

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, January 9, 2017
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. Superintendent's report (6:08)**
- VI. Policy Review; DJE, DJF, DK, DKA, DM, DN, LA, LB, (6:18)**
- VII. School Committee and Superintendent mid-year goal review (6:50)**
- VIII. Technology proposal review (7:10)**
- IX. Diversity work update (7:20)**
- X. MSBA kick-off information and design firm contract approval (7:25)**
- XI. Review town report (7:40)**
- XII. Review meeting minutes (7:55)**
- XIII. Liaison/Sub-committee reports (8:05)**
- XIV. Suggest future agenda items (8:15)**
- XV. Open to Interested Citizens' and School Committee Commentary (8:20)**
- XVI. Executive Session: to discuss strategy with respect to collective bargaining with the Harvard Teachers Association and Dr. Dwight (8:25)**
- XVII. Adjournment (9:00)**

Documents: superintendent's report, meeting minutes, Goals, policies, technology spreadsheet, town report draft, diversity agenda, MSBA kick-off agenda, invitation to Diversity Event

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.

Superintendent's Update January 9, 2017

I. Hildreth Elementary building project update

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

- MSBA hosted a kick-off meeting with members of our School Building Committee (SBC) on January 5th. They provided information about the 2 upcoming phases; feasibility study and schematic design. We discussed the timeline and upcoming steps. The upcoming months between now and early June will include gathering input from stakeholders, developing an educational program, exploring multiple options and finally selecting a preferred option. Weekly meetings will be necessary to complete these critical steps.
- Subsequent to the MSBA kick-off meeting, the joint SBC and School Visioning Committee met with NV5 (our owners' project managers) and Arrowstreet (our architect/design firm). Our agenda included reviewing the Arrowstreet contract and voting its approval. We bring that contract to you tonight for your vote of approval.

II. Suicide Prevention Discussion

On December 19th interested members of the community met together in Volunteers' Hall to hear Steve, from Groton, share his personal experience with his son's suicide and all that he has learned through research and continued work with others on the topic of suicide prevention. He shared warning signs and helpful steps and resources for family members. School counselors and administrators shared specific helps at Bromfield and offered follow-up meetings for specific family concerns.



III. Planning Visitations

Following our PD day of cross grade collaboration, the teachers and administrators are planning to visit each others buildings across the district. These visits will help develop deeper conversations about curriculum and students' learning throughout

Superintendent's Update
January 9, 2017

their K-12 experience in the Harvard schools. I will share some of their observations and reflections later in the year.

IV. Snow Removal

One Call has helped us remove snow from the campus twice already. The first storm helped us to iron out some of the potential issues with equipment and expectations. Mark worked closely with the team to smooth out the procedures. He will continue to oversee this important process for ensuring the safety of our students and staff.

	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	

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

FILE: DN

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

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

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 and 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

FILE: LDA

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

Payroll Procedures

Payroll warrants shall be signed by a majority of the School Committee and the Superintendent. If the School Committee meeting schedule does not provide timely approval of a payroll, the *chairperson, vice chairperson or secretary* or a delegated member is authorized to sign payroll warrants. In the Superintendent's absence, a *written designee* is authorized to sign payroll warrants.

ADOPTED: December 4, 1988

AMENDED: September 11, 2006

REVIEWED: January 23, 2012

LEGAL REF.: M.G.L. 41:41

merged w/ DK
MASC

eliminate

Cash in School Building

In order to facilitate minor purchases, the School Committee shall permit the establishment and maintenance of a small petty cash fund in each school. Individual expenditures against this fund must not exceed \$50.00 and must be itemized by the principals and submitted to the school Business Coordinator on or about the last school day of each month.

ADOPTED: September 16, 1974
AMENDED: December 5, 1988; September 11, 2006
REVIEWED: January 23, 2012

eliminate

check w/ Peter

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

Goal 1

Title	Commitment	Goal	Conditions	Interfaces	% Complete
Contract Negotiations	To conduct successful contract negotiations between the School Committee and the HTA that result in an agreement that aligns with the Strategic Vision for the district.	By February 1 st a new Teacher's Contract has been ratified by the School Committee and the HTA.	Teachers needs are balanced with the financial conditions of the town. Contract conditions support optimal student learning and achievement. _____	School Committee HTA Administration School Business Manager Board of Selectman Finance Committee	

Goal 2

Title	Commitment	Goal	Conditions	Interfaces	% Complete
HES Renovation	To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town.	(1) By Town Meeting of 2018 a schematic plan and funding for modifying HES have been approved by the town and a timeline has been established for construction.	Must meet MSBA requirements. Building must address student learning needs and possible future expansion. Community involvement at all stages.	School Building & Visioning Committee School Committee Administration School Community Capital Committee/Finance Committee	

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

				Townspeople	
				MSBA	
				NV5/Architect	

Goal 3

Title	Commitment	Measurement	Conditions	Interfaces	% Complete
User Fees	To have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years.	By June 30, 2017 a funding plan/structure has been implemented that ensures athletic expenses will be covered through a combination of user fees and other sources (clearly defined in the plan) for the next three fiscal years.	Finance committee is in agreement. Parent/student input will be considered. Must not negatively impact services already being provided.	School Committee Parents/Students Finance Committee Administration Athletic Director Harvard Athletic Advisory Harvard community	

