

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

---

**School Committee Meeting**  
**Monday, September 11, 2017**  
**6:15 PM**  
**Upper Town Hall**

- I. Call to Order (6:15)**
- II. Read the Vision Statement (6:16)**
- III. Public Commentary (6:17)**
- IV. Trip Approval (6:20)**
- V. Math Curriculum Review (6:25)**
- VI. Club Consideration (6:40)**
- VII. Grant Approval (6:50)**
- VIII. Bromfield Dress Code Revision (6:55)**
- IX. HEAC Presentation (7:05)**
- X. Superintendent's Report (7:30)**
- XI. Goals (7:35)**
- XII. District Improvement Plan Draft (7:45)**
- XIII. Vision Statement Revisions (8:00)**
- XIV. Financial Close Out (8:05)**
- XV. Sub-committee/Liaison Assignments (8:15)**
- XVI. Meeting Minute Approval (8:20)**
- XVII. Warrant Approval (8:25)**
- XVIII. Agenda Items for September 25th (8:28)**
- XIX. Open to Interested Citizens' and School Committee Commentary (8:30)**
- XX. Adjournment (8:35)**

**Documents: superintendent's report, liaison list, field trip forms, Bromfield handbook draft, meeting minutes, goals, financial report**

**Vision Statement: The Harvard Public Schools Community, a leader in educational excellence guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.**

## Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie & TBD

Grade Level(s) of Students Attending Trip: 9-12

Trip Destination: UMass Amherst // UMass MUN

Date of Departure: approx  
Fri 3/10

Time of Departure: approx  
SUN 3/12

Date of Return:

Time of Return:

\*NO school missed

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address:

Phone: 609.204.0332

Cost of Trip: \$200

Plan to address overnight stipend for professional staff:

fundraise

Deposit Method and Due Dates:

2/18

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

## Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

**Purpose of Field Trip:**

see attached

**Trip Itinerary:**

See attached

# UMass MUN

March 10th - 12th, 2017

[about](#) [committees](#) [register](#) [contact](#)

Dear Prospective Delegates and Advisers,

It is with great excitement and pleasure that we invite you to join us at the University of Massachusetts Amherst Secondary School Model United Nations Conference! UMassMUN XVI will take place March 10th to March 12th, 2017 in Amherst, MA at the UMass Hotel and Conference Center, located in the center of the Commonwealth's flagship campus.

Hosted and staffed by the UMass International Relations Club, the goal of UMassMUN is to bring our delegates together into an environment that fosters creative thinking and open-mindedness in debate. We strive to provide a unique, exciting, and challenging experience with each conference in order to foster communication skills, test critical thinking and reasoning, and proliferate knowledge of international relations. Our committees are designed to present delegates with multi-faceted international issues ranging from political and social movements to environmental and health concerns, and keep them in touch with the state of our globalized world.

It is our distinct pleasure to announce the theme of UMassMUN XVI will be "Power"! As our world moves further in its course of globalization, political power is more important than ever. Power has played a central role in many historical events as well as current and prospective ones, as opposing sides fight for control over their respective spheres.

At our conference, we hope to generate discussion and simulate potential resolutions in our committees on: COP 23, Nixon's Cabinet, European Union, African Union, Disarmament & International Security Cooperation Agency, Special Political and Decolonization, Human Rights Commission, UN Women, Historic Security Council, Colombia and FARC Peace Deal, and the Bosnian War.

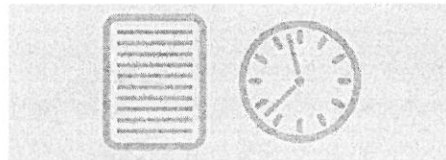
UMassMUN XVI also strives to provide its delegates and advisers with a professional and enjoyable conference setting. An opening reception is provided for both delegates and their advisers, and numerous social events including a dance and trivia take place on Saturday evening. Together, the experiences in and out of committee make UMassMUN one of the premier high school Model United Nations conferences in the Northeast.

We look forward to seeing you in March!

UMassMUN XVI Secretariat



secretariat



conference schedule



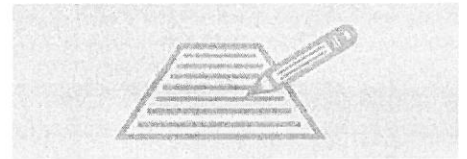
keynote speaker



hotel information



features



educational experience



# UMass MUN

March 10th - 12th, 2017

[about](#) [committees](#) [register](#) [contact](#)

## Conference Schedule

The tentative schedule of events and committee sessions for UMass MUN XVI, times may change slightly.

### Friday

Registration Check-In: 4:00-6:30pm in Campus Center concourse\*.

Opening ceremonies: 7:00-8:00pm.

Committee Session I:

- (Group A) 8:05-9:25pm
- (Group B) 8:10-9:30pm

Adviser Social: 8:30-10:00pm.

Curfew at 11:00pm - All delegates must remain in own rooms at this time.

\*Dinner will not be provided, only light refreshments. Please plan accordingly

### Saturday

Committee Session II:

- (Group A) 9:00-11:45am.
- (Group B) 9:10-11:55am.

