the 1 to World program.

### **Dashboard Sub-Committee Discussion - tabled**

### **School Building Update**

SusanMary Redinger reported there was a beam signing ceremony at Hildreth Elementary this past week. Sharlene Cronin attended and spoke of the excitement from the kids. Sharlene explained that Mr. Myler talked to the kids about the welding being done and how long you are able to look at the welding flame before it becomes unsafe. It was a really special time for the school community. School Committee members are welcome to sign the beam by coordinating a time with Dr. Dwight. In other updates, the weather has not been cooperating with the project. There is no date for the topping off ceremony. Dr. Dwight and SusanMary Redinger were able to attend a seminar related to the purchasing of furniture in mass quantity. School administration is in the process of working with 7 other districts to select a manufacturer. This type of procurement will bring down the cost of the FF&E budget line item.

### **Policy Review**

Shannon Molloy presented two policies for adoption after a first read from a prior meeting:

Policy AE – Commitment to Accomplishment

Policy JB – Equal Educational Opportunities

SusanMary Redinger made the motion and Sharlene Cronin seconded to move to adopt Policy AE and Policy JB as presented.

VOTE 5/0



## **Agenda Items**

Title IX

Policy

Budget

MCAS Review

## **Approval of Meeting Minutes**

SusanMary Redinger made the motion and Suzanne Allen seconded to approve the minutes of the October 28<sup>th</sup> meeting as amended.

VOTE 5/0

## **Liaison/Subcommittee Reports**

*SusanMary Redinger* reported that the Bromfield School Council met- they incorporated comments from the School Committee back into the School Improvement plan. They are waiting for reports from the Wellness Subcommittee and the Balance Subcommittee. Next meeting is December 11<sup>th</sup>.

*SusanMary Redinger* reported that the Capital Planning and Investment Committee continues to meet with the various departments. They will be meeting with the schools in early December.

*Maureen Babcock* reported that DEAC met and there were four Devens representatives in attendance. They discussed their goals for the year. They scheduled another meeting for early December. Their main focus this year will be sending out the survey which is on a two-year cycle.

*Suzanne Allen* reported that SEPAC continues to move along. They are excited to be offering a speaker to come in to speak to the public about Special Education policy and law.

*Shannon Molloy* – Policy Subcommittee, HES School Council and Start-time Advisory will all be meeting next week. The Wellness Subcommittee has not met.

*Sharlene Cronin* – reported that the Parks & Recreation Department rolled back their vote to use their funds for a study and are coming up with a plan to use the final Field Subcommittee report to craft work around that and fill in any gaps that may exist. There is an interest in putting forth a request to purchase a tractor that could do field maintenance. The Parks and Recreation Department are going to ask for \$46,000 from CPIC for that purpose. School Committee will need to discuss if we will publicly support this article.

*Sharlene Cronin* – reported that the Negotiation Subcommittee has scheduled additional dates for the Negotiating Subcommittee meetings.

*Sharlene Cronin* – reported that the Dashboard Subcommittee has not met but will be planning a meeting soon.

*John Ruark* - reported that HEAC will meet next week.

## **Public and School Committee Commentary**

*Suzanne Allen* was thankful for the opportunity to go the MASC conference. It was really good to be around people that do what we do. Felt really grateful for what we are doing and for the nice systems we have in place. The highlight was Tracy Novak's presentation on Chapter 70 and the new legislation that will allow more funding for Special Education.

*Sharlene Cronin* – thanked the Budget Subcommittee for all of their work. I have learned so much and was happy to be able to participate.

*Shannon Molloy* – Harvard School's Trust celebrated their 30<sup>th</sup> anniversary today in the Old Library. The original founders of the Trust were in attendance. It was great to see so many faculty and staff there.

*SusanMary Redinger* thanked Aziz Aghayev for his enthusiasm and amazing work to give us the information we need.

**Executive Session**

John Ruark made the motion and Sharlene Cronin seconded to move to convene into executive session pursuant to Massachusetts General Law Chapter 30A, sections 18-25 for the purpose of discussing strategy with respect to and in preparation for collective bargaining with the Harvard Teachers' Association because an open discussion may have a detrimental effect on the bargaining position of the Committee. We will not enter back into open session.

Allen (Aye), Cronin (Aye), Ruark (Aye), Molloy (Aye), Redinger (Aye).

Respectfully Submitted,

Mary Zadroga