Harvard Public School
School Budget
2017/2018

Technology						
Fiscal Year 2018 Planning Worksheet						
Technology	Budget Fy2016	Actual Fy2016	Budget Fy2017	Proposed Fy2018 Amount	Proposed FY 17 Description	Net & Total
Information Technology Salaries	\$ 150,009	\$ 155,294	\$ 246,518	\$ 274,612		\$ 28,094
Integrated Technology Specialist		\$ 30,975				
Total Salary	150,009	\$ 186,269	246,518	274,612	See Appendix A	\$ 28,094
Hardware - Systemwide	\$ 39,000	\$ 37,345	\$ 100,050	\$ 79,750	See Appendix B	\$ (20,300)
Devens Offset	\$ 110,000	\$ 110,000				
Internet Service Providers	\$ 8,658	\$ 8,955	\$ 25,818	\$ 33,102	See Appendix B	\$ 7,284
Software - Systemwide	\$ 57,372	\$ 39,616	\$ 42,628	\$ 44,992	See Appendix C	\$ 2,364
Software - HES	\$ 4,469	\$ 2,600	\$ 3,169	\$ 2,600	See Appendix D	\$ (569)
Software - Bromfield	\$ 6,283	\$ 5,654	\$ 6,299	\$ 5,700	See Appendix D	\$ (599)
Maintenance	\$ 3,500	\$ 1,114	\$ 9,363	\$ 19,880	See Appendix E	\$ 10,517
Supplies	\$ 26,375	\$ 20,658	\$ 26,375	\$ 24,000	See Appendix F	\$ (2,375)
Technology Leases	\$ 94,309	\$ 94,309	\$ 171,878	\$ 294,140	See Appendix G	
Ordinary totals	\$ 349,966	\$ 320,250	\$ 385,580	\$ 504,163		
Offset to Non-Salary Devens	\$ -	\$ -	\$ (60,000)	\$ (60,000)		
Lease Offset Devens	\$ (94,309)	\$ (94,309)	\$ (171,878)	\$ (294,140)		
	\$ 255,657	\$ 225,941	\$ 153,702	\$ 150,024		
Technology						
Salary Accounts	\$ 150,009	\$ 186,269	\$ 246,518	\$ 274,612		\$ 28,094
Ordinary/Nonsalary Accounts	\$ 255,657	\$ 225,941	\$ 153,702	\$ 150,024		\$ (3,678)
		\$ 412,210	\$ 400,220	\$ 424,636		

Harvard Public Schools
Devens Revolving Fund - Year End Balance Actual FY16
Projection FY17 and FY18

Devens:

Bromfield School, Tuitions
TBS Staffing
TBS Transportation
TBS Capital
Special Ed Services
Elementary School, Tuitions
HES Staffing
HES Transportation
HES Capital (Technology)
Prior Year Expenditures
TBS Parking Lot
Technology Wages
Technology Purchases

Total Devens

FY16 Year End	Projected FY17 Year End		FY18	Projected FY18 Year End	
	Revenue	Expenditures	Revenue	Expenditures	
\$ 1,953,552	\$1,450,499.07	\$ 3,404,051	\$ 1,402,073	\$ 4,806,124	
\$ (645)		\$ (507,660)	\$ 500,000	\$ (1,007,660)	
\$ (27,243)	\$ 55,479	\$ (32,064)	\$ 60,300	\$ (32,064)	
\$ (162,851)	\$ 20,000	\$ (467,579)	\$ 20,000	\$ (642,579)	
\$ 48,212	\$ 209,725	\$ 102,937	\$ 70,000	\$ 75,937	
\$ (46,217)	\$ 400,000	\$ (446,217)	\$ 400,000	\$ (846,217)	
\$ (323,502)		\$ (323,502)		\$ (323,502)	
\$ -		\$ -		\$ -	
\$ (224,446)		\$ (281,795)	\$ 16,000	\$ (297,795)	
\$ (230,347)	\$ 57,349	\$ (230,347)		\$ (230,347)	
\$ (100)		\$ (100)		\$ (100)	
\$ (5,000)		\$ (5,000)		\$ (5,000)	
\$ (186,133)	\$ -	\$ (418,011)	\$ 354,000	\$ (772,011)	
\$ 795,279	\$ 1,735,702	\$ 1,736,270	\$ 1,552,373	\$ 1,622,300	\$ 724,784

Proposed Devens Lease Equipment FY18

	qty	2015 qty	2016 qty	2017 qty	LeaseUnit Cost per/yr	2018	2019	2020	2021
5th (iPads, AppleCare, Cases)	75	\$ 23,306	80	\$ 13,975	86	\$ 17,154			
6th (iPads, AppleCare, Cases)				\$ 13,845	199				
7th (iPads, AppleCare, Cases)	75	\$ 23,306	80	\$ 13,975	80	\$ 13,845	\$ 17,154		
8th (MacBooks, AppleCare, Cases)				\$ 23,306	80	\$ 13,975	\$ 13,845	\$ 17,154	
9th (MacBooks, AppleCare, Cases)				\$ 27,125	105	\$ 28,334	\$ 28,334		
10th (MacBooks, AppleCare, Cases)					94	\$ 28,177	\$ 27,125	\$ 28,334	
11th (MacBooks, AppleCare, Cases)					108	\$ 32,325	\$ 28,177	\$ 27,125	\$ 28,334
12th (MacBooks, AppleCare, Cases)					109	\$ 32,594	\$ 32,325	\$ 28,177	
Cart iPads	75	\$ 19,200		\$ 19,200	75	\$ 14,960	\$ 32,594	\$ 32,325	\$ 28,177
TBS Staff iPads (iPads, AppleCare, Ca	78	\$ 15,097		\$ 15,097	199	\$ 15,559	\$ 14,960	\$ 32,594	\$ 32,325
HES Staff Macbooks				\$ 15,097	199	\$ 15,559	\$ 15,559	\$ 14,960	\$ 32,594
TBS Staff Macbooks					45	\$ 13,010	\$ 13,010	\$ 15,559	
				60	\$ 19,968	\$ 19,968	\$ 19,968	\$ 19,968	\$ 13,010

Total of Leases \$ 257,027 \$ 243,052 \$ 229,207 \$ 134,440

Management License for new Macbooks
SmartNoteBook licenses(HES)
Mac VGA adapters
Macbook cases (black) - Staff
Macbook cases (blue) - Students
iPad Keyboard Cases
iPad Cases
Teacher PD

1	\$	7,440.00	\$	7,440.00
35	\$	34.65	\$	1,212.75
45	\$	29.00	\$	1,305.00
45	\$	13.00	\$	585.00
420	\$	11.00	\$	4,620.00
86	\$	50.00	\$	4,300.00
153	\$	50.00	\$	7,650.00
1	\$	10,000.00	\$	10,000.00
Total of non-leases	\$		\$	37,113
Grand total	\$		\$	294,140

Inclusion Meeting
Wednesday, January 4, 2017
5:00 p.m. (Upper Town Hall)

- I. Welcome and Introductions
- II. Why are we here?
- III. Index card information; “How can Harvard become a more inclusive and welcoming community?”
- IV. Existing committee report-outs
 - Students
 - Schools
 - Churches
 - League of Women Voters (LWV)
 - Others?
- V. Proposed mission statement
- VI. Index card information share-out
- VII. Options for meeting direction
 - Break into small action groups
 - Identify a coordinator and recorder
 - Outline actions and timelines
 - Plan outreach to the broader community
 - Plan for a larger town meeting for more input
- VIII. Index card information; “How can I contribute to actions under discussion?”
- IX. Discuss the future flow of information and name for the steering committee
- X. Evaluate our meeting – “What had value for you tonight?”

