

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Monday, May 8, 2017
6:15 p.m.
Upstairs at Town Hall

- I. Call to Order (6:15)**
- II. Read the Core Value Statement (6:20)**
- III. Open to Interested Citizens' Commentary (6:22)**
- IV. Student Report (6:27)**
- V. Vote of the Teacher Contract Agreement (6:35)**
- VI. Grant Approval (6:45)**
- VII. Superintendent Report (6:50)**
- VIII. Update on the Building Project (6:55)**
- IX. HES Principal Search Committee Update (7:00)**
- X. Policy Review ACAB-R, JBA, ACABA (7:10)**
- XI. Personnel Spreadsheet (7:20)**
- XII. Budget Update (7:25)**
- XIII. Senior Class Activities (7:35)**
- XIV. Attendance for Good Friday, 2017 (7:40)**
- XV. Review the Superintendent Rubric (7:50)**
- XVI. Brainstorm Topics for Student Advisory Meeting (8:05)**
- XVII. Review meeting minutes (8:15)**
- XVIII. Liaison/Sub-committee reports (8:20)**
- XIX. Suggest future agenda items (8:30)**
- XX. Open to Interested Citizens' and School Committee Commentary (8:35)**
- XXI. Adjournment (8:40)**

Documents: Superintendent's report, Teacher Contract MOA, meeting minutes, grant documentation, Attendance Data, Educational Plan, Budget Update, Superintendent Rubric Sample, Personnel Spreadsheet, Policy Drafts

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.

MEMORANDUM OF AGREEMENT
BETWEEN THE
HARVARD SCHOOL COMMITTEE AND
THE HARVARD TEACHERS' ASSOCIATION

APRIL 5, 2017 (With April 25, 2017 Correction and Additional Housekeeping Change)

The Harvard School Committee ("Committee") and the Harvard Teachers' Association ("Association"), collectively referred to as the "Parties", agree to extend their September 1, 2014 through August 31, 2017 collective bargaining agreement through August 31, 2020, with the following amendments:

1. Duration: September 1, 2017 through August 31, 2020.
 - A. Amend the caption and introductory statement (p. 1) prior to Article I to provide for a contract term of September 1, 2017 through August 31, 2020.
 - B. Update the dates in Article XV (pp. 29-30) (Housekeeping)

2. Salary Schedule:

Increase the FY 17 Salary Schedule on Page 32 in accordance with the following schedule:

<u>Effective Date</u>	<u>Increase</u>
September 1, 2017	1.50%
September 1, 2018	2.75%
September 1, 2019	2.00%
93 rd work day in the 2019/2020 work year	1.25%

3. Extracurricular Athletic Stipends, Extracurricular Academic Stipends, and Co-Curricular Academic Stipends (pp. 33-34 of the 2014-2017 Contract)
 - A. The 2016-2017 Extracurricular Athletic Stipends, Extracurricular Academic Stipends, and Co-Curricular Academic Stipends listed on pages 33 and 34 of the 2014-2017 contract shall be increased as follows:

<u>Effective Date</u>	<u>Increase</u>
September 1, 2017	1.50%

- B. The following new Stipends shall be added in the 2017-2018 work year:

<u>Co-Curricular Academic Stipends</u>	<u>2017-2018 Stipend</u>
Senior Project Coordinator	\$1,255.00

B. Article IX, Section 20 - Direct Deposit (p. 20)

- (i) Delete the word "new" between "All" and "teachers".
- (ii) Add the following to the end of Section 20: "The Committee may provide employees with electronic pay advices instead of paper paystubs".

C. If paystubs or electronic pay advices do not itemize payment of stipends, the Committee will provide employees with notification regarding the payment of employees' stipends.

6. Article VII, (pp. 5-8)

Re-label Section "2" as "2(a)" and insert a new Section 2(b) as follows:

2 (b) It is recognized by the Committee and the Association that creating and maintaining an equitable schedule is advantageous. In this spirit, the Administration will strive to develop a schedule and class assignments as early as possible before the end of the school year, so that the Administration can reasonably consider faculty input in scheduling and course assignment.

7. Article IX, (pp. 14-16)

A. Replace Section 5 Maternity Leave with the following:

5. Parental Leave

Pursuant to M.G.L. chapter 149 Section 105D, an employee who has completed three (3) consecutive months of full-time employment shall be entitled to eight (8) weeks of parental leave for the purpose of:

- (a) Giving birth, or
- (b) Placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption with the employee,

provided, however, that any two employees of the Harvard Public Schools shall only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of the same child. The employee shall give notice to the Building Principal, Superintendent and Town of Harvard Finance Department of the employee's anticipated date of departure and the employee's intention to return. Such notice shall be provided at least two (2) weeks prior to the anticipated date of departure or as soon as practicable if the delay in providing notice is for reasons beyond the employee's control.

The Superintendent will grant parental leave upon application and will confirm in writing the approved dates of parental leave within ten (10) business days.

Parental leave commences at the time of the birth of a child or the placement of the child for adoption and is in effect for the eight (8) calendar weeks (not school weeks) immediately following the birth/placement of the child. Parental leave is

8. Article IX, Section 4.b. Sick Leave Bank (p. 13)

- A. Replace the second sentence in the first paragraph with the following: "Subject to the provisions of this Section 4.b, the Sick Leave Bank shall be used to pay the salary up to sixty (60) days beyond the days eligible for an employee per work year but shall not exceed 185 days in the aggregate during the employee's employment with the Harvard Public Schools."
- B. Amend the second paragraph in Section 4.b. by adding the following: "The Sick Leave Bank shall not exceed a total of one thousand (1,000) days."

9. Article IX: Section 17: Tax-Sheltered Annuity (pp. 18-19)

Amend the fifth sentence of Section 17 (top of p. 19) by inserting the following after the phrase "will match up to 5% of the employee's contractual base salary": ", up to a maximum of three thousand dollars (\$3,000.00)."

10. Article IX Section 3 (Tuition Reimbursement)

Replace Section 3 Tuition Reimbursement with the following:

The Committee shall reimburse teachers in accordance with this Section 3 for graduate course reimbursement and/or related professional development activities. Such activities may include conference registration, on-line courses, seminars, workshops, and other similar learning opportunities. Annual Allocation funds are used to reimburse employees for tuition for graduate courses and shall not be used to reimburse teachers for any non-tuition expenses, such as fees, lodging and transportation, associated with attendance at graduate courses.