Lunch Break: 12:00-1:15pm.

(tours of campus will be offered to those who are interested)

Committee Session III:

- (Group A) 1:30-4:30pm.
- (Group B) 1:35-4:35pm.
- Advisor Meeting: 3:00-3:30 pm

Dinner Break: 4:45-7:00pm\*\*.

Committee Session IV:

- (Group A) 7:15-9:00pm.
- (Group B) 7:20-9:05pm.

Delegate Dance: 9:30-11:30pm in the Campus Center Ballroom.

(in addition to the dance, Trivia Night as well as board games will be hosted in an adjacent room)

Curfew at 12:00am - All delegates must be in own rooms at this time.

\*\*If your delegation would like to eat off campus, we strongly advise that you make reservations ahead of time.

### Sunday

Committee Session V: 9:30-10:45am.

Checkout of UMass Hotel by 11:00am.

Closing Ceremonies: 11:15-12:00pm.

[Return to about](#)

## Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie & TBD

Grade Level(s) of Students Attending Trip: 9-12

Trip Destination: Boston // HMVN  
(Harvard University MUN)

Date of Departure:

Time of Departure:

Date of Return:

Time of Return:

THURS

1/25/18

SUN

1/28/18

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address:

Phone:

609.204.0332

Cost of Trip:

\$250

Plan to address overnight stipend for professional staff:

fundraise

Deposit Method and Due Dates:

10/17

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

## Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

### **Purpose of Field Trip:**

*See attached*

### **Trip Itinerary:**

*See attached*



## WHAT IS HMUN?

Harvard Model United Nations is a four-day international relations simulation for high school students held annually in downtown Boston. At HMUN, delegates gain insight into the workings of the United Nations and the dynamics of international relations by assuming the roles of UN representatives and members of other international bodies and national cabinets. HMUN is an exciting opportunity for students to debate issues that confront world leaders and to draft resolutions in response to these global issues. Participants will develop their abilities to work with others who are equally motivated and passionate about the topics of debate and to respond to global concerns.

HMUN 2018 builds upon decades of experience. In 1927, Harvard held its first annual model League of Nations, followed by the first model United Nations conference in

1953. This longevity and the dynamic that only a conference of our size can provide make HMUN the preeminent simulation of its kind in the world.

True to the spirit of the United Nations, founded in 1945, HMUN strives to foster a constructive forum for open dialogue on complex global issues, including international peace and security and economic and social progress. HMUN stresses the in-depth examination and resolution of pressing issues, emphasizing process over product. During the conference, students learn the importance of balancing national interests with the needs of the international community, while also learning about the powers and limitations of international negotiation. Delegates will preserve their countries' national policy while negotiating the face of other, sometimes conflicting, international policies.

## WHY HMUN?

- ➔ Substantive Excellence
- ➔ Tradition and Innovation
- ➔ Size and Diversity
- ➔ What are people saying about HMUN?

## THE SECRETARIAT OF HMUN 2018

Andrew R. Chang  
SECRETARY-GENERAL

Marija Jevtic  
DIRECTOR-GENERAL

Kayla R. Hollingsworth  
ADMINISTRATION

+ BIO

+ BIO

+ BIO

## Out of State/Overnight Field Trip Request Form

Advisor(s): Bryce Mattie & TBD

Grade Level(s) of Students Attending Trip: 10-12

Trip Destination: New York City // GCMUN

Date of Departure: approx

Time of Departure:

Date of Return: 2/22/18

Time of Return: 2/24/18

\* Feb. break

Travel Company (if applicable): N/A

Name of Contact Person: Bryce Mattie

Address:

Phone: 609.207.0332

Cost of Trip: \$600

Plan to address overnight stipend for professional staff:

fundraise

Deposit Method and Due Dates:

10/17

Date of Parent Meeting(s):

TBD

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

## Field Trip Step 1B

**Directions:** Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

**Purpose of Field Trip:**

**Trip Itinerary:**

# GCMUN

[Home \(Default.aspx?page=home\)](#) » [About us](#)

## ABOUT US

The **Global Citizens Model United Nation (GCMUN)** is a 3-day intense conference that will be held in **New York City on February 22-24, 2018**. At GCMUN, **High School** students will have the opportunity to live and breathe the real life of an ambassador. During the simulation, its participants will spend **at least one full day at the United Nations Headquarters**.

Model United Nations around the world are well-known for their huge educational value, and GCMUN will be no different. Students will engage in highly stimulating debates on world-class issues directly selected from the United Nations Agenda.

Teamwork is of key importance both for the drafting of official-looking United Nations documents and for the debating. The value of the individual will be as equally stressed when students are prepared to take up on their role as delegates, researching like real scholars, helped and encouraged by the highly formative **Background Guides**, that will kindle the students' interest in deepening their knowledge on the various matters. Due to the high consideration GCMUN holds for education and for the preparation of the students, the staff will be composed of **graduates and undergraduates from the world's most prestigious universities**, all supported by a wide experience in MUNs conferences.

