

**School Committee Meeting  
Monday August 31, 2020  
6:15 p.m.**

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/82793695943?pwd=RHBiWjZyYmdPcjZuZll1aVBTcWY1dz09>**

**Meeting ID: 827 9369 5943**  
**Passcode: w8z4he**  
**Dial by your location**  
**+1 312 626 6799 US (Chicago)**  
**+1 646 558 8656 US (New York)**

1. Call to Order and Read Vision Statement (6:15)
2. Public Commentary (6:20)
3. Student Report (6:25)
4. Superintendent Update (6:30)
5. Handbooks (VOTE) (6:45)
6. MS Ramp Project Review (VOTE) (7:45)
7. PreK and K Tuition (VOTE) (7:55)
8. Devens Revolving Account Update (8:10)
9. Anti-Racism Initiative Update (8:20)
10. Future Meeting Dates (8:30)
11. Agenda Items (8:40)
12. Minutes (8:45)
13. Liaison/Subcommittee Updates (8:50)
14. Public Commentary (9:00)
15. SC Commentary (9:05)
16. Adjourn (9:10)

# Superintendent's Update August 31, 2020

## I. Recommendation for Remote Teaching Personnel Needs

### *Standard I: Instructional Leadership*

We continue to track the data about family choice between remote and hybrid. The numbers at HES have trended towards more remote and TBS has moved slightly towards more hybrid. The numbers at HES created the need for us to hire an additional 5<sup>th</sup> grade teacher and reassign a TBS teacher to 3<sup>rd</sup> grade remote.

I am now seeking the approval to hire an additional 4<sup>th</sup> grade teacher and to have the ability to add additional teachers if the number of remote students in a grade level exceed 24 or 25.

		class size if we shift one teacher from hybrid to remote	Total Seats physically possible at 6 feet	Total seats that can be filled
PK	11 Hybrid 10 Hybrid			
K	16 Hybrid 14 Hybrid 15 Remote		16 16	0 2
First	12 Hybrid 13 Hybrid 13 Hybrid 23 Remote	11 19 19	15 16 16	3 3 3
Second	11 Hybrid 11 Hybrid 12 Hybrid 22 Remote	11 17 17	15 16 16	4 5 4
Third	14 Hybrid 14 Hybrid 15 Hybrid 17 Remote 18 Remote		15 16 16	1 2 1
Fourth	14 Hybrid 11 Hybrid 12 Hybrid 28 Remote	14 18 19	16 16 15	2 4 2
Fifth	15 Hybrid 15 Hybrid 16 Hybrid 15 Hybrid 19 Remote		16 15 16 15	1 0 0 0

## II. Teacher Professional Development Days

### *Standard I: Instructional Leadership*

The teachers returned to the buildings on August 27<sup>th</sup> as their 6<sup>th</sup> professional development day of the school year. The meetings and professional development trainings have occurred over Zoom throughout the in-person days to reduce large gatherings. Teachers are meeting in small groups, with masks, and socially distanced to plan, collaborate, and prepare for the upcoming school year. Trainings have

**Superintendent's Update**  
**August 31, 2020**

---

focused on 4 main areas; remote teaching and learning, technology tools, social emotional learning, and anti-racism.

**III. Additional Letters of Appreciation**

*Standard IV: Professional Culture*

Patrick Harrigan and Mary Zadroga were recognized with stipends of \$1,500 each for the additional hours they have committed to the work needed during this COVID pandemic. Mary has attended weekly School Committee meetings, prepared unexpected retirement documents, completed re-hiring paperwork for hourly employees, and taken care of many other additional tasks.

Pat reached his 6<sup>th</sup> month employment date in the midst of COVID reopening planning. Throughout the months since his joining our team, he has exceeded our expectations. Not only did he bring his professional experience with him, he contributes long hours, demonstrates leadership skills with his team, and manages projects with confidence and thoroughness. He has directly contributed to our strengths as a district, and we are pleased he made the career decision to join us in Harvard.

**IV. Personnel Update**

*Standard II: Management and Operations, Standard IV: Professional Culture*

We continue to interview and hire for needed positions. These are the latest additions to our HPS team.