Massachusetts School Building Authority

Hildreth Elementary School Kick-Off Meeting January 5, 2017 2:00 PM

Objective:

Meeting to introduce the project team and discuss the project goals, procedures, and schedule.

Meeting agenda:

1. Introductions
2. MSBA Communication Protocol
3. Status of Contracts and Agreements
4. Project Schedule
5. Feasibility Study Submittals (*Module 3*)
 - a. Preliminary Design Program (“PDP”)
 - b. Preferred Schematic Report (“PSR”)
6. Facilities Assessment Subcommittee Meeting (“FAS”)
7. Getting to a Project Scope and Budget Agreement (*Module 4*)
8. Questions, Comments, Concerns

Notes:

30 December 2016

Hildreth Elementary School Building Committee (Harvard, MA)
c/o NV5
Attention: Stephanie Gilman
44 Pleasant Street
Watertown, MA 02472

Hildreth Elementary School - Feasibility Study and Schematic Design Proposal

Dear Ms. Gilman and Members of the School Building Committee:

We are delighted to have been selected as the Architect for the Hildreth Elementary School Feasibility Study and Schematic Design. We look forward to getting started on the project and working with you and the Committee towards an exceptional result.

Per your request, we have prepared our proposal for professional services associated with the Feasibility Study Phase and the Schematic Design Phase of our services. Our services shall be based on the Contract for Designer Services provided by the Massachusetts School Building Authority (MSBA) and the Request for Designer Services (RFS) dated 12 October, 2016.

Project Description

The project will consist of the evaluation and recommendations for repairs, renovations, addition(s) and/or new construction for the Hildreth Elementary School in Harvard. At this time, we understand the Town's goal is to replace the existing K-1 wing and make appropriate renovations to the existing 1988's classroom building, gymnasium and cafeteria.

Scope of Work

Arrowstreet and our consulting engineers will review the existing building conditions, work with the Town to develop the educational program for the school, evaluate the existing building, identify and evaluate alternative strategies for renovations and/or new construction. Our work will generally be performed in accordance with the MSBA Module 3 Feasibility Study and Module 4 Schematic Design Guidelines and as further described below.

Understandings

1. Our existing conditions assessment will be based on visual observations of the existing building and building systems. We will not be performing destructive or invasive testing to evaluate hidden conditions.
2. Hazardous materials sampling, if performed, will be based on visual observations of suspect materials. We will not be opening up portions of the building for hazardous materials sampling.
3. Operation and testing of existing building systems is not included in our proposal. It

would be helpful if school maintenance personnel responsible for building operation can be in attendance during our site visit to help us understand the condition of the existing systems.

4. The following services will be provided as a Supplemental Service to this proposal. We will forward more detailed proposals for these services prior to the start of that effort.
 - a. Hazardous materials investigation and testing
 - b. Geotechnical and Geo-environmental testing and analysis
 - c. Traffic, including vehicle counts
 - d. Site Survey
 - e. Life Cycle Cost analysis for building systems, if required.
5. We understand the School has made progress on defining the Educational Vision for the new facility. We will work with our Educational Programmer, David Stephen of New Vista Design, to assist the School Committee, Administration, faculty and community define the Educational Vision and develop the Space Summary for submission to the MSBA. We have included the following efforts in our proposal:
 - a. Up to four (4) days of planning and programming workshops led by New Vista Design, including preparation for the workshops and meeting notes documentation. We will work with the Administration to determine the range of participants and agendas for each of the workshops.
 - b. Two (2) meetings with the School to discuss the Educational Vision resulting from the workshops and the proposed Space Summary.
 - c. Two (2) meetings with the School Committee to review and discuss the Educational Vision and proposed Space Summary
 - d. One (1) public hearing to assist the School Committee and Superintendent to review the proposed educational planning with the community.
 - e. Additional workshops, meetings and/or hearings can be provided as an Additional Service.
6. We will work with NV5 and the District to review the Feasibility Study and Schematic Design with MSBA staff for project approvals. In accordance with Module 3, we have included the following meetings in our proposal:
 - a. Two (2) meetings to review and finalize the Preliminary Design Program which will include the Initial Space Summary, Evaluation of Existing Conditions, and Preliminary Evaluation of Alternatives.
 - b. Two (2) meetings to review the Preferred Schematic Report which will include updates to the Evaluation of Existing Conditions, Final Evaluation of Alternatives and Preferred Solution.

- c. One (1) meeting to present the Preferred Schematic Report to the MSBA Facilities Assessment Subcommittee (FAS).
7. We will assist the District with public hearings to review and present the study findings. In addition to the public hearing included above, our proposal includes three (3) additional public hearings, generally at the completion of the Preliminary Design Program, Preferred Schematic Report, and Schematic Design phases of the work.
8. Attached please find an annotated copy of the MSBA Module 3 Guidelines indicating which pieces of the Feasibility Study will be completed by Arrowstreet and which pieces we anticipate to be completed by the District and/or NV5.
9. In accordance with MSBA requirements, we have included preparation and evaluation of three (3) preliminary and three (3) final Alternative Schemes during the Feasibility Study. We understand the schemes may evolve or be combined as a result of discussions with the Town and the MSBA, however preparation and evaluation of an excessive number of schemes will be provided as an Additional Service.
10. Arrowstreet and our consultant team will review and report on the regulatory and permitting requirements for the proposed improvements. This report should be reviewed by the Town's attorney for accuracy and completeness. Efforts necessary to obtain permits and other regulatory approvals will be provided in subsequent phases of the project.
11. We propose two (2) working meetings with members of the Town's regulatory review and permitting staff, including Planning Department, Building Department, Fire Department, Conservation Commission, DPW and others as may be appropriate. The purpose of these meetings will be to familiarize the Town's staff with the project and identify potential regulatory approvals for the work. Additional meetings, if required, can be provided as an Additional Service.
12. We have included a single (1) working meeting with members of the School Administration and Police Department to review safety and security issues related to the proposed project.
13. We have included a single (1) working meeting with members of the School Administration and faculty to review IT and tele-communications requirements for the project.