## ABOUT GCMUN

---

The Global Citizens Model United Nations (GCMUN) is a 3-day intense and exclusive conference that will be held in New York City in February 2017.



## CONTACT INFO

---

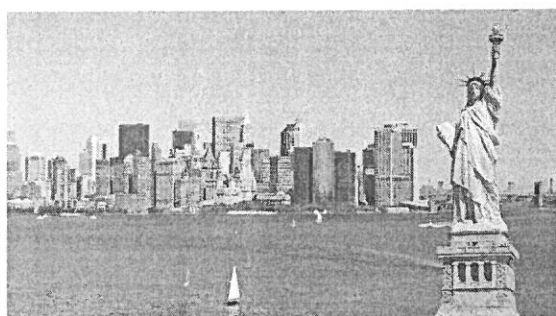
✉ [secretariat@gcmun.org](mailto:secretariat@gcmun.org)

## NEWS

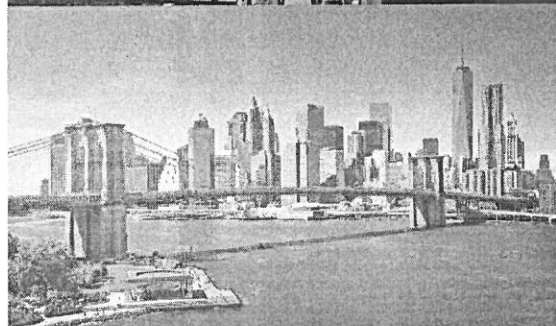
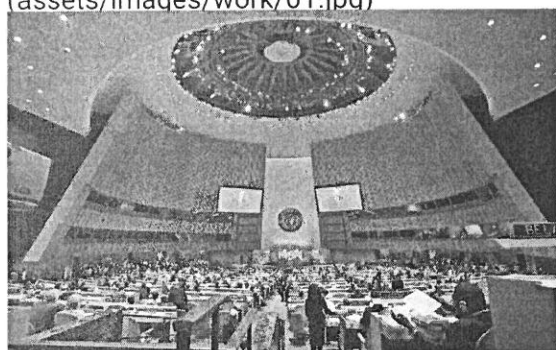
---

## PICTURES

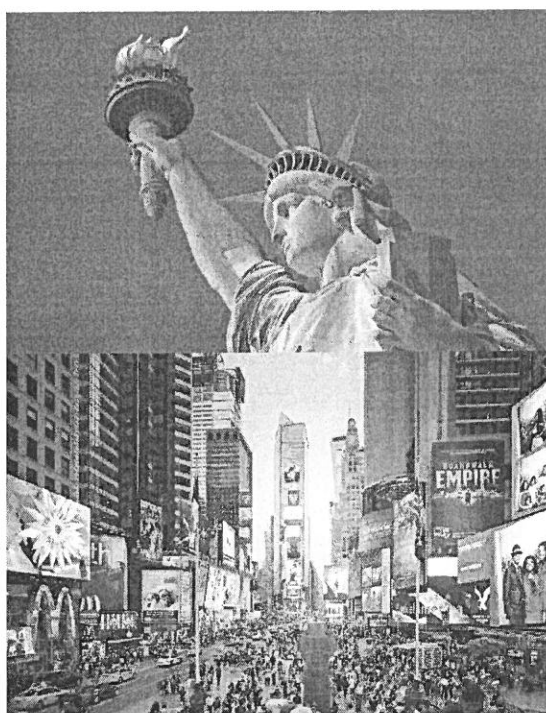
---



(assets/images/work/01.jpg)



(assets/images/work/05.jpg)



(assets/images/work/04.jpg)

© 2017 Global Citizens  
Model United Nations.

Cookies Policy (<http://www.crmo.it/CookiePolicy.aspx>)

ShinyStat™  
Online 1  
P.viste tot 13500

(<http://s13.shinystat.com/cgi-bin/shinystatv.cgi?USER=gcmun&NH=1>)

Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

BARS

Organization Name: Bromfield Association of Rocket Science

Application Date: 6/15/17

Student Organizers: Evan Bilafer  
Ben Elliott

Faculty Advisor: Julie Burton  
Chris Zacharer

Organizational Goals and Objectives:

Building rockets will help students to learn  
about the science of rocketry. It helps  
students apply knowledge they learned  
in math & science classes.

\* Strongly advised for students who have completed  
Rationales: Introductory Physics 10-12th grades

Become better science students.

What do you see as the role of the faculty advisor in this organization?

Advisors guide & educate students on the building  
and launching of model rockets. Advisors  
will travel with students to launch  
rockets in Acton, MA or Amesbury, MA on  
Saturdays.

Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: Science National Honor Society

Application Date: 7.17.17

Student Organizers: Joshua Canning

Faculty Advisor: Deborah Pierce

Organizational Goals and Objectives:

- To promote & support student research and projects in Science
- Recruit mentors to help students see their projects to fruition
- to honor student accomplishments and
- to promote continued studies/careers in Science

Rationales:

- Providing an organized medium to recognize student involvement and achievement in science gives them a more specific and nationally recognized method to create a portfolio; become involved in a wide variety of STEM activities & projects and to be introduced to a wide range of potential careers in science.