Jessica Capobianco – TBS nurse  
Katherine Gerrior – 5<sup>th</sup> Grade Teacher  
Sarah Blodget – Special Education Teacher, TBS

2 new learning assistants



Bromfield School Entry  
Harvard, MA  
Revised Schematic Design Level Cost Estimate

August 28, 2020

A/E Firm: Abacus Architects + Planners  
Prepared For: Town of Harvard, MA

North Bay Company, Inc.  
Hopkinton, MA | Warren, VT

T 508-686-2781  
[www.nbaycc.com](http://www.nbaycc.com)



**Project:** Bromfield School Entry | Town of Harvard

**Prime Architect/Engineer:** Abacus Architects + Planners, Inc.

**Cost Estimator:** North Bay Company, Inc., PO Box 796 Hopkinton, MA 01748

**Date:** August 28, 2020

## **SCHEMATIC PHASE COST ESTIMATE - REVISED**

### **INTRODUCTION**

#### **PROJECT DESCRIPTION:**

Repair of existing footbridge at school entry. Scope includes selective replacement of structure, new decking, custom railings, and lighting.

#### **PROJECT PARTICULARS:**

Schematic Pricing Set provided 8/26/19 by Abacus Architects + Planners, Inc.

Quantities are from direct takeoff of items, when possible, according to ASPE recommended Standard Estimating Practice

Allowances are provided where information is insufficient for direct take-off.

#### **PROJECT ASSUMPTIONS:**

Construction will be phased to allow each trade to perform their work with least amount of impact on other trades and occupants.

The project will be publicly bid and performed by a General Contractor certified by DCAMM.

Costs are based on a competitive bid process in all trades and sub-trades.

Unit costs and labor are based on current construction costs in the area.

The project will be constructed during the Summer of 2021.

**Note:** This estimate is a reasonable opinion of cost based on the information provided. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, difference in level of design from estimating to final bid documents, addenda, bid clarifications, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction estimate.

#### **PROJECT EXCLUSIONS:**

Escalation

Design Fees and other soft costs

Project Administration

Construction of temporary facilities

Site or existing conditions surveys

Geotechnical Engineering

Hazardous materials survey, report and removal

Police detail and street/sidewalk permits

Permitting

Printing and Advertising

Testing and Inspections

COVID-19 Protocols



**Project:** Bromfield School Entry | Town of Harvard

**Date:** August 28, 2020

**SCHEMATIC PHASE COST ESTIMATE - REVISED**

**GRAND SUMMARY**

	Base Bid	Deduct Alternate #1	Total With Alternates
<b>TOTAL DIRECT COSTS</b>	<b>\$ 336,377</b>	<b>\$ (38,687)</b>	<b>\$ 297,690</b>
GENERAL CONDITIONS (10%)	\$ 33,638	\$ (3,869)	\$ 29,769
OVERHEAD AND PROFIT (12%)	\$ 44,402	\$ (5,107)	\$ 39,295
BOND AND INSURANCE (1.5%)	\$ 6,216	\$ (715)	\$ 5,501
<b>TOTAL - DIRECT COST AND OH&amp;P</b>	<b>\$ 420,633</b>	<b>\$ (48,377)</b>	<b>\$ 372,255</b>
CONTINGENCY (15%)	\$ 63,095	\$ (7,257)	\$ 55,838
<b>TOTAL - SCHEMATIC DESIGN PHASE ESTIMATE</b>	<b>\$ 483,727</b>	<b>\$ (55,634)</b>	<b>\$ 428,093</b>