Schedule

We will complete the work within the forty-four week schedule outlined in the RFS. Should the Study or Schematic Design phase efforts extend beyond that period through no fault of Arrowstreet, we will request Additional Services.

Project Team

We have included the following consultants in our proposal for the Feasibility Study and Schematic Design phase efforts. Additional consultants will be added in subsequent phases of the project as required.

Basic Services:

Structural Engineering	EDG Design Group
MEP/FP	Garcia Galuska DeSousa
Civil	Nitsch Consultants
Landscape	Terraink
Code	Building Fire and Access
Estimator	PM&C – Project Management & Cost

Supplemental Consultants:

HazMat Identification	Universal Environmental Consulting
Geotechnical	Lahlaf Geotechnical Consulting
Geo-environmental	Ransom Consulting
Survey and Traffic	Nitsch Engineering

Compensation

Per your request, our proposed compensation for the efforts outlined above is as follows:

Feasibility Study	\$110,000
Schematic Design	<u>\$118,000</u>
Total, including expenses	\$228,000

Supplemental Services

We will obtain proposals for the following Supplemental Services for your review and approval prior to authorizing the work to proceed.

- Site Survey
- Geotechnical and Geo-environmental testing
- Hazardous Materials testing
- Identification of wetlands
- Life Cycle Cost Analysis, if required

Potential Additional Services

The following additional services may be required to complete the project. We would be pleased to provide you a proposal for these efforts if necessary and requested.

- Existing conditions drawings
- Reproduction of milestone submittals exceeding six copies
- Materials testing and/or investigative destructive testing
- Operational testing of existing building systems
- Inventory or evaluation of existing furniture or equipment
- Testing or inspections of existing utilities, including hydrant flow test(s), etc.
- Work beyond the boundaries of the site, including roadway improvements
- Evaluation or design of supplemental sanitary systems

We have attached the following documents for your review and consideration:

- Cover pages of the MSBA standard agreement
- Attachments A, C, D, E

The proposed scope, level of effort, and associated costs are based on our understanding of the project and the MSBA requirements. We look forward to reviewing this scope with you to assure that we match our efforts and costs with your needs and budget constraints.

We look forward to working together with you and the Town of Harvard on this exciting project.

Sincerely,

ARROWSTREET

Read and Agreed



Laurence Spang, AIA, LEED AP
Principal

Authorized by
Date

Distribution

Kathie Chainey
Emily Grandstaff-Rice

Arrowstreet
Arrowstreet

CONTRACT FOR DESIGNER SERVICES
(BASE CONTRACT FOR DESIGN BID BUILD OR CM at RISK PROJECT)

This Contract is made as of this 15th day of December in the year 2016 between the Town of Harvard, Harvard, Massachusetts hereinafter called "the Owner" and Arrowstreet Inc., 10 Post Office Square, Suite 700N, Boston, Massachusetts 02109 hereinafter called "Designer" for the Designer to provide the designer services required to complete the Basic and Extra Services described herein at Hildreth Elementary School, Harvard, MA.

The Designer is authorized to perform the services required by this Contract through the Feasibility Study Phase and, pending receipt of a written Approval to proceed from the Owner, through the Schematic Design Phase. At the Owner's option, the Designer may be authorized to perform services for subsequent design phases and/or the Construction Phases and Completion Phase, at which time a mutually agreed upon amendment to this Contract will be executed between the Owner and the Designer. If the Owner elects to construct the Project using the CM at Risk ("CM-R") construction delivery method pursuant to M.G.L. c. 149A, this Contract shall be amended using the Authority's Standard Amendment for CM-R, as it may be amended from time to time by the Authority. If the Owner elects to construct the Project using the Design-Bid-Build ("DBB") construction delivery method pursuant to M.G.L. c. 149, this Contract shall be amended using the Authority's Standard Amendment for DBB, as it may be amended from time to time by the Authority.

For the performance of the services required under this Contract for the Feasibility Study Phase and the Schematic Design Phase, and excluding those services specified under Articles 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, and 8.3, the Designer shall be compensated by the Owner for Basic Services in accordance with the Payment Schedule included as Attachment A.

Designer's Project Architect/Engineer: Laurence Spang, AIA

The Subconsultants to provide services, either as Basic or Extra Services, to the Designer under this contract may include the following, as identified on the RFS:

	Name of Firm	Name of Principal	MBE/ WBE
Architecture	Arrowstreet	Laurence Spang	
Educational Programming	New Vista Design	David Stephen	
Civil Engineering	Nitsch Engineering	William Maher	
Landscape Architecture	Terraink	Jade Cummings	WBE
Structural Engineering	Engineering Design Group	Mehul Dhruv	MBE
Fire Protection Engineering	Garcia Galuska DeSousa	Christopher Garcia	
Plumbing Engineering	Garcia Galuska DeSousa	Christopher Garcia	
HVAC Engineering	Garcia Galuska DeSousa	Dominick Puniello	
Electrical	Garcia Galuska DeSousa	Carlos DeSousa	