The \$1,265 Annual Allocation shall be increased per fiscal year at the rate of two percent (2%). The Annual Allocations for the duration of this contract are as follows:

Effective Year	Annual Allocation
July 1, 2017-June 30, 2018:	\$1,290.00
July 1, 2018-June 30, 2019:	\$1,316.00
July 1, 2019-June 30, 2020:	\$1,342.00

Workshop Reimbursement: The Harvard Public Schools will use the above Annual Allocation funds to reimburse teachers for reasonable expenses (including fees, lodging, and transportation) incurred by the teachers who attend workshops, seminars, conferences or other professional development sessions that have been approved by the Superintendent.

In instances where a teacher is working toward a master's degree to meet licensure requirements for the teacher's current position, these teachers may receive reimbursement for tuition only from the Annual Allocation below, with no

12. Article IX

Amend Article IX by adding the following new paragraph i to Section 2.

i. The following provision shall not apply to any teacher who has a Master's degree as of September 1, 2017 or who is hired with a Master's degree. Teachers who are simultaneously working on their first Master's degree and complete any of the following for graduate credit: The Skillful Teacher, SEI Endorsement, and/or an AP Institute Course, shall receive credit toward M15 only for such credits after the teacher has received her/his first Master's degree provided all of the following conditions have been satisfied:

- (i) the teacher received prior approval from the Superintendent of the Harvard Public Schools for such course(s),
- (ii) the credits are/were not used for B15 column attainment,
- (iii) the credits are/were not used toward acquiring the teacher's first Master's degree,
- (iv) the teacher provides the Superintendent/designee with satisfactory documentation of (a) completion of the course for graduate credits with a grade of "B" or better, (b) the credits were not used for B15 column placement, and (c) the credits were not used to acquire the teacher's Master's degree.

13. Housekeeping

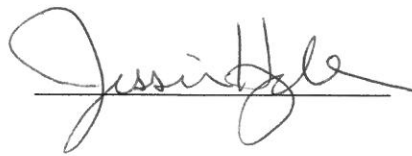
Amend Article VI, Section 4 (p. 5) by replacing "March 2013" with "June 2016" in the first sentence.

This Memorandum of Agreement is subject to ratification by the Association membership and approval by the Committee.

Agreed to on this 5th day of April 2017, by the negotiating teams for the Parties.

Harvard School Committee
Negotiating Team

Harvard Teachers' Association
Negotiating Team



Harvard Schools Trust, Inc.

PO Box 450 • Harvard, MA 01451-0450

April 23, 2017

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

Dear Dr. Dwight,

The Harvard Schools Trust approved the following grants this month:

Submit Date	Request	Title	Submitter	Amount
3-30-2017	17-20	SCREENAGERS	Mary-Elizabeth Cregan	\$650
3-31-2017	17-21	BPA Spring Conference support	Josh Thurston Kristin McManus	\$1,035

I hope you had a lovely school vacation!

Very truly yours,

Terry Symula
President,
Harvard Schools Trust

Cc: Susan Frederick
Scott Hoffman
Karen Shuttle
Rolf VandeVaart

2013-2014 Directors

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

	REVIEWED	AMENDED	ELIMINATED
Policy ACAB-R		X	
Policy ACABA			X
Policy JBA			X

Harassment by Students

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment includes communications such as jokes, hate speech, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon actual or perceived: race, color, national origin, age, gender, sexual orientation, socio-economic status, or disability.

The school will investigate all complaints of harassment at school or at school related events and, if substantiated, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complainant or targeted student/s informs the school that he/she wishes the school not to address the matter. Every allegation of harassment will be investigated.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective depends on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

I. Pre-Investigation

When the school has notice of allegations of harassment, the Superintendent should be informed as soon as possible. Consideration should also be given to the need to contact the local police, the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance in responding to a complaint even before fully investigating allegations of harassment. School personnel should consider whether there is a need to take immediate steps to protect the alleged targeted student/s from further possible harassment. The administrators will contact the parent(s) or guardian(s) of all students involved. In taking any such action, however, the rights of both the alleged targeted student/s and alleged harasser/s must be considered.

II. Investigation

Timeliness. The investigation should be started as soon as possible following notice or knowledge of alleged harassment.

Written statement of the complaint. It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

What specifically happened, Who committed the alleged act, Who was present or may have information about the event, When the event occurred (date, time of day), Where the event occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator should record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator should sign and date the document her/himself.

Interviews. Once the allegations of the complainant are established, interview of the alleged perpetrator and/or possible witnesses may be the next step. The investigator will keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

Confidentiality. The confidentiality of the complainant, other witnesses, and the accused must be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it is not necessary, nor is it advisable, to state the name of the complainant (or victim). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.

Retaliation. If appropriate, the investigator will remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident is strictly prohibited and could result in disciplinary action.

III. Determination

School personnel must weigh all of the facts objectively to determine whether the alleged event occurred and, if it did, whether it constituted harassment. The determination must be based upon all of the facts and circumstances, and the perspective of a reasonable person with the characteristics upon which the harassment was based. [See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991)] The "reasonable person" standard as applied to children is "that of a reasonable person of like age, intelligence, and experience under like circumstances."

IV. Corrective Action

If harassment is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the targeted student/s is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the harassment and the age of the students. The following are suggestions for steps that may be taken:

Separate the harasser/s and the target/s;

Administrators will notify the staff as needed to monitor and ensure student safety.

Provide relevant educational activities for individual students or groups of students (guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs);

Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them;

Provide counseling;

Impose disciplinary action, including but not limited to, a written warning and/or suspension from one to ten days, subject to applicable procedural requirements;

Ensure that the harassed student/s and their family know how to report any subsequent problems;

Conduct follow-up inquiries to see if there have been any new incidents;

School-wide action – consider further trainings for students and staff, send out the policy and contact information;

V. Closing the Complaint.

The investigator will give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence of harassment. It is not appropriate to inform the complainant of specific disciplinary action taken against a student.

The investigator will retain notes and other documents relating to the investigation in a confidential file. The investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the actions taken.