What do you see as the role of the faculty advisor in this organization?

The role of the faculty advisor is mainly a facilitator; helping students make contact with mentors, be a sounding board for ideas and to help student acquire materials for projects as needed

Application for New Clubs and Organizations

The Bromfield School  
Harvard, MA 01451

Organization Name: The German Club

Application Date: 1/4/17

Student Organizers: Jack Magan, Cecilia Juliano,  
Ella Montessa, Sophia Atwell,  
Lana O.

Faculty Advisor: Ms. Terrio

Organizational Goals and Objectives:

Learn about german language and  
culture.

Rationales:

It's good to know other languages.  
Germany offers really good scholarships  
to students to study in Germany.

What do you see as the role of the faculty advisor in this organization?

Ms. Terrio knows German, and lived in Germany  
and can teach us stuff.

What do you project the time commitment would be for this advisor?

we will probably meet to an hour after school  
once or twice a month. if there is a lot of  
interest, we would meet more frequently.

**For Office Use Only**

Estimated tentative advisor stipend


~ \$ 618

Athletic Director

Principals Approval

Superintendent's Approval

School committee Approval

  
\_\_\_\_\_  
\_\_\_\_\_

## Grant Approval Request

PTO

Submitted by Josh Myler, Principal

### Donation:

The PTO has generously donated \$3500 for use by teachers and administration at HES. This "Appleseed" money has been used in the past to cover incidental expenses incurred by the teachers in setting up their classrooms for the year, such as decorations, celebration materials, miscellaneous craft supplies, etc. It has also been used by the administration to defer costs of trips or special items (recorders, backup snacks, etc.) for students with financial need. If approved, the money will be added to the gift account and teachers will be informed of the amount they can submit for reimbursement, with the remainder held for administrative use as outlined above.

## **Proposed Language Draft**

### **Student Dress**

Student dress and grooming are the concern of the individual student and their family, provided that student's dress is appropriate for a school setting. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise discriminated against, so long as their dress and appearance meet the requirements set forth above or the guidelines set forth below.

#### **Dress Guidelines:**

- There should not be any exposed undergarments, midriffs, buttocks, or torsos.
- There should not be any clothing that includes words, pictures, et cetera that are vulgar and/or suggestive of vulgarity; items that promote or advertise alcohol, drugs, tobacco, prejudice, sexual innuendo, obscene, or inappropriate behavior.



## STUDENT DRESS CODE

Student dress and grooming are the concern of the individual student and/or his/her family, provided that student's dress is appropriate for a school setting. More specific guidelines may be found in the student handbooks which are updated and distributed annually.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

LEGAL REFS.: M.G.L. 71:82; 71:83

CROSS REF: School Student/Parent Handbooks

Approved: September 22, 2008

Amended: May 12, 2014

## Superintendent's Update September 11, 2017

---

### **I. Hildreth Elementary building project update**

*Standard II: Management and Operations*

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

- Met with members of the working group to outline upcoming steps in the process
- Held a School Building Committee meeting; topics included site considerations and building sizing/location
- Coordinated communication with NV5, Arrowstreet, Chief Sicard and Bob Scanlan for a meeting on 9/12

### **II. Schools Welcome Students and Staff**

*Standard II: Management and Operations*

*Standard IV: Professional Culture*

The all staff convocation speaker, Dr. Rob Evans, shared an uplifting message about the power of teachers to make a difference in the lives of students. He reminded us to find joy in the daily interactions and collaborations. The informal reviews of his talk were so positive that we are planning to have him return in May. Already teachers are taking the message to heart in planning a collaborative gathering after hours and their participation in the bed races for the Volksfest in Harvard.

Students started school on August 30<sup>th</sup> and we saw lots of smiles and excited chatter. We have created learning environments where most students want to come. This is credit to all involved with the Harvard Public Schools.

### **III. Meeting Date Change**

Our first scheduled meeting in October falls on Columbus Day and Mary suggested that we discuss other options for meeting.

### **IV. Science Lab Update**

*Standard II: Management and Operations*

The science sub-committee, town administrators, school leaders, and the science department leader met on September 7<sup>th</sup> to discuss the timeline and impediments to the project. The remaining hurdle in the project is the lack of a secured plumber due to no bids or an unacceptable bid. After exhausting any other possibility, we are forced to wait until September 20<sup>th</sup> in hopes that our outreach yields a successful bid in the latest procurement cycle.

Meanwhile students and teachers are displaced, but making the best of the situation. They are focused on ensuring student learning by sharing spaces and collaborating

**Superintendent's Update**  
**September 11, 2017**

---

together. Scott, Robin and Julie will continue to work closely with the teachers on this part of the problem.

While we wait until September 20<sup>th</sup>, we will continue with the concrete boring parts of the project and electrical preparations.

**V. Classroom Walk-throughs as a Priority**

*Standard I: Instructional Leadership*

The leaders at both schools made frequent classroom visits a priority goal during our Leadership Summit. They have set time aside on their shared calendars to visit classrooms daily and provide feedback. They are setting a very positive tone with their focus on instructional leadership.