Lighting	Horton Lees Brogden	Carrie Hawley	WBE
Data/Communications	Edvance Technology Design	Scott Goodrich	
Environmental Permitting	Epsilon	David Hewitt	
Geotechnical Engineering	Lahlaf Geotechnical Consulting	Abdelmadjid Lahlaf	MBE
Geo-environmental Engineering	Ransom Consulting	Timothy Snay	
Hazardous Materials	Universal Environmental Consultants	Ammar Dieb	
Cost Estimating	Project Management & Cost	Peter Bradley	
Kitchen/Food Service Consultant	Crabtree McGrath	John Sousa, Jr.	
Acoustical Consultant	Acentech	Jonah Sacks	
Specifications Consultant	Kalin Associates Inc.	Mark Kalin	
Technology Consultant/Audio Visual Consultant	Acentech	David Bateman	
Sustainable/Green Design/Renewable Energy Consultant	Soden Sustainability Consultant	Colleen Ryan Soden	WBE
Code Consultant	Building, Fire & Access	Robert Carasitti	
Accessibility Consultant	Kessler McGuinness & Associates	David Kessler	
Traffic Consultant	Nitsch Engineering	Niidjeh Havan	WBE
Furniture, Fixtures and Equipment Consultant	Point Line Space	Peter Constable	
Site Surveying	Nitsch Engineering	Denis Seguin	WBE
Security Consultant	DVS Security	Philip Santore	

IN WITNESS WHEREOF, the Owner and the Designer hereby agree to the terms of the Contract and have caused this Contract to be executed by their respective authorized officers or other authorized representatives.

OWNER

(print name)

(print title)

By _____
(signature)

Date _____

DESIGNER

(print name) Laurence Spang

(print title) Principal

By _____
(signature)

Date _____

ATTACHMENT A

Payment Schedule

Payments shall be made in accordance with the provisions outlined in the Contract and with the following schedule:

Basic Services

Feasibility Study Phase.....	
Schematic Design Phase	
Design Development Phase	TBD
Construction Documents Phase.....	TBD
Early Bid Packages.....	TBD
Bidding Phase.....	TBD
Construction Administration Phase	TBD
Completion Phase	TBD
TOTAL.....	

Extra Services

Extra Services provided pursuant to Article 8 shall be compensated as determined by the Owner (a) by a lump sum fee agreed upon in advance in writing by the Owner and the Designer, or (b) on an hourly basis in accordance with the lesser of \$150 per hour or the rate schedule set forth below for time expended, or (c) on an hourly basis in accordance with the lesser of \$150 per hour or a multiple of 2.5 times the direct personnel expense (without benefits) of the Designers or Subconsultants personnel including principals.

Hourly Rates Architectural / Planning / Interiors Staff

Principals		\$275	/ hour
Senior Project Staff	\$ 135	- \$210	/ hour
Project Design & Technical Staff	\$ 50	- \$145	/ hour
Professional Staff	\$ 45	- \$175	/ hour

Actual billing rates are computed at 2.55 x Direct Personnel Expense for staff above, except for Principals and Sr. Project Staff who will be billed at fixed rates. Rates for Graphic Design professionals provided separately upon request. Rates are adjusted in accordance with Arrowstreet's normal review practices.

June 1, 2016

ATTACHMENT C

PARTICIPATION SCHEDULE FOR DESIGNER CONTRACTS BY SOMWBA CERTIFIED MINORITY/WOMEN BUSINESS ENTERPRISES

This form shall be submitted to the Owner by the Designer upon execution of the Contract for Designer Services attached hereto.

Owner: Town of Harvard, Harvard, MA
Project No: 16073

<u>Name of Company</u>	<u>Description of Work</u>	<u>M/WBE</u>	<u>Dollar Value</u> <u>Participants</u>
1. <u>Nitsch Engineering</u>	<u>Civil</u>	<u>WBE</u>	\$ <u>10,000</u>
2. <u>Terraink Inc.</u>	<u>Landscape</u>	<u>WBE</u>	\$ <u>20,000</u>
3. <u>Engineers Design Group</u>	<u>Structural</u>	<u>MBE</u>	\$ <u>23,000</u>
Dollar Value of MBE Commitment:			\$ <u>30,000</u>
Dollar Value of WBE Commitment:			\$ <u>23,000</u>
Total Dollar Value Commitment:			\$ <u>53,000</u>
Original Fee for Basic Services Amount			\$ <u>228,000</u>

DESIGNER CERTIFICATION

The undersigned certifies under the penalties of perjury that (1) it intends to subcontract with the above listed firms for the identified work and dollar amounts and (2) certifies that he/she has read the terms and conditions of the Designer Contract with regards to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Date _____

Name of Architect/Engineer

Authorized Signature

Address

City, State & Zip Code

ATTACHMENT D

15 December 2016

Hildreth Elementary School Building Committee (Harvard, MA)
c/o NV5
Attention: Stephanie Gilman
44 Pleasant Street
Watertown, MA 02472
Hildreth Elementary School / 16073

Hildreth Elementary School

Dear Ms. Gilman and Members of the School Building Committee:

This Statement of Internal Accounting Controls is being submitted in accordance with Article 17.5.3 of the Contract for Design Services for the above captioned project. Please be advised that our firm, the Designer under the Contract, has a system of internal accounting controls which assures that:

1. transactions are executed in accordance with management's general and specific authorization;
2. transactions are recorded as necessary, to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets;
3. access to assets is permitted only in accordance with management's general or specific authorization; and
4. the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

Sincerely,

ARROWSTREET

A handwritten signature in black ink, appearing to read "Laurence Spang", with a stylized flourish at the end.

Laurence Spang, AIA, LEED AP
Principal



DiCICCO, GULMAN & COMPANY LLP

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

Professional Excellence On A Personal LevelSM

ATTACHMENT E

December 13, 2016

Hildreth Elementary School Building Committee (Harvard, MA)

c/o NV5

Attention: Stephanie Gilman

44 Pleasant Street

Watertown, MA 02472

Hildreth Elementary School / 16073

RE: Hildreth Elementary School

Dear Ms. Gilman and Members of the School Building Committee:

Please be advised that we have read the Statement of Internal Accounting Controls prepared by Arrowstreet Inc. in connection with the above-captioned project. This statement is required under M.G.L. c.30 §39R.

We were engaged, as Arrowstreet Inc.'s independent accountants, to review the company's financial statements for the year ended December 31, 2015 and we issued our report thereon dated June 24, 2016. Our review was conducted in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.