The investigator will contact the complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

ADOPTED: June 11, 2007

AMENDED: May 20, 2013

AMENDED: January 23, 2017

AMENDED: May 8, 2017

CROSS REF: JCIFB Anti- Bullying Policy

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Harvard Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal, physical nature or any other form that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

REFS: "Words that Hurt," American School Board Journal, September 1999 National Education Policy Network, NSBA

LEGAL REF.: [M.G.L. 151B:3A Title VII, Section 703, Civil Rights Act of 1964 as amended Board of Education 603 CMR 26:00](#)

Approved: September 22, 2008

Reviewed: May 12, 2014

Harassment by a Student

Definition of Harassment

In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Complaints Made by Students or Staff Involving Harassment By A Student

Upon receiving a complaint, the Principal or Assistant Principal shall confer with the Complainant to gain an understanding and statement of the alleged facts. If it is determined that such facts, if true, would constitute harassment as defined above, the **Director of Pupil Services** shall take appropriate steps to investigate and/or resolve the complaint. Such steps may include, but are not limited to those listed below.

1. Meet with the person charged (such person is hereinafter referred to as "Respondent") to obtain a response to the complaint;
2. Conduct interviews of possible witnesses to the alleged events;
3. Report the matter to local police if criminal activity is involved (see Mass. Gen. Laws, c. 265, §43, which prohibits stalking);
4. Subject to the requirements of due process, take disciplinary action against Respondent, including without limitation, a letter of reprimand or warning or a suspension of one to ten days;
5. Refer Respondent to the Principal or Superintendent for further disciplinary action.

Retaliation

Respondent and his/her associates are prohibited from retaliating in any manner against a Complainant or any party involved in the complaint procedure. Substantiated acts of retaliation will result in immediate disciplinary action, including, but not limited to suspension and/or recommendation to the Superintendent for further disciplinary action.

ADOPTED: June 11, 2007

AMENDED: May 20, 2013

TO: Dr. Linda Dwight, Superintendent

May 3, 2017

FROM: Peter C. Rowe, Finance Director

RE: FY17 Third Quarter Budget Update

Attached please find three (3) documents containing information to explain FY17 spending for the Harvard Public Schools as of April 30, 2017. The purpose of these reports is to provide an update on both year-to-date actual spending, as well as a projection on anticipated total annual spending incorporating currently available data.

-Attachment 1 contains line item detail for the 'Omnibus Budget', representing all funding from the 'General Fund' and supplemental offsets. In this report the Town appropriation of \$12,606,641 is carried at 'Net' with supplemental offsets listed under the 'Outside Funding' column totaling \$2,563,469.

This report is projecting total spending for the year at \$15,136,413, which would yield a small surplus for the year of \$8,650. The major factors affecting spending are: 1) Custodial Service contract which exceeded the budget by \$50K, separate from snow removal, which cost an additional \$39K, 2) Regular transportation contract increase of \$33K, 3) Out of District Private Placement costs at \$51K over Budget and 4) legal services costs at \$36K and 5) the loss of the state funded Kindergarten Grant at \$20K. These overages are largely offset by approximately \$189K in salary savings from staff turnover, energy costs under budget by \$42K and a projected surplus of \$24K in the Special Education transportation account. Attachment 2 is a running list of personnel changes, since the creation of the FY17 Budget, which have led to the salary savings experienced year-to-date.

Spending patterns for the year have now been set and we should see very little change in projected activity in the final two months of the year. While likely variances could occur within our energy and substitute accounts, final numbers should not exceed the current projections. Most supply, text book and small capital spending will be focused on restocking and preparing for next year. Some unexpended funds could also accrue from these accounts before the close of the year.

-Attachment 3 is a report on FY17 Revolving Funds and Federal Grants. This report contains FY16 year-end fund balances for each Revolving Fund that serves as a supplement to the 'Omnibus Budget' as well as year-to-date Revenue and Expenditures for each fund. Year-to-date data indicates that the only major fund where projected revenue is anticipated to fall below budget is the Circuit Breaker account where revenue is projected at \$391K rather than the \$460K budgeted. Additionally the Athletic revolving fund is expected to fall short for the year once all spring sports costs have been paid. The Circuit Breaker shortfalls will be made up from the existing fund balance, while the Omnibus Budget carries \$25K to assist the Athletic Fund toward break even status by the close of the year.

Please let me know if you need further information in this regard. Thank you.