At our leadership team meeting the leaders shared the positive impact of their visits; both to them, the students, and the faculty. We also shared our other goals for the year, reviewed the District Improvement Plan draft, and spent time discussing Dr. Evan's book, The Human Side of School Change.

## Vision Statement Choices from Leadership Summit 2017

### Option 1:

Original Statement: The Harvard Public Schools community, a leader in educational excellence, guides each student to realize his or her highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, contribute, and adapt in an ever-changing world.

### Option 2:

Choice 3: The Harvard Public Schools community, **dedicated to** educational excellence, guides **students** to realize **their** highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, **listen to diverse perspectives**, think critically and creatively, and communicate effectively. They continue to develop the confidence and ability to collaborate, and contribute to their **local, national, and global community**.

### Option 3:

Choice 3: The Harvard Public Schools community, a leader in educational excellence, guides **students** to realize **their** highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. **They develop** the confidence and ability to **understand diverse perspectives**, collaborate, and contribute to their **local, national, and global community**.

TO: Dr. Linda Dwight, Superintendent

September 7, 2017

FROM: Peter C. Rowe, Finance Director

RE: FY17 Final Budget Update

Attached please find two (2) documents containing information to explain spending for the Harvard Public Schools for FY2017 through June30, 2017.

-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 \$2,460,187.

This report documents total spending for the year at \$15,063,222, which yielded a small surplus for FY17 of \$3,606. The major factors negatively affecting total spending for the year, as previously reported, were: 1) a Custodial Service contract which exceeded the budget by \$60K, separate from snow removal, which cost an additional \$65K, 2) Regular transportation contract increase of \$36K, 3) Out of District Private Placement and Contracted Service costs at \$68K, 4) legal services costs at \$37K and 5) the loss of the state funded Kindergarten Grant at \$20K. These overages are largely offset by approximately \$150K in salary savings from staff turnover, energy costs under budget by \$54K and a projected surplus of \$33K in the Special Education transportation account. On balance the savings were able to offset the overages by a small amount: \$3,606.

-Attachment 2 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 end balances indicates that the only major fund where revenue failed to offset expenditures was the School Athletic Revolving Fund. This issue has previously been reviewed by the School Committee and this FY17 year-end report includes an expenditure transfer of \$26K out of the Athletics account into the Devens account. Additionally the Circuit Breaker account, where revenue was projected at \$460K, received FY17 revenue of \$408K but expenditures were kept to \$444K rather than the \$460K budgeted.

Total available revolving funds at year end FY17 are \$1.7M compared with \$2.0M at year end FY16 primarily due to the Shaw Trust account, where a net reduction of fund balance for the year of \$241K was due to Bromfield Parking Lot project expenditures.

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

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY17	Expended thru 6/30/17	6/30/17 Encumbered	Total Actual	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	162,400	162,395	-	162,395		5	
2	-51702 ADMIN ASST SAL	66,619	70,720	-	70,720		(4,101)	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	2,500	-	2,500		0	
4	-51731 BUSINESS COORD SAL	49,440	51,355	-	51,355		(1,915)	
5	-51742 CLERICAL SALARY	14,093	26,009	-	26,009	10,000	(1,916)	Building Rental
5a	-51915 SCHOOL BUSINESS MANAGER	-	14,300	-	14,300		(14,300)	
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	5,397	-	5,397		13,103	
7	-51941 PROF DEV SAL	43,740	30,753	-	30,753		12,987	
8	-51100 TSA MATCH	62,000	71,483	-	71,483		(9,483)	
<b>SALARY</b>		<b>419,292</b>	<b>434,913</b>	<b>-</b>	<b>434,913</b>	<b>10,000</b>	<b>(5,621)</b>	

9	-52713 LEGAL FEES, GENERAL	6,000	29,558	838	30,395		(24,395)	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	22,855	-	22,855		(12,855)	
11	-52715 SUPPLIES/OFFICE	19,000	20,794	179	20,973		(1,973)	
12	-52914 EQUIP LEASE/REPAIRS	4,903	3,735	-	3,735		1,169	
13	-52954 PROF DEV (CURR) EXP	69,957	66,638	7,724	74,362		(4,405)	
14	-52957 DUES & SUBSCRIPTIONS	9,974	6,775	-	6,775		3,199	
15	-53214 REGULAR TRANSPORT	273,293	422,100	(57,528)	364,572	55,000	(36,279)	Devens Transfer/Bus Fees
<b>EXPENSE</b>		<b>393,127</b>	<b>572,454</b>	<b>(48,787)</b>	<b>523,667</b>	<b>55,000</b>	<b>(75,540)</b>	

**COST CENTER TOTAL**

<b>812,419</b>	<b>1,007,367</b>	<b>(48,787)</b>	<b>958,579</b>	<b>65,000</b>	<b>(81,160)</b>	
----------------	------------------	-----------------	----------------	---------------	-----------------	--