No matters came to our attention during our review procedures for the year ended December 31, 2015 that would indicate that Arrowstreet Inc. did not have internal controls over its financial reporting or that Arrowstreet Inc. was not adhering to those internal controls. In addition, no matters came to our attention that would indicate that Arrowstreet Inc.'s internal controls were not reasonable, with respect to transactions and assets in the amount which would be material when measured in relation to the firm's financial statements, based on the information provided to us for the purpose of our financial statement review engagement.

Please feel free to call me with any questions at 781-937-5369.

Sincerely,

DiCicco, Gulman & Company LLP

A handwritten signature in dark ink, appearing to read 'Jonathan Butler', is written over the printed name.

Jonathan Butler, CPA

Partner

Annual Town Report:

School Committee

The Harvard School Committee is pleased to provide this report for the town. We value the many contributions made by the residents of Harvard and Devens who are part of the school community, whether it be through being on the School Councils, the School Building/Visioning Committees the Diversity Committee, or the Athletic Advisory Committee, volunteering in the classrooms, coaching our sports teams, devoting their time and talent to the arts programs, chaperoning field trips, organizing Celebration, attending school events, etc. The success of the Harvard Public Schools is due, in great part to the wonderful participation and generosity of so many and we are grateful for your partnership.

The School Committee is comprised of six members: five elected residents from Harvard and one representative from Devens. The Committee typically meets on the second and fourth Monday evenings of a given month in the Town Hall meeting room. A meeting schedule and agenda is available on the town website at least 48 hours in advance, and meetings are usually televised on the local cable access channel. Other meetings will be held as needed and posted in accordance with applicable laws. The public is encouraged to attend and participate. Open meeting time is provided at regularly scheduled meetings for public input, questions, and comments.

In 2016 the School Committee committed to the following goals:

1. To conduct successful contract negotiations between the School Committee and the Harvard Teachers Association (HTA) that result in an agreement that aligns with the Strategic Vision for the district.
2. To design and implement modifications to HES making it a safe, attractive, environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town.
3. To have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years.

At the time of writing this report, contract negotiations with the HTA are underway and once completed the new contract will be made public. Work is also underway on a solution to address the widening gap between athletic user fees and expenses.

A major focus of the School Committee this year is the renovation of HES. Back in January of 2016, we were delighted to learn of Harvard's acceptance into the Massachusetts School Building Authority (MSBA) program which will fund qualifying renovation costs at a rate of 44.68%. At the town meeting in spring of 2016 the town approved \$500,000 for the Feasibility and Design phase of the project. In conjunction with the MSBA, in August the School Building Committee selected the firm NV5 out of Watertown as the Owner's Project Manager (OPM). Then in November, the design firm Arrowstreet was selected out of nine contenders.

The first six months of 2017 will be spent working closely with Arrowstreet and NV5 to develop plans that are based on the HPS's Vision and Values, support the educational programs and curriculum, fulfill on the town's commitment to energy efficiency and sustainability and meet the fiscal capacity of the town. Public forums and opportunities for input will be an integral part of this process.

One of the primary responsibilities of the school committee is the development, approval and oversight of the budget. The FY18 school budget submitted to the Finance Committee for review totaled \$12_____ (note: this figure could be impacted by the current contract negotiations.) This amount does not include an additional \$_____ in funds derived from state funding, grants, and tuitions for educating Devens students. Harvard's per-pupil cost for FY16 was \$15,799 which is 5.8% higher than the Massachusetts state average of \$14,935. Students from the Harvard Public Schools continue to excel in all areas of achievement from academics, sports, arts, extra-curricular activities and civic engagement. Bromfield was recently designated a Gold Star school by US News World Report and ranked 7th in the state by Boston Magazine among charter and public high schools.

Managing the effective and prudent use of the Devens funds is a priority of the School Committee. While the bulk of the funds goes towards off-setting teachers' salaries in the omnibus budget, on an annual basis the next largest portion goes towards funding our technology initiatives. In the fall of 2016 students in grades 5-7 started school with iPads, while 8th-graders received MacBooks. So far, responses have been extremely positive and the focus has been on innovating teaching and learning with these tools, while maintaining educational basics that are irreplaceable. As the district considers expanding the use of laptops in grades 9-12 this balance will be carefully considered and the administration will address how to best prepare our students for a world ever-increasing in technological complexity.

Capital Improvements made within the district in 2016 include the long-awaited upgrade to the Bromfield Parking lot; mandated air efficiencies to the Bromfield science labs; a newly outfitted chemistry lab and physics room; expanded fiber network capabilities and renovated bathrooms at Bromfield. The financial demands for repairs and upkeep for the aging school buildings are increasing and we commend Mark Force for his stewardship and care of these precious community resources!

In 2016 the School Committee grappled with a solution for the Bromfield House and ultimately voted to keep the administrative offices there. We realized that doing so will incur a future expense of renovating the building to make it ADA compliant and bringing basic structural systems up to code, but we also recognized it's historic and visual significance to the school campus and town center and the value of the land for potential school or town use. A source of funding for architectural plans has not yet been identified, but is an issue the school committee will need to address.

A major challenge for the schools in 2016 surfaced in a handful of derisive racial, ethnic and religious slurs and displays. Graffiti painted on the senior's rock in front of Bromfield made national news and high-lighted the need for expanding and intensifying the schools efforts to educate our students on diversity and tolerance. The school committee affirmed its stance against harassment and will be clarifying its policies in the wake of these incidents. We appreciate the response by the administration in dealing with this difficult issue and applaud Dr. Dwight's leadership in bringing town officials and residents together to create a town-wide diversity initiative. Much work remains to be done and we look to the broader community to support this vital piece of our students' education.

2016 was both a year of significant departures and beginnings for some of our personnel. We bid goodbye to Mr. O'Shea who served as principal of Bromfield for 10 years and are thrilled to have Mr. Scott Hoffman now at the helm. Scott's 30 years of experience in the Harvard Schools and his heartfelt passion for our students are highly valued. Sue Silver and Lisa Soldi are also retiring at the end of the 16/17 school year and we thank them for their service! We also said farewell to Lorraine Leonard, the school's business manager (and our key to all things financial!). Peter Rowe has taken over the school side of the combined position and has already proven invaluable in our contract negotiations and MSBA matters. Lastly, we sadly said bon voyage to Jennifer Bedford who left the committee in August to move to Baltimore, MD with her family. Patty Wenger was selected out of many great candidates to finish out Jennifer's term which ends in April 2017.