Project: Bromfield School Entry | Town of Harvard

Date: August 28, 2020

**SCHEMATIC PHASE COST ESTIMATE - REVISED**

DIRECT COST DETAIL						ELEMENT SUBTOTAL	TOTAL BASE BID	ALT #1
DIV.	ELEMENT	QTY	UNIT	UNIT COST	SUBTOTAL			
<b>01</b>	<b>GENERAL REQUIREMENTS</b>						<b>\$ 30,505</b>	
	Staging/ladder platform/Temp fall protection	1	LS	\$ 2,500.00	\$2,500			
	Shoring at steel	1	LS	\$ 5,000.00	\$5,000			
	Ground protection at painting	1	LS	\$ 500.00	\$500			
	Crane, mobilize/demobilize (2 mobilizations)	1	LS	\$ 15,000.00	\$15,000			
	Disposal/debris hauling	21	TN	\$ 350.00	\$7,505			
<b>02</b>	<b>EXISTING CONDITIONS</b>						<b>\$ 16,387</b>	
	Remove existing wood planking at bridge	1,350	SF	\$ 2.50	\$3,375			
	Remove existing railing at bridge	220	LF	\$ 15.00	\$3,300			
	Remove existing 14" deep steel beams (ALLOWANCE)	6	TN	\$ 1,000.00	\$6,400			
	Cut back existing 8" beams	6	LOC	\$ 384.00	\$2,304			
	Remove existing canopy roofing & waterproofing membrane at wall	205	SF	\$ 2.50	\$513			
	Remove existing canopy decking & finishes	165	SF	\$ 3.00	\$495			
<b>03</b>	<b>CONCRETE</b>						<b>\$ 1,200</b>	
	Concrete repair (ALLOWANCE)	1	LS	\$ 1,200.00	\$1,200			
<b>04</b>	<b>MASONRY</b>						<b>\$ 2,600</b>	
	Misc Masonry repair allowance	65	SF	\$ 40.00	\$2,600			
<b>05</b>	<b>METALS</b>						<b>\$ 183,576</b>	
<b>05 10 00</b>	<b>Structural Steel</b>					<b>\$36,192</b>		
	W16x40	6	TN	\$ 6,500.00	\$36,192			
<b>Alt 1</b>	W16x26 in lieu of W16x40	4	TN	\$ 6,500.00				\$ 23,525
<b>Alt 1</b>	Deduct for W16x40	-6	TN	\$ 6,500.00				\$ (36,192)
<b>05 50 00</b>	<b>Miscellaneous and Ornamental Metal</b>					<b>\$147,384</b>		
	<b>Guardrail</b>							
	Procure metals, 20% waste factor	13,141	LB	\$ 1.29	\$16,972			
	Procure mesh infill, 20% waste factor	780	SF	\$ 1.62	\$1,263			
	Cut 2x2 frame stock	192	ENDS	\$ 10.47	\$2,010			

DIV.	ELEMENT	QTY	UNIT	UNIT COST	SUBTOTAL	ELEMENT SUBTOTAL	TOTAL BASE BID	ALT #1
	Cut/grind posts & plates	165	PCS	\$ 62.87	\$10,373			
	Punch holes	852	EA	\$ 15.76	\$13,428			
	Lay up frames, weld	192	PCS	\$ 90.10	\$17,299			
	Weld in panels	48	EA	\$ 90.10	\$4,325			
	Grind welds	192	EA	\$ 20.96	\$4,023			
	Shop Galvanize	5	TN	\$ 877.50	\$4,805			
	Ship to site, unload	1	LS	\$ 1,100.00	\$1,100			
	Weld connector plates	81	EA	\$ 180.20	\$14,596			
	Erect posts, level & shim	81	EA	\$ 251.46	\$20,368			
	Set frames to posts	48	EA	\$ 167.64	\$8,047			
	Bolted connections at posts	162	EA	\$ 25.00	\$4,050			
	Bolted connections at frames	192	EA	\$ 25.00	\$4,800			
	Touch-up galvanizing, bolt heads	8	HR	\$ 97.95	\$784			
	Shop prime, spray	1,758	SF	\$ 1.37	\$2,409			
	Galv steel diamond plate threshold, 3'x6'8"	1	EA	\$ 480.00	\$480			
	Aluminum lettering sign (ALLOWANCE)	1	LS	\$ 2,160.00	\$2,160			
	Subcontractor Shop dwgs & submittals	1	LS	\$ 5,000.00	\$5,000			
	Subcontractor Gen Cond, equip	1	LS	\$ 6,914.57	\$6,915			
	Subcontractor insurance & bonds	1	LS	\$ 2,178.09	\$2,178			
<b>06</b>	<b>WOOD, PLASTICS AND COMPOSITES</b>						<b>\$ 53,285</b>	
<b>06 10</b>	<b>Rough Carpentry</b>					<b>\$2,050</b>		
	PT wood framing at canopy (ALLOW 2x12 @ 16"oc)	140	LF	\$ 5.04	\$706			
	PT Bridging	1	LS	\$ 200.00	\$200			
	Wood blocking	36	BF	\$ 3.60	\$130			
	Plywood roof & rising wall sheathing	205	SF	\$ 3.00	\$615			
	Misc. fasteners at fiberglass grating	1	LS	\$ 400.00	\$400			
<b>Alt 1</b>	PT Beam (3)2x12	60	LF	\$ 13.95				\$ 837
<b>Alt 1</b>	PT 2x12 Joists at 16" oc	340	LF	\$ 5.04				\$ 1,714
<b>Alt 1</b>	PT 2x8 sleeper	309	BF	\$ 4.00				\$ 1,237
<b>Alt 1</b>	Fasteners, brackets	1	LS	\$ 600.00				\$ 600
<b>06 20</b>	<b>Finish Carpentry</b>					<b>\$51,235</b>		
	Molded fiberglass grating (includes waste)	880	SF	\$ 57.79	\$50,852			