2016/2017 PERSONNEL SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Scott Hoffman	1.0	TBS	Principal	James O'Shea	resignation	132,807	125,000	7,807
Robin Benoit	1.0	TBS	Associate Principal	Scott Hoffman	position change	110,373	103,000	7,373
Craig Robbins	1.0	TBS	Band Teacher	Thomas Reynolds	retirement	65,000	46,315	18,685
Lisa Terrio	1.0	TBS	Foreign Language	Gioanne Wagner	retirement	65,000	54,132	10,868
Michael Poe	1.0	TBS	Foreign Language	Janet Lombard	retirement	65,000	51,748	13,252
Sabiha Madraswalla	1.0	TBS	Foreign Language	Denise Keating	retirement	65,000	46,315	18,685
Julie Burton	1.0	TBS	Physics Teacher	Jack Duranceau	resignation	94,541	68,089	26,452
Jessica MacDonald	1.0	TBS	Guidance Counselor	Sara Lamere	maternity leave		18,276	-18,276
Sara Lamere		TBS	Guidance Counselor		maternity leave	66,841	55,279	11,562
Substitute coverage		TBS	overage				24,954	-24,954
Clare Gribi	0.6	HES	Reading Tutor	Laura Kilkenney	resignation	25,424	25,529	-105
Kathleen Donovan	0.4	HES	Recess/Lunch/Library	Jonathan Molloy	resignation	10,558	9,074	1,484
Wendy Scott	0.6	HES	Math Tutor	Jean Pellegriti	transfer	24,888	27,101	-2,213
Tamara Willsie	0.6	HES	Math Tutor	Title 1 funded	new		25,529	no impact Title 1 funded
Alison Thorton	0.5	HES	K-Aide	Michelle McDonald	resignation	17,145	13,799	3,346
Jean Pellegriti	0.5	HES	K-Aide	new	new section	0	13,799	-13,799
Rebecca Epstein	0.4	HES	Recess/Lunch/Library	Robin Arcand	resignation	14,053	10,776	3,277
Jenny Eklund	0.6	HES	school nurse		.6 FTE	72,213	43,328	28,885
Dawn French		HES	school nurse	sick leave coverage			1,487	-1,487
Substitute teacher		HES	overage				8,667	-8,667
Marie Phillips	1.0	HES	Kindergarten teacher	one year assignment	add'l section	0	48,012	no impact add'l Devens funding
Barbi Kelley			Wellness Dept leader	new	new		5,500	-5,500
Lucinda Doucette	1.0	SPED	Secretary	Claudia McKenna	retirement	47,424	39,270	8,154
Marissa Ricard	1.0	SPED	Learning Assistant	Lindsay Farrar	resignation	25,380	22,588	2,792
Nicholas Francis	1.0	SPED	Learning Assistant	Krsitina Karis	resignation	23,286	23,959	-673
Lori Colangelo	1.0	SPED	Learning Assistant	Ally Moehring	resignation	26,103	25,380	723
Rebecca Weydemann	1.0	SPED	Learning Assistant	Gina Mazzerolle	resignation	23,959	23,959	0
Heather Montalto	1.0	SPED	HES, SPED Coordinator	Rachael Fusco	reassigned	88,216	64,618	23,598
Laura Uglevich	0.5	SPED	Occupational Therapist	Heather Montalto	reassigned	58,431	38,905	19,526
Margaret Serpa	0.5	SPED	ELL Teacher		resignation	38,905	0	38,905
Abby Patriquin	0.5	SPED	PreK	maternity leave	pay adjustment	25,964	21,051	4,913
Julie Wright	0.5	SPED	PreK	Abby Patriquin	maternity leave	0	6,750	-6,750
Sonya Patel	0.5	SPED	ELL Learning Assistant	Sharon Plante	resignation	23,575	13,196	10,379
Gretchen Gibbs	1.0	SPED	Teacher	maternity leave	pay adjustment	80,676	74,470	6,206
Karen Shaw	1.0	SPED	Long term sub	Gretchen Gibbs	sub		23,032	-23,032
Matthew Russell	1.0	SPED	Learning Assistant	new assignment	student need		6,105	-6,105
Debbie Carroll		HES	Reading Tutor	reallocate Serpa funds	ELL Tutor	0	23,274	-23,274
Reenie Keith	1.0	SPED	ELL Teacher	replacing Serpa	reassigned	87,942	87,942	0
Horton/Tabor/Campbell/Shepard		TBS	Dean/add'l sections	new	new	0	28,500	-28,500
The Durkin Company		Maint	Custodial Services	Custodial Salaries/Overtime	change model	367,798	360,000	7,798
Custodial services		Maint	\$10,000 of custodial svc contract covers supplies which were budgeted in the supply line.					10,000
David Woodsum		Maint	Maint/Community Access	New		0	53,414	-53,414
Gretchen Henry		District	Substitute Coordinator				10,000	-10,000
K-Grant		HES	offset to HES salary	Decrease budget offset	eliminated	0	20,000	-20,000
				SALARY SAVINGS YEAR TO DATE				37,920

Harvard Public School's FY17 Budget to Actual Third Quarter

5/4/2017

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	162,400	131,169	31,231	162,400		0	
2	-51702 ADMIN ASST SAL	66,619	57,120	13,600	70,720		(4,101)	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	2,019	481	2,500		0	
4	-51731 BUSINESS COORD SAL	49,440	41,479	9,876	51,355		(1,915)	
5	-51742 CLERICAL SALARY	14,093	21,492	6,156	27,648	10,000	(3,555)	Building Rental
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	397	8,897	9,294		9,206	
7	-51941 PROF DEV SAL	43,740	26,903	16,837	43,740		0	
8	-51100 TSA MATCH	62,000	67,491	-	67,491		(5,491)	
SALARY		419,292	348,070	87,078	435,148	10,000	(5,856)	
9	-52713 LEGAL FEES, GENERAL	6,000	22,696	3,000	25,696		(19,696)	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	21,006	5,500	26,506		(16,506)	
11	-52715 SUPPLIES/OFFICE	19,000	17,512	1,488	19,000		0	
12	-52914 EQUIP LEASE/REPAIRS	4,903	3,636	1,267	4,903		0	
13	-52954 PROF DEV (CURR) EXP	69,957	49,756	20,201	69,957		0	
14	-52957 DUES & SUBSCRIPTIONS	9,974	6,550	3,424	9,974		0	
15	-53214 REGULAR TRANSPORT	273,293	295,470	66,330	361,800	55,000	(33,507)	Rebid Contract/Bus Fees
EXPENSE		393,127	416,626	101,210	517,836	55,000	(69,709)	
COST CENTER TOTAL		812,419	764,696	188,288	952,984	65,000	(75,565)	

Harvard Public School's FY17 Budget to Actual Third Quarter

5/4/2017

SCHOOL MAINTENANCE - 03002		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	67,798	55,702	11,700	67,402		396	
17	-51374 MAINT FOREMAN SAL	84,071	70,021	16,170	86,191		(2,120)	
18	-51300 OVERTIME	13,000	-	-	-		13,000	
	SALARY	164,869	125,723	27,870	153,593	0	11,276	
19	-52380 TELEPHONE	8,000	4,422	3,578	8,000		0	
20	-52381 SUPPLIES/MAINT BLDG	116,489	98,796	51,150	149,946	37,645	4,188	Shaw Trust
21	-52382 WATER	13,000	12,275	5,725	18,000	5,000	0	Food Service
22	-52385 ELECTRICITY	165,000	161,027	36,473	197,500	60,000	27,500	Community Ed
23	-52386 FUEL (Gas & Oil)	125,000	91,937	17,108	109,045		15,955	
24	-52387 HVAC/PREVENTIVE MAINT	70,345	51,068	19,277	70,345		0	
25	-52390 TRASH DISPOSAL	13,000	10,707	2,293	13,000		0	
26	-52391 SERVICES	48,600	102,256	5,400	107,656		(59,056)	(Snow Removal)
27	-52388 CONTRACT CLEANING	300,000	240,000	120,000	360,000		(60,000)	
	EXPENSE	859,434	772,488	261,004	1,033,492	102,645	(71,413)	
COST CENTER TOTAL		1,024,303	898,211	288,874	1,187,085	102,645	(60,137)	