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

SCHOOL MAINTENANCE - 03002		TM BUDGET FY17	Expended thru 6/30/17	6/30/17 Encumbered	Total Actual	Outside Funding	Surplus or (Deficit)	Funding Source
16	-51372 CUSTODIANS SAL	67,798	68,929	-	68,929		(1,131)	
17	-51374 MAINT FOREMAN SAL	84,071	86,189	-	86,189		(2,118)	
18	-51300 OVERTIME	13,000	-	-	-		13,000	
	<b>SALARY</b>	<b>164,869</b>	<b>155,119</b>	<b>-</b>	<b>155,119</b>	<b>0</b>	<b>9,750</b>	
19	-52380 TELEPHONE	8,000	5,941	446	6,386		1,614	
20	-52381 SUPPLIES/MAINT BLDG	116,489	110,838	-	110,838	-	5,651	
21	-52382 WATER	13,000	22,658	-	22,658	5,000	(4,658)	Food Service
22	-52385 ELECTRICITY	165,000	193,672	-	193,672	60,000	31,328	Community Ed
23	-52386 FUEL (Gas & Oil)	125,000	102,478	-	102,478		22,522	
24	-52387 HVAC/PREVENTIVE MAINT	70,345	76,087	-	76,087		(5,742)	
25	-52390 TRASH DISPOSAL	13,000	12,924	-	12,924		76	
26	-52391 SERVICES	48,600	113,724	-	113,724		(65,124)	(Snow Removal)
27	-52388 CONTRACT CLEANING	300,000	360,000	-	360,000		(60,000)	
	<b>EXPENSE</b>	<b>859,434</b>	<b>998,321</b>	<b>446</b>	<b>998,767</b>	<b>65,000</b>	<b>(74,333)</b>	
<b>COST CENTER TOTAL</b>		<b>1,024,303</b>	<b>1,153,440</b>	<b>446</b>	<b>1,153,885</b>	<b>65,000</b>	<b>(64,582)</b>	



# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

HILDRETH ELEMENTARY - 03003		TM BUDGET	Expended	6/30/17	Total	Outside	Surplus or	Funding
		FY17	thru 6/30/17	Encumbered	Actual	Funding	(Deficit)	Source
29	-51320 GUIDANCE SALARY	92,593	81,909	10,684	92,593		(0)	
30	-51851 PRINCIPAL SALARY	115,954	123,970	-	123,970		(8,016)	
31	-51852 ASSOC. PRINCIPAL	96,425	99,502	-	99,502		(3,077)	
32	-51862 SECRETARY SALARIES	84,187	84,191	-	84,191		(4)	
33	-51811 NURSE SALARY	72,213	40,543	10,079	50,622		21,591	
34	-51872 CURRICULUM COORD.	64,541	105,343	12,062	117,405	65,000	12,136	Title 1
35	-51891 TEACHERS (K-5) SALARY	1,318,696	1,714,464	152,485	1,866,950	578,000	29,746	Devens \$418,000
36	-51892 SUBSTITUTES SALARY	51,900	64,360	10,147	74,507		(22,607)	& K Revolving \$160,000
37	-51902 CLERICAL AIDE SALARY	8,438	8,266	-	8,266		172	
38	-51905 MUSIC/ART/PE TEACH SAL	286,497	254,011	21,056	275,067		11,430	
39	-51906 READING AIDE SAL	39,886	73,932	-	73,932	-	(34,046)	Title 1
40	-51976 LIBRARY MEDIA SPECIALIST	53,498	47,325	6,173	53,498		0	
41	-51941 KINDERGARTEN AIDES	111,223	96,033	-	96,033		15,190	(\$20K Grant Loss - Kinder.)
42	-51323 RECESS AIDES	24,611	14,625	-	14,625		9,986	
43	-51943 MATH TUTORS	56,219	73,422	-	73,422	15,000	(2,203)	Title 1
44	-51321 STUDENT ACTIVITY SALARY	4,937	11,434	-	11,434	0	(6,497)	
<b>SALARY</b>		<b>2,481,818</b>	<b>2,893,331</b>	<b>222,686</b>	<b>3,116,017</b>	<b>658,000</b>	<b>23,801</b>	
45	-52874 OFFICE EXPENSE	1,707	1,692	32	1,725		(18)	
46	-52914 EQUIP LEASE/REPAIRS	17,269	17,829	-	17,829		(560)	
47	-52915 PUPIL SUPPLIES	39,902	39,425	387	39,811		91	
48	-52957 DUES & SUBSCRIPTIONS	2,363	1,714	-	1,714		649	
49	-52965 TEXTBOOKS	40,210	39,670	538	40,208		2	
50	-53004 LIBRARY SUPPLIES/SRV	5,650	5,597	-	5,597		53	
51	-58500 SMALL CAPITAL EQUIP.	16,436	16,405	-	16,405		31	
<b>EXPENSE</b>		<b>123,537</b>	<b>122,331</b>	<b>957</b>	<b>123,288</b>	<b>-</b>	<b>249</b>	
<b>COST CENTER TOTAL</b>		<b>2,605,355</b>	<b>3,015,662</b>	<b>223,643</b>	<b>3,239,305</b>	<b>658,000</b>	<b>24,050</b>	