DIV.	ELEMENT	QTY	UNIT	UNIT COST	SUBTOTAL	ELEMENT SUBTOTAL	TOTAL BASE BID	ALT #1
	Ipe bench top ALLOWANCE	12 SF	\$	32.00	\$383			
Alt 1	Composite lumber decking, 2x6, concealed fasteners (incl 5% waste)	740 SF	\$	27.63				\$ 20,444
Alt 1	Deduct molded fiberglass grating	-880 SF	\$	57.79				\$ (50,852)
<b>7</b>	<b>THERMAL AND MOISTURE PROTECTION</b>						<b>\$ 2,012</b>	
<b>07 50</b>	<b>Membrane Roofing</b>					<b>\$820</b>		
	EPDM membrane & base flashings, adhered to sheathing (premium for small qty)	205 SF	\$	4.00	\$820			
<b>07 60</b>	<b>Sheet Metal Flashings</b>					<b>\$1,192</b>		
	Roof edge flashing	36 LF	\$	16.00	\$576			
	Scupper	1 EA	\$	56.00	\$56			
	Drainage chain (ALLOWANCE)	20 LF	\$	28.00	\$560			
<b>08</b>	<b>OPENINGS</b>						<b>\$ -</b>	
<b>09</b>	<b>FINISHES</b>						<b>\$ 10,187</b>	
	Remove existing paint at steel to bare metal; commercial blast 4.0#/SF sand	280 SF	\$	4.78	\$1,338			
	Field paint new & existing steel structure	1,277 SF	\$	5.60	\$7,154			
	Field paint guardrail - top coat only	1,758 SF	\$	0.68	\$1,196			
	Protect adjacent surfaces	1 LS	\$	500.00	\$500			
<b>10</b>	<b>SPECIALTIES</b>						<b>\$ 500</b>	
	Exterior ADA signage Allowance	1 LS	\$	500.00	\$500			
<b>11</b>	<b>EQUIPMENT</b>						<b>\$ -</b>	
<b>12</b>	<b>FURNISHINGS</b>						<b>\$ -</b>	
<b>13</b>	<b>SPECIAL CONSTRUCTION</b>						<b>\$ -</b>	
<b>14</b>	<b>CONVEYING EQUIPMENT</b>						<b>\$ -</b>	
<b>21</b>	<b>FIRE SUPPRESSION</b>						<b>\$ -</b>	
<b>22</b>	<b>PLUMBING</b>						<b>\$ -</b>	
<b>23</b>	<b>HVAC</b>						<b>\$ -</b>	

DIV.	ELEMENT	QTY	UNIT	UNIT COST	SUBTOTAL	ELEMENT SUBTOTAL	TOTAL BASE BID	ALT #1
<b>26</b>	<b>ELECTRICAL</b>						<b>\$ 29,592</b>	
	Disconnect electrical & remove light at canopy	1	LS	\$ 96.00	\$96			
	Emergency back-up power for egress lighting (ALLOWANCE)	1	LS	\$ 1,500.00	\$1,500			
	J-box ALLOWANCE	4	EA	\$ 65.00	\$260			
	Conduit & feed for walkway lighting, exterior	215	LF	\$ 20.00	\$4,300			
	Downlight at canopy ceiling + feed	1	EA	\$ 360.00	\$360			
	LED walkway lighting - supply & commissioning	1	LS	\$ 12,000.00	\$12,000			
	LED walkway lighting - install	64	MHRS	\$ 96.00	\$6,144			
	Subcontractor Gen Cond, Closeout, OH&P, insurance	1	LS	\$ 4,932.00	\$4,932			
<b>27</b>	<b>COMMUNICATIONS</b>						<b>\$ -</b>	
<b>28</b>	<b>ELECTRONIC SAFETY AND SECURITY</b>						<b>\$ -</b>	
<b>31</b>	<b>EARTHWORK</b>						<b>\$ 5,400</b>	
	Erosion control	1	LS	\$ 250.00	\$250			
	Sawcut & remove asphalt (small qty)	150	SF	\$ 5.00	\$750			
	Lower soils and regrade at concrete (ALLOWANCE)	1	LS	\$ 1,200.00	\$1,200			
	Remove bollards & footings	2	EA	\$ 250.00	\$500			
	Regrade slopes at walkway	1	LS	\$ 1,200.00	\$1,200			
	Drywell with crushed stone (ALLOWANCE)	1	EA	\$ 1,500.00	\$1,500			
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>						<b>\$ 1,133</b>	
	Asphalt patch (small qty)	17	SY	\$ 50.00	\$833			
	Seed and erosion mat (ALLOWANCE)	1	LS	\$ 300.00	\$300			
<b>33</b>	<b>UTILITIES</b>						<b>\$ -</b>	
<b>TOTAL DIRECT COSTS</b>							<b>\$ 336,377</b>	<b>\$ (38,687)</b>



Memo: PreK/K Tuition Adjustment  
Date: August 31, 2020  
From: Linda Dwight, Superintendent

In the past our fee structure has been \$8,850 for full day PreK and \$3750 for full day Kindergarten. We budget \$70,000 as an off-set for preschool expenses and \$170,000 as an off-set for kindergarten expenses. These offsets would normally come from tuition payments from the families.