Harvard Public School's FY17 Budget to Actual Third Quarter

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HILDRETH ELEMENTARY - 03003		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
29	-51320 GUIDANCE SALARY	92,593	64,098	28,495	92,593		0	
30	-51851 PRINCIPAL SALARY	115,954	93,655	22,299	115,954		0	
31	-51852 ASSOC. PRINCIPAL	96,425	80,958	15,467	96,425		0	
32	-51862 SECRETARY SALARIES	84,187	67,073	18,464	85,537		(1,350)	
33	-51811 NURSE SALARY	72,213	50,154	26,872	77,026		(4,813)	
34	-51872 CURRICULUM COORD.	64,541	79,812	33,705	113,517	65,000	16,024	Title 1
35	-51891 TEACHERS (K-5) SALARY	1,318,696	1,290,745	597,324	1,888,069	609,000	39,627	Devens \$449,000
36	-51892 SUBSTITUTES SALARY	51,900	47,327	13,240	60,567		(8,667)	& K Revolving \$160,000
37	-51902 CLERICAL AIDE SALARY	8,438	4,354	4,084	8,438		0	
38	-51905 MUSIC/ART/PE TEACH SAL	286,497	202,085	89,816	291,901		(5,404)	
39	-51906 READING AIDE SAL	39,886	58,739	20,057	78,796	10,000	(28,910)	Title 1
40	-51976 LIBRARY MEDIA SPECIALIST	53,498	37,037	-	37,037		16,461	
41	-51941 KINDERGARTEN AIDES	111,223	86,424	23,527	109,951		1,272	(\$20K Grant Loss - Kinder.)
42	-51323 RECESS AIDES	24,611	14,206	4,735	18,941		5,670	
43	-51943 MATH TUTORS	57,926	63,432	19,234	82,666	25,000	260	Title 1
44	-51321 STUDENT ACTIVITY SALARY	4,937	5,350	476	4,874		(413)	
	SALARY	2,483,525	2,245,449	917,795	3,162,292	709,000	29,757	
45	-52874 OFFICE EXPENSE	-	-	-	-		0	
46	-52914 EQUIP LEASE/REPAIRS	17,269	13,852	3,417	17,269		0	
47	-52915 PUPIL SUPPLIES	39,902	27,781	12,121	39,902		0	
48	-52957 DUES & SUBSCRIPTIONS	2,363	1,714	649	2,363		0	
49	-52965 TEXTBOOKS	40,210	28,089	12,121	40,210		0	
50	-53004 LIBRARY SUPPLIES/SRV	5,650	3,698	1,952	5,650		0	
51	-58500 SMALL CAPITAL EQUIP.	16,436	10,754	5,682	16,436		0	
	EXPENSE	121,830	85,888	35,942	121,830	-	-	
COST CENTER TOTAL		2,605,355	2,331,337	953,737	3,284,122	709,000	29,757	

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BROMFIELD SCHOOL - 03004		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321 STUDENT ACTIVITIES SAL	59,001	29,228	29,724	58,952		49	
53	-51811 DEPT. COORD/FACIL SAL	43,257	21,410	21,853	43,263		(6)	
54	-51851 ASSOC. PRINCIPAL SAL	110,373	83,192	19,810	103,002		7,371	
55	-51852 PRINCIPAL	132,807	100,962	24,040	125,002		7,805	
56	-51862 SECRETARY SALARIES	98,836	79,817	20,833	100,650		(1,814)	
57	-51872 GUIDANCE SALARIES	233,828	150,319	71,947	222,266		11,562	
58	-51882 NURSE SALARY	91,035	66,253	24,782	91,035		0	
59	-51891 TEACHERS SALARY (6-12)	3,119,056	2,689,493	1,215,126	3,904,619	810,000	24,437	School Choice \$310,000
60	-51892 SUBSTITUTES SALARY	52,000	67,454	9,500	76,954		(24,954)	Devens \$500,000
61	-51902 CLERICAL AIDE SALARY	8,438	4,354	4,084	8,438		0	
62	-51905 GUIDANCE SEC SAL	43,270	34,147	10,032	44,179		(909)	
63	-51991 MEDIA/ LIBR COORD SAL	64,039	44,335	19,704	64,039		0	
64	-51993 INSTR. AIDE SALARY	6,550	-	6,550	6,550		0	
65	-51100 ATHLETIC DIRECTOR SALARY	50,937	21,775	8,288	30,063	(25,000)	(4,126)	Transfer to coaches
		4,113,427	3,392,739	1,486,273	4,879,012	785,000	19,415	
66	-52874 OFFICE EXPENSE	6,400	5,093	1,307	6,400		0	
67	-52914 EQUIP LEASE/REPAIRS	22,415	16,613	5,802	22,415		0	
68	-52915 PUPIL SUPPLIES	55,280	54,780	500	55,280		0	
69	-52957 DUES & SUBSCRIPTIONS	11,514	10,086	1,428	11,514		0	
70	-52965 TEXTBOOKS	82,432	44,889	37,543	82,432		0	
71	-53008 MEDIA BOOK/UPDATE	9,916	8,389	1,527	9,916		0	
72	-53009 VIRTUAL HIGH SCHOOL	18,000	17,250	750	18,000		0	
73	-53344 STUDENT ACTIV EXP	8,904	3,764	5,140	8,904		0	
74	-58500 SMALL CAPITAL EQUIP.	16,208	7,767	8,441	16,208		0	
EXPENSE		231,069	168,631	62,438	231,069	-	-	
COST CENTER TOTAL		4,344,496	3,561,370	1,548,711	5,110,081	785,000	19,415	