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

BROMFIELD SCHOOL - 03004			TM BUDGET FY17	Expended thru 6/30/17	6/30/17 Encumbered	Total Actual	Outside Funding	Surplus or (Deficit)	Funding Source
52	-51321	STUDENT ACTIVITIES SAL	59,001	61,549	3,108	64,657		(5,656)	
53	-51811	DEPT. COORD/FACIL SAL	43,257	42,346	3,173	45,519		(2,262)	
54	-51851	ASSOC. PRINCIPAL SAL	110,373	109,251	-	109,251		1,122	
55	-51852	PRINCIPAL	132,807	118,744	-	118,744		14,063	
56	-51862	SECRETARY SALARIES	98,836	99,059	-	99,059		(223)	
57	-51872	GUIDANCE SALARIES	233,828	206,195	16,072	222,266		11,562	
58	-51882	NURSE SALARY	91,035	108,711	9,209	117,920		(26,885)	
59	-51891	TEACHERS SALARY (6-12)	3,119,056	3,532,889	346,467	3,879,356	810,000	49,700	School Choice \$310,000
60	-51892	SUBSTITUTES SALARY	52,000	83,903	-	83,903		(31,903)	\Devens \$500,000
61	-51902	CLERICAL AIDE SALARY	8,438	7,571	-	7,571		867	
62	-51905	GUIDANCE SEC SAL	43,270	42,722	-	42,722		548	
63	-51991	MEDIA/ LIBR COORD SAL	64,039	55,899	7,085	62,983		1,056	
64	-51993	INSTR. AIDE SALARY	6,550	-	-	-		6,550	
65	-51100	ATHLETIC DIRECTOR SALARY	50,937	51,955	-	51,955	-	(1,018)	
			<b>4,113,427</b>	<b>4,520,794</b>	<b>385,113</b>	<b>4,905,907</b>	<b>810,000</b>	<b>17,520</b>	
66	-52874	OFFICE EXPENSE	6,400	5,558	-	5,558		842	
67	-52914	EQUIP LEASE/REPAIRS	22,415	25,036	-	25,036		(2,621)	
68	-52915	PUPIL SUPPLIES	55,280	55,205	-	55,205		75	
69	-52957	DUES & SUBSCRIPTIONS	11,514	10,415	-	10,415		1,099	
70	-52965	TEXTBOOKS	82,432	68,493	12,642	81,135		1,297	
71	-53008	MEDIA BOOK/UPDATE	9,916	8,673	1,049	9,722		194	
72	-53009	VIRTUAL HIGH SCHOOL	18,000	17,250	-	17,250		750	
73	-53344	STUDENT ACTIV EXP	8,904	8,429	-	8,429		475	
74	-58500	SMALL CAPITAL EQUIP.	16,208	10,578	3,564	14,142		2,066	
EXPENSE			<b>231,069</b>	<b>209,637</b>	<b>17,255</b>	<b>226,891</b>	<b>-</b>	<b>4,178</b>	
COST CENTER TOTAL			<b>4,344,496</b>	<b>4,730,430</b>	<b>402,368</b>	<b>5,132,798</b>	<b>810,000</b>	<b>21,698</b>	

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

SPECIAL EDUCATION SVS - 03005		TM BUDGET FY17	Expended thru 6/30/17	6/30/17 Encumbered	Total Actual	Outside Funding	Surplus or (Deficit)	Funding Source
75	-51072 HOME INSTR SAL	12,850	10,173	-	10,173		2,677	
76	-51811 DIR. OF SPECIAL ED.	114,048	114,047	-	114,047		1	
77	-51822 SECRETARY SALARY	47,424	43,286	-	43,286		4,138	
78	-51891 BROM. TEACHERS SAL	591,605	569,931	30,349	600,280		(8,675)	
79	-51893 HES TEACHERS SAL	331,180	312,150	35,490	347,640		(16,460)	
80	-51890 SYSTEM TEACH SAL	597,096	536,604	55,073	591,677		5,419	
81	-51902 BROMFIELD INST TUTORS	191,667	174,505	-	174,505	-	17,162	Title 1
82	-51903 HES INSTR TUTORS SAL	217,771	247,754	-	247,754	39,945	9,962	Devens Reimb
82a	-51905 NURSE/VAN/EXTENDED YEAR	45,515	-	-	-		45,515	
83	-51852 ELL SALARIES	62,480	13,016	9,609	22,625		39,855	
<b>SALARY</b>		<b>2,211,636</b>	<b>2,021,466</b>	<b>130,521</b>	<b>2,151,988</b>	<b>39,945</b>	<b>99,593</b>	
84	-52834 OFFICE EXPENSE	2,608	780	-	780		1,828	
85	-52914 EQUIP LEASE/REPAIRS	1,518	1,817	-	1,817		(299)	
86	-52915 PUPIL SUPPLIES	16,338	9,027	50	9,077		7,261	
87	-53214 SPED TRANSPORT	356,013	345,986	1,350	347,336	24,571	33,248	Devens Reimb.
	-53216 HOMELESS TRANSPORT	14,855	15,423	-	15,423		(568)	
88	-53805 OTHER PROF. SERVICES	62,273	52,163	-	52,163		10,110	
89	-54810 OUT OF DISTRICT PLACE	239,402	818,496	-	818,496	444,363	(134,731)	Circuit Breaker \$460K \240 grant \$248,308
90	-54820 COLLABORATIVE FEES	458,258	648,744	-	648,744	248,308	57,822	
91	-58500 OTHER SMALL EQUIPMENT	795	1,141	-	1,141		(346)	
<b>EXPENSE</b>		<b>1,152,060</b>	<b>1,893,577</b>	<b>1,400</b>	<b>1,894,977</b>	<b>717,242</b>	<b>(25,675)</b>	
92	-51000 PRESCHOOL SALARIES	24,935	56,532	8,069	64,601	45,000	5,334	PreSch Tuitions
93	-51021 PRESCHOOL AIDE SALARIES	28,933	29,047	-	29,047		(114)	
94	-52010 PRESCHOOL EXPENSES	2,284	-	-	-		2,284	
<b>PRESCHOOL</b>		<b>56,152</b>	<b>85,579</b>	<b>8,069</b>	<b>93,649</b>	<b>45,000</b>	<b>7,503</b>	
<b>COST CENTER TOTAL</b>		<b>3,419,848</b>	<b>4,000,623</b>	<b>139,991</b>	<b>4,140,613</b>	<b>802,187</b>	<b>81,422</b>	