We continue to be deeply grateful to the dedicated staff to be found throughout the Harvard Public Schools and realize that their efforts, combined with the generous support of Harvard's parents and community, are what make our schools vibrant and successful. Your input and feedback are always welcome- at our meetings or individually. Our contact information is posted on the district's website.

Respectfully submitted,

SusanMary Redinger, Chair
Mary Traphagen, Vice Chair
Jon Green
Nancy Lancellotti
Pat Wenger
Maureen Babcock, Devens Representative

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

School Committee Minutes
Upstairs of the Town Hall
Monday, December 12, 2016
6:00 p.m.

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

SusanMary Redinger called the meeting to order at 6:14 p.m.

Mary Traphagen read the Core Value Statement.

Open to Interested Citizens Commentary - None

Athletic Advisory presentation

On behalf of the Athletic Advisory Committee, Susan Toll presented a request asking that the School Committee consider funding a portion of the Bromfield Athletic budget. Currently the Omnibus budget funds the salary of the Athletic Director and a portion (25K) toward coaching salaries. Given that the current user fee structure can't support the program, the School Committee agreed at a previous meeting to fund \$20K towards the deficit in that account. The Committee agreed to keep the Athletic Advisory request in the forefront as they move forward with the budget process and will determine the best way to fund the athletic budget.

Technology Presentation

Wyatt Holt , 7th Grade Science teacher and Andrew Wright, 8th Grade Social Studies teacher shared with the Committee how iPads (7th grade) and MacBooks (8th grade) are being used to enhance instruction in their perspective classrooms.

Dr. Dwight shared the results of the 1: World MacBook student survey which indicates that a large percentage of the students find the MacBooks very helpful and are feeling very excited to be paving a path toward a new way of learning.

Dr. Dwight presented a spreadsheet with a breakdown of the costs to lease 1: World Devices for grades 5-12 (iPads for grades 5-7 and MacBook Airs for grades 8-12). The total cost of \$294,139.55 would be offset by the Devens fund. Dr. Dwight agreed to meet with Chris Boyle to clarify some information on the spreadsheet. A revised spreadsheet will be brought back to the Committee for review and approval.

Diversity Work Update

Dr. Dwight shared with the Committee the continued work being done with the Diversity Committee. The following is a list of actions being planned:

- Setting up a website; look at the sites for Boxborough, MA and York, ME
- Look at demographic data of the schools/town to capture changes
- Vet speakers and seek grant funding

- Determine a welcome message for the town; How to invite families and staff of the world majority to Harvard
- A school focused group that will continue to focus on students and staff and a curriculum – survey for staff and students, update curriculum
- Plan a public event or forum
- Plan agenda for upcoming January 9th meeting

Share Information about the preferred architect/design team

Dr. Dwight reported that three firms were interviewed by MSBA and several members of the Hildreth School Building Committee. Arrowstreet as the company who will design the renovation and expansion of the Hildreth Elementary School. The contract terms still need to be negotiated. Arrowstreet representatives will meet with members of the School Building Committee, school administrators and project management representatives on December 15th to outline the three design options that the firm will present to the town.

Policy Review; DJE, DJF, DK, DKA, DM, DN, LA, LB, LDA–

Tabled

Budget Process Update

The Committee reviewed the contents of material that will make up the 2017/2018 Harvard Public Schools Budget book. The Committee would like the budget books produced and available as binders and as a searchable pdf for School Committee and Finance Committee members based on their preference. Dr. Dwight will contact the Finance Committee to see if they would prefer binders or pdfs. The Committee will draft a letter to be included in the budget books that are distributed at town meeting. The Committee will discuss the Athletic Advisory request with the Finance Committee in advance of any decisions. Patty Wenger informed the Committee that the Capital Plan and Investment Committee would like to have a five year plan laid out for how the Devens' money will be allocated.

HEAC update on SunShot Initiative

Eric Broadbent from the Harvard Energy Advisory Committee shared the benefits of the Harvard Public Schools participating in the US Department of Energy grant project. The goal of the project is to balance variation in solar PV energy generation with a combination of utility-scale batteries and customer load control. Mr. Broadbent asked the Committee to sign a Letter of Intent as a non-binding commitment to participate in the project. The project is slated to begin December 2017 and would be a year-long project.

Mary Traphagen made the motion and Nancy Lancellotti seconded to support the project as presented and authorized Susan Mary Redinger to sign the letter of intent on behalf of the Harvard Public Schools.

VOTE 5/0

Review meeting minutes

SusanMary Redinger made the motion and Mary Traphagen seconded to approve the minutes of the November 28, 2016 meeting as amended.

VOTE 5/0

Liaison/Sub-committee Reports

Mary Traphagen reported that the HES School Council will meet on December 13, 2016. The Policy Subcommittee has met and is working on the Harassment/Bullying policies. The Athletic Advisory Committee is presenting tonight.

Patty Wenger reported that CPIC would like an invoice of the recently renovated science rooms in order to get an idea of the cost of the project moving forward. CPIC is also questioning if the air duct work has been completed in all rooms at Bromfield. CPIC will begin rating the projects on Monday.

Nancy Lancellotti reported that the Bromfield School Council has not met but subcommittees continue to work on Climate and the Handbook.

Jon Green reported that the Diversity Committee will be meeting on December 14th.

Maureen Babcock reported that housing development at Devens continues to move forward and a home was recently sold to a family with 2 school aged children.

SusanMary Redinger reported that Dr. Dwight, Mary Traphagen and herself attended the Board of Selectman meeting and participated in interviewing three finalists for the Finance Director position. In a unanimous vote, David Nalchajian was hired. It is the intent that Mr. Nalchjian will begin his work as the town finance director and work towards meeting the requirements to become a school business manager in the future. In the meantime the school will retain a part-time person in that role.