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SPECIAL EDUCATION SVS - 03005		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	12,850	7,879	6,029	13,908		(1,058)	
76	-51811 DIR. OF SPECIAL ED.	114,048	92,106	21,930	114,036		12	
77	-51822 SECRETARY SALARY	47,424	35,021	8,307	43,328		4,096	
78	-51891 BROM. TEACHERS SAL	591,605	416,847	180,340	597,187		(5,582)	
79	-51893 HES TEACHERS SAL	331,180	243,868	94,641	338,509		(7,329)	
80	-51890 SYSTEM TEACH SAL	597,096	416,192	169,860	586,052		11,044	
81	-51902 BROMFIELD INST TUTORS	191,667	135,063	47,214	182,277	24,000	33,390	Title 1
82	-51903 HES INSTR TUTORS SAL	217,771	193,355	61,419	254,774	39,945	2,942	Devens Reimb
82a	-51905 NURSE/VAN/EXTENDED YEAR	45,515	-	-	-		45,515	
83	-51852 ELL SALARIES	62,480	8,830	4,257	13,087		49,393	
SALARY		2,211,636	1,549,161	593,997	2,143,158	63,945	132,423	
84	-52834 OFFICE EXPENSE	2,608	854	1,754	2,608		0	
85	-52914 EQUIP LEASE/REPAIRS	1,518	1,518	-	1,518		0	
86	-52915 PUPIL SUPPLIES	16,338	5,608	10,730	16,338		0	
87	-53214 SPED TRANSPORT	356,013	318,276	18,308	336,584	24,571	19,429	Devens Reimb.
	-53216 HOMELESS TRANSPORT	14,855	10,748	4,107	14,855		0	
88	-53805 OTHER PROF. SERVICES	62,273	40,915	21,358	62,273		0	
89	-54810 OUT OF DISTRICT PLACE	239,402	456,055	250,343	706,398	460,000	(6,996)	Circuit Breaker \$460K
90	-54820 COLLABORATIVE FEES	458,258	378,449	373,496	751,945	248,308	(45,379)	1240 grant \$248,308
91	-58500 OTHER SMALL EQUIPMENT	795	1,141	-	1,141		(346)	
EXPENSE		1,152,060	1,213,564	680,096	1,893,660	732,879	(33,292)	
92	-51000 PRESCHOOL SALARIES	24,935	48,416	21,518	69,934	45,000	1	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	28,933	22,623	6,310	28,933		0	
94	-52010 PRESCHOOL EXPENSES	2,284	-	2,284	2,284		0	
PRESCHOOL		56,152	71,039	30,112	101,151	45,000	1	
COST CENTER TOTAL		3,419,848	2,833,764	1,304,205	4,137,969	841,824	99,132	

Harvard Public School's FY17 Budget to Actual Third Quarter

5/4/2017

TECHNOLOGY - 30006		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
95	-51021 INFORMATION TECH SALARIES	93,177	63,277	17,919	81,196		11,981	
96	-51100 INTEGRATED TECHNOLOGY SALARY	153,341	120,631	41,873	162,504		(9,163)	
		246,518	183,908	59,792	243,700	-	2,818	
97	-52050 HARDWARE - SYSTEMWIDE	40,050	81,463	18,587	100,050	60,000	0	Devens offset
98	-55100 SOFTWARE - SYSTEMWIDE	42,628	36,787	5,841	42,628		0	
99	-52380 INTERNET SERVICE PROVIDER	25,818	32,588	-	32,588		(6,770)	
100	-55200 SOFTWARE - HES	3,169	2,600	569	3,169		0	
101	-55340 SOFTWARE - BROMFIELD	6,299	5,654	645	6,299		0	
102	-52875 MAINTENANCE	9,363	3,577	5,786	9,363		0	
103	-55400 SUPPLIES	26,375	18,071	8,304	26,375		0	
	EXPENSE	153,702	180,740	39,732	220,472	60,000	(6,770)	
COST CENTER TOTAL		400,220	364,648	99,524	464,172	60,000	(3,952)	

Harvard Public School's FY17 Budget to Actual Third Quarter

5/4/2017

SUMMARY BY COST CENTER	TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	419,292	348,070	87,078	435,148	10,000	(5,856)	Bldg. Rental
Expenses	<u>393,127</u>	<u>416,626</u>	<u>101,210</u>	<u>517,836</u>	<u>55,000</u>	<u>(69,709)</u>	Bus Fees
	812,419	764,696	188,288	952,984	65,000	(75,565)	
Maintenance, Personnel	164,869	125,723	27,870	153,593	0	11,276	Shaw Tr., School Lunch, Comm.
Expenses	<u>859,434</u>	<u>772,488</u>	<u>261,004</u>	<u>1,033,492</u>	<u>102,645</u>	<u>(71,413)</u>	Ed.
	1,024,303	898,211	288,874	1,187,085	102,645	(60,137)	
Elementary, Personnel	2,483,525	2,245,449	917,795	3,162,292	709,000	29,757	Devens & K Revolv.
Expenses	<u>121,830</u>	<u>85,888</u>	<u>35,942</u>	<u>121,830</u>	<u>0</u>	<u>0</u>	
	2,605,355	2,331,337	953,737	3,284,122	709,000	29,757	
Bromfield, Personnel	4,113,427	3,392,739	1,486,273	4,879,012	785,000	19,415	Devens & Schl Choice
Expenses	<u>231,069</u>	<u>168,631</u>	<u>62,438</u>	<u>231,069</u>	<u>0</u>	<u>0</u>	
	4,344,496	3,561,370	1,548,711	5,110,081	785,000	19,415	
Special Education, Personnel	2,211,636	1,549,161	593,997	2,143,158	63,945	132,423	
Expenses	1,152,060	1,213,564	680,096	1,893,660	732,879	(33,292)	Circuit Breaker & 240
Preschool	<u>56,152</u>	<u>71,039</u>	<u>30,112</u>	<u>101,151</u>	<u>45,000</u>	<u>1</u>	PreK Tuitions
	3,419,848	2,833,764	1,304,205	4,137,969	841,824	99,132	
Technology, Personnel	246,518	183,908	59,792	243,700	0	2,818	
Expenses	<u>153,702</u>	<u>180,740</u>	<u>39,732</u>	<u>220,472</u>	<u>60,000</u>	<u>(6,770)</u>	Devens
	400,220	364,648	99,524	464,172	60,000	(3,952)	
Grand Total, Omnibus	12,606,641	10,754,026	4,383,339	15,136,413	2,563,469	8,650	