The PreK program has a limited number (10) of paid tuition slots as the program is in place to meet the needs of our students who require special education services. There are few slots opened by lottery for students who do not receive special education services and those are the only families that pay the tuition. Because the hybrid program is 4 ½ in-person and the remaining time remote, we recommend charging families \$4,425 for the year instead of 80% of \$8,850 as previously communicated. This further reduction would lead to a collection of approximately \$44,250 which could be applied to the off-set of \$70,000.

The current kindergarten enrollment for hybrid students' full day is 28 with an additional 15 signed up for remote and 3 signed up for ½ day. If all hybrid and remote students paid the full tuition, we would expect to collect approximately \$161,250. Since the hybrid model is in person 4 ½ days with the remaining time remote or fully remote for some families, we are recommending that we reduce the payment by ½ and charge \$1,875 for the year. The half payment would allow us to collect from families of hybrid and remote students approximately \$80,625 towards the \$170,000 off-set.

We currently have \$85,946.48 in the kindergarten revolving account and \$36,971.64 in the PreK revolving account. These reserve funds could be applied to cover the off-sets as needed.

	<b>Hybrid</b>	<b>Hybrid ½ day or Spec. Ed.</b>	<b>Remote</b>	<b>Remote ½ day or Spec. Ed.</b>	<b>Total</b>
PreK enrollment	8	6	2	4	20
Tuition Expected	\$70,800	0	\$17,700	0	\$88,500
Tuition Recommended	\$35,400	0	\$8,850	0	<b>\$44,250</b>
Revolving Acct. fund balance					<b>\$36,971.64</b>
Budgeted Off-set					<b>(- \$70,000)</b>
Proj. Remaining balance					<b>\$11,221.64</b>





	Hybrid	Hybrid ½ day	Remote	Remote ½ day	Total
Kindergarten Enrollment	28	3	15	0	46
Tuition Expected	\$105,000	0	\$56,250	0	\$161,250
Tuition Recommended	\$52,500	0	\$28,125	0	\$80,625
Revolving Acct. fund balance					\$85,946.48
Budgeted Off-set					(- \$170,000)
Proj. Remaining balance					(-\$3,428.52)

## PreK Past Revenues and Enrollment:

Year	Enrollment	Revenue Collected	Off-Set Budgeted
FY18	13	\$50,620	\$45,000
FY19	16	\$61,650	\$55,000
FY20	28	\$92,285*	\$55,000*

## Kindergarten Past Revenues and Enrollment

Year	Enrollment	Revenue Collected	Off-Set Budgeted
FY18	68	\$187,877	\$170,000
FY19	58	\$181,552	\$170,000
FY20	62	\$157,185*	\$170,000



**OFFSETS**

REVENUE SOURCES/OFFSETS:	FY20 Proposed	FY20 Actual
Devens K-12	\$ 935,000	\$ 586,582
Devens ( Business Manager)	\$ 60,000	\$ -
Devens Transportation Offset	\$ 54,240	\$ 40,122
Devens Technology	\$ 400,000	\$ 323,470
Devens - Other Stipends	\$ 20,000	\$ 16,799
<b>Sub Totals (To Omnibus)</b>	<b>\$ 1,469,240</b>	<b>\$ 966,973</b>
<b>Additional Subsidies</b>		
Devens (Athletics)	\$ 40,000	\$ 90,000
Devens (School Lunch)	\$ -	\$ 175,000
Devens (HCTV)	\$ 20,000	\$ 20,000
Devens "Capital Budget" Offset	\$ 20,000	\$ 20,000
Devens "Capital Budget" Offset	\$ 230,000	\$ 119,406
<b>Total Additional Subsidies</b>	<b>\$ 310,000</b>	<b>\$ 424,406</b>
<b>Total Subsidies</b>	<b>\$ 1,779,240</b>	<b>\$ 1,391,379</b>
	<b>Difference</b>	<b>387,861</b>