SusanMary Redinger agreed to write the School Committee's Annual Report submission for the Committee review and approve prior to the January 23rd deadline.

Suggest Future Agenda Items

Student Presentation

Technology Offset

Policy

Student Achievement

District Improvement Plan

Review Goals

School Improvement Plans

TBS Parent Survey

Interested Citizen Commentary

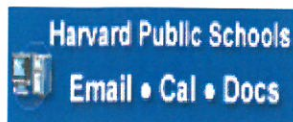
Steve Colwell of Littleton Road asked the Committee to consider a Saturday date that they would be able to meet with the Finance Committee.

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 not reconvene into open session.

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).

Respectfully submitted: Mary Zadroga



Mary Zadroga <mzadroga@psharvard.org>

Fwd: Invitation to Harvard: Honoring Mayor Walsh's Request of Town Officials

1 message

SusanMary Redinger <smredinger@psharvard.org>

Wed, Jan 4, 2017 at 2:09 PM

To: Mary Zadroga <mzadroga@psharvard.org>

Can you please include in the packet?

Thanks,

SusanMary

Begin forwarded message:

From: Asima Silva <asima.silva@enjoingood.org>

Subject: Invitation to Harvard: Honoring Mayor Walsh's Request of Town Officials

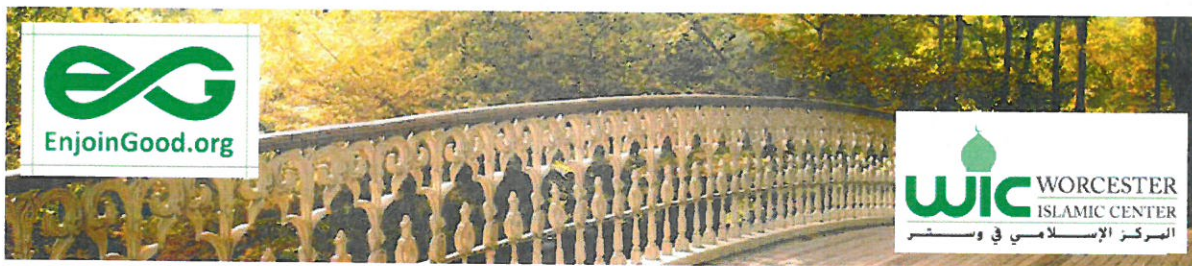
Date: December 28, 2016 at 10:41:02 PM EST

To: asima.silva@enjoingood.org

Reply-To: asima.silva@enjoingood.org

**Honoring Mayor Walsh's Request of Elected Officials:
Understanding the American Muslim**

Sunday, January 15, 2017 3-5pm



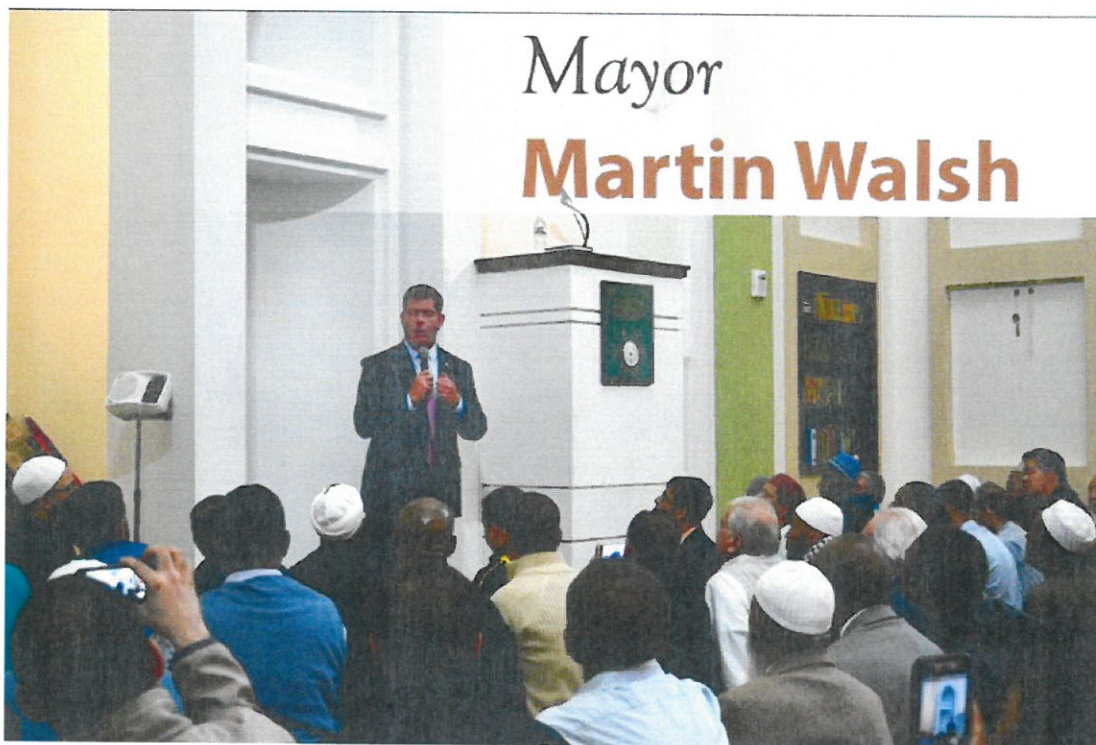
JOIN US AT

Worcester Islamic Center

248 Mountain St, Worcester, MA

On December 12, it was just above freezing in Boston, yet moving words at the "Out of Many, One" interfaith event warmed the hearts of those at the Islamic Society of Boston Cultural Center. Some of those words came from Mayor Walsh:

"If every elected official in America visited a mosque between now and inauguration in January, we would be able to have a better conversation in our country."



[Click to Watch Mayor Walsh's full statement](#)

In honor of this request, EnjoinGood.org and Worcester Islamic Center cordially invite you to attend "Understanding the American Muslim" on Sunday, Jan 15th from 3-5pm at the Worcester Islamic Center on 248 East Mountain St. Worcester, MA. Please join us for snacks and refreshments. Please rsvp by Jan 11th with the number of attendees.

[REGISTER NOW](#)