	<u>Beginning</u> <u>6/30/16 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Current</u> <u>4/30/17 Balance</u>
Community Education:				
Bridges	\$ 91,091	\$ 153,242	\$ 104,057	\$ 140,275
Summer Adventure	\$ 51,596	\$ 19,712	\$ 5,046	\$ 66,261
Adult Education	\$ 7,439	\$ 3,174	\$ 986	\$ 9,627
Spectrum	\$ 37,610	\$ 92,538	\$ 74,522	\$ 55,626
Global Child	\$ 692	\$ 94		\$ 786
CrossLinks	\$ 22,469	\$ 13,825	\$ 6,626	\$ 29,669
Administration	\$ (108,879)		\$ 43,655	\$ (152,535)
Total Community Education	\$ 102,018	\$ 282,584	\$ 234,892	\$ 149,709
Devens:				
Bromfield School, Tuitions	\$ 1,953,552	\$ 1,452,623		\$ 3,406,175
TBS Staffing	\$ (645)		\$ 7,015	\$ (7,660)
TBS Transportation	\$ (27,243)	\$ 55,479	\$ -	\$ 28,236
TBS Capital	\$ (162,851)	\$ 20,000	\$ 442,057	\$ (584,909)
Special Ed Services	\$ 48,212	\$ 209,725	\$ -	\$ 257,937
Elementary School, Tuitions	\$ (46,217)			\$ (46,217)
HES Staffing	\$ (323,502)			\$ (323,502)
HES Transportation	\$ -			\$ -
HES Capital (Technology)	\$ (224,446)		\$ 140,933	\$ (365,379)
Prior Year Expenditures	\$ (230,347)			\$ (230,347)
TBS Parking Lot	\$ (100)			\$ (100)
Technology Wages	\$ (5,000)			\$ (5,000)
Technology Purchases	\$ (186,133)			\$ (186,133)
Total Devens	\$ 795,279	\$ 1,737,826	\$ 590,006	\$ 1,943,099
Kindergarten Tuitions:	\$ 51,821	\$ 146,103	\$ 1,500	\$ 196,424
PreSchool Revolving:	\$ 12,363	\$ 46,538	\$ -	\$ 58,902
School Bus Revolving:	\$ 4,857	\$ 51,302	\$ -	\$ 56,159
School Lunch	\$ 24,157	\$ 532,257	\$ 450,688	\$ 105,725
School Athletic Revolving:	\$ 713	\$ 202,222	\$ 169,872	\$ 33,062
School Rental Revolving:	\$ 8,897	\$ 19,480	\$ 10,526	\$ 17,850
Shaw Gift:	\$ 372,437	\$ 27,906	\$ 278,907	\$ 121,436
State Revolving:				
School Choice (Special Revenue)	\$ 248,513	\$ 264,741	\$ -	\$ 513,254
Circuit Breaker (Special Revenue)	\$ 384,371	\$ 293,313	\$ 251,268	\$ 426,416
Total State Revolving	\$ 632,884	\$ 558,054	\$ 251,268	\$ 939,670
GRAND TOTAL, REVOLVING FUNDS:	\$ 2,005,425	\$ 3,604,271	\$ 1,987,660	\$ 3,622,037
	<u>FY17 Award</u>	<u>Rev.</u>	<u>Exp.</u>	
Federal Grants: FY17 Award				
Special Education, 240	\$ 248,308	\$ 131,367	\$ 131,398	
Sped Program Improv., 274	\$ 8,887	\$ -	\$ -	
Title II, Part A	\$ 13,635	\$ 13,635	\$ 13,635	
Title 1, 305	\$ 172,210	\$ 76,801	\$ 59,203	
Total Federal Grants	\$ 443,040	\$ 221,803	\$ 204,236	

Friday 4/7/17

Hildreth				Bromfield			
Grade	Tardy	Absent Excus	Absent	Grade	Tardy	Absent Excused	Absent
-1	0	0	0	6	1	2	3
0	1	2	3	7	2	3	3
1	2	2	3	8	1	3	7
2	4	5	6	9	3	3	7
3	2	1	1	10	3	5	7
4	2	1	1	11	6	1	4
5	3	1	2	12	13	2	17
Total	14	12	16	Total	29	19	48

Overall Total 43 31 64

Good Friday 4/14/17

Hildreth				Bromfield			
Grade	Tardy	Absent Excused	Absent	Grade	Tardy	Absent Excused	Absent
-1	0	0	1	6	3	11	22
0	0	5	9	7	0	16	44
1	1	7	12	8	5	11	28
2	2	8	11	9	0	9	36
3	0	6	11	10	4	15	40
4	1	7	10	11	1	19	58
5	0	13	21	12	1	23	68
Total	4	46	75	Total	14	104	296

Overall Total 18 150 371

School Committee Minutes
Upstairs of the Town Hall
Monday, April 24, 2017
6:15 p.m.

Members attending: SusanMary Redinger, Mary Traphagen, Jon Green, Nancy Lancellotti, John Ruark, Maureen Babcock, Linda Dwight and Peter Rowe

Mary Traphagen called the meeting to order at 6:17 p.m.
Nancy Lancellotti read the Core Value Statement.

Open to Interested Citizens' Commentary

None

Warrant Signature Update with Vote Consideration

David Nalchajian, Town Finance Director and Peter Rowe, School Business Manager explained a change based on the Municipal Modernization Act that would modify the procedure for signing bill and payroll warrant by allowing the School Committee to designate one member to sign and approve warrants. If the School Committee chooses to adopt this new procedure, the committee must vote at an open meeting to designate one member to sign warrants, and the designated member is required to report his or her actions on the warrants to the full board at the next meeting following the action. The School Committee may vote, at an open meeting, to designate one of its members as a substitute in the event of the absence or other inability of the designated member to act. The board can only designate one substitute member at a time.

Nancy Lancellotti made the motion and SusanMary Redinger seconded to move that we approve the proposal set out in the memorandum to change the procedure for signing the payment of bills as described in the memo.

VOTE 5/0

SusanMary Redinger made the motion and Jon Green seconded to move that SusanMary Redinger be approved as the signer of the vendor warrant with John Ruark serving as the alternate.

VOTE 5/0

Grant Approval

The Committee reviewed a request to approve a gift from Fanfare to fully fund drum set equipment for a total amount not to exceed \$350.

Nancy Lancellotti made the motion and SusanMary Redinger seconded to accept the Fanfare donation of \$350 to fund drum set equipment for the Bromfield School

VOTE 5/0

Superintendent Report

Dr. Dwight reported on the following building project updates:

- Tom Murphy became our new Owners Project Manager from NV5 after the School Building Committee approved the personnel change.

- The School Building Committee met and approved four schematic designs to submit to MSBA as a part of the documents required in the next step of the process.
- The working sub-committee met to iron out the schedule and assess our progress towards the benchmarks laid out by MSBA.
- Sue Frederick and Dr. Dwight met with parents at the Village Nursery School. Josh and Dr. Dwight met with senior citizens at the Hildreth House.
- The Education Plan is nearly complete and requires an endorsement vote from the School Committee.

Principal Search Update:

Members of the Search Committee read over the 33+ applications over the April vacation week. They took notes on the potential candidates and prioritized a list for interviews. We will meet on April 25th to narrow down the interview list to approximately 7. Interviews will be scheduled for Friday, April 28 and Thursday, May 4th.

Technology Planning:

Dr. Dwight spoke with students in grades 9 – 11 about the 1:World roll out for next year. Dr. Dwight asked the students to complete a short survey. The Technology Committee will be reviewing the results and using the information to inform planning.

Gender Revolution Movie Event:

The Gender and Sexuality Alliance (GSA) hosted the National Geographic movie narrated by Katie Couric. Katie explored the evolving complexities of gender identity in the two hour documentary. She infused humor and held frank conversations with people across the country and across the globe. Afterwards the parents, students, faculty and others posed for a picture that Dr. Dwight posted to our Twitter account.

Building Project Public Forums are scheduled for:

Wednesday, April 26th at 7:30 a.m. – Upper Town Hall Meeting Room

May 3rd 5:00 p.m. at HES

May 9th 5:30 p.m. at HES

Educational Plan Vote

Dr. Dwight reviewed the Education Plan which will be submitted to the Massachusetts School Building Authority (MSBA). This plan details our goal to ensure that the Hildreth Elementary School building project is focused on the education needs of our students and their teachers. The document will be one of the key aspects of our continuing discussion with MSBA officials as we move toward next steps in this upcoming project.

SusanMary Redinger made a motion and John Ruark seconded to move that we approve the Educational Plan as submitted with a minor amendment to the transportation section and to allow the School Building Committee to make changes as necessary and to have the superintendent report back any changes to the School Committee.

VOTE 5/0

School Committee Self-Evaluation results

SusanMary Redinger presented the results of the School Committee Self Evaluation Instrument and compared the numeric score to previous years. The overall score for 2016 is 3.3 out of a possible 4.

The Committee discussed how to get more input from the public while still making the meetings transparent. There was a question as to how the Committee is informed about student achievement and continued improvement in student learning. The Committee looks forward to having Dr. Dwight put together information that will provide the variety of assessments and rubrics used by teachers. The assessment is a useful tool in identifying areas that need more attention. The Committee would like to use the data from the self-evaluation to create an action plan for improvement.

Final Day of School Vote

SusanMary Redinger made a motion and John Ruark seconded to approve June 19, 2017 as the final day of school for the 2016/2017 school year.

VOTE 5/0

Reorganizing Sub-Committees and Liaisons

Assignments	
Board of Selectman	<i>Mary Traphagen</i>
FinCom	SusanMary Redinger
DEAC	MaryTraphagen
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	SusanMary Redinger
HEAC	<i>John Ruark</i>
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
Athletic Advisory	Mary Traphagen/John Ruark
HCTV	Jon Green
Subcommittee Assignments	
Bromfield House	<i>Dissolved</i>
Budget	SusanMary Redinger/Mary Traphagen
Policy	Mary Traphagen/Nancy Lancellotti
Science Labs	Nancy Lancellotti/SusanMary Redinger
User Fees/Athletic Advisory	<i>Dissolved</i>
Website Review	SusanMary Redinger and Jon Green
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Superintendent Review	SusanMary Redinger and Mary Traphagen
HES Visioning	Mary Traphagen and SusanMary Redinger
Building Committee	SusanMary Redinger

Changes to Liaison Assignments and Subcommittee Assignments are bolded in the chart above. The Committee will review Liaison and Subcommittee assignment in the fall.

John Ruark made a motion and Nancy Lancellotti seconded to dissolve the Bromfield House and User Fee/Athletic Advisory Subcommittee.

VOTE 5/0

Review meeting minutes

SusanMary Redinger made a motion and Jon Green seconded to approve the minutes of April 10th meeting as amended.

VOTE 5/0

Liaison/Subcommittee reports

Maureen Babcock reported there will be one more meeting before school ends. Maureen Babcock explained that the School Committee liaison to DEAC is a voting member.

Jon Green – SEPAC will be having speakers coming in that are part of the response to the surveys. Details to follow.

SusanMary Redinger – CIPC met this morning and reviewed their process. SusanMary Redinger cited the breakdown between the schools and HEAC that resulted in the capital requests from HEAC coming in too late to be included for capital funding this year. SusanMary Redinger will meet with Brian Smith and Eric Broadbent from HEAC and go over the process and make plans going forward. Also, the way that CIPC recommended the funding for the science labs was for Capital to pay for one science room and the schools to pay for the other. The way they suggested to fund it is to pay for half of the total cost up to \$175,000. The funding has to be done as was worded in the warrant article at town meeting. Peter Rowe will work with David Nalchajian to sort out the funding. The work can begin now but the capital funds are not available until July 3rd. Capital meets again in two weeks.

Mary Traphagen reported that the Policy Subcommittee met on Monday and will be meeting again on Friday to work on changes to the harassment policy. HES School Council meets tomorrow. Mary Traphagen attended the Building Committee meeting and saw the roll out of the 4 schematic designs which are very interesting and cool.

Suggested Future Agenda Items

Core Components of Curriculum

Review Summer PD Schedule

Superintendent Evaluation

Senior Activities

Personnel Update

Financial Report

Student Achievement

Building Project Update

Policy Flow Chart

Policy Sections

School Committee Self Evaluation – follow up

Good Friday Attendance

Citizens Commentary - None

School Committee Commentary

SusanMary Redinger –thanks for having the minutes proof read prior to the meeting. It really made a difference. Acknowledge Mary Traphagen for stepping in, she is doing a great job.

Mary Traphagen - It is daunting to fill Susan Mary's shoes but looking forward to each meeting getting a little easier. Thanked everyone for their support.

Jon Green – thanked everyone for the 6:15 p.m. start time.

Maureen Babcock – The Building Project Education Plan document gave a great overview to the many angles of the project and the 21 century things that are being considered. The report was very thorough and well thought out. It is very exciting to see the project plans with that detail for the first time.

SusanMary Redinger made the motion and Jon Green seconded to adjourn the meeting at 8:10 p.m.
VOTE 5/0

Respectfully Submitted:

Mary Zadroga