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

<b>TECHNOLOGY - 30006</b>		<b>TM BUDGET FY17</b>	<b>Expended thru 6/30/17</b>	<b>6/30/17 Encumbered</b>	<b>Total Actual</b>	<b>Outside Funding</b>	<b>Surplus or (Deficit)</b>	<b>Funding Source</b>
95	-51021 INFORMATION TECH SALARIES	93,177	80,855	10,546	91,401		1,776	
96	-51100 INTEGRATED TECHNOLOGY	153,341	149,770	-	149,770		3,571	
	<b>SALARY</b>	<b>246,518</b>	<b>230,625</b>	<b>10,546</b>	<b>241,172</b>	<b>-</b>	<b>5,346</b>	
97	-52050 HARDWARE - SYSTEMWIDE	40,050	87,495	-	87,495	60,000	12,555	Devens offset
98	-55100 SOFTWARE - SYSTEMWIDE	42,628	39,944	-	39,944		2,684	
99	-52380 INTERNET SERVICE PROVIDER	25,818	34,275	-	34,275		(8,457)	
100	-55200 SOFTWARE - HES	3,169	2,600	-	2,600		569	
101	-55340 SOFTWARE - BROMFIELD	6,299	5,654	-	5,654		645	
102	-52875 MAINTENANCE	9,363	3,943	-	3,943		5,420	
103	-55400 SUPPLIES	26,375	21,625	1,334	22,958		3,417	
	<b>EXPENSE</b>	<b>153,702</b>	<b>195,536</b>	<b>1,334</b>	<b>196,870</b>	<b>60,000</b>	<b>16,832</b>	
<b>COST CENTER TOTAL</b>		<b>400,220</b>	<b>426,162</b>	<b>11,880</b>	<b>438,042</b>	<b>60,000</b>	<b>22,178</b>	

# Harvard Public School's FY17 Budget to Actual Final Report

9/7/2017

SUMMARY BY COST CENTER	TM BUDGET FY17	Expended thru 6/30/17	6/30/17 Encumbered	Total Actual	Outside Funding	Surplus or (Deficit)	Funding Source
Supt./Central, Personnel	419,292	434,913	0	434,913	10,000	(5,621)	Bldg. Rental
Expenses	<u>393,127</u>	<u>572,454</u>	<u>(48,787)</u>	<u>523,667</u>	<u>55,000</u>	<u>(75,540)</u>	Bus Fees
	<b>812,419</b>	<b>1,007,367</b>	<b>(48,787)</b>	<b>958,579</b>	<b>65,000</b>	<b>(81,160)</b>	
Maintenance, Personnel	164,869	155,119	-	155,119	0	9,750	
Expenses	<u>859,434</u>	<u>998,321</u>	<u>446</u>	<u>998,767</u>	<u>65,000</u>	<u>(74,333)</u>	School Lunch, Comm. Ed.
	<b>1,024,303</b>	<b>1,153,440</b>	<b>446</b>	<b>1,153,885</b>	<b>65,000</b>	<b>(64,582)</b>	
Elementary, Personnel	2,481,818	2,893,331	222,686	3,116,017	658,000	23,801	Devens & K Revolv.
Expenses	<u>123,537</u>	<u>122,331</u>	<u>957</u>	<u>123,288</u>	<u>0</u>	<u>249</u>	
	<b>2,605,355</b>	<b>3,015,662</b>	<b>223,643</b>	<b>3,239,305</b>	<b>658,000</b>	<b>24,050</b>	
Bromfield, Personnel	4,113,427	4,520,794	385,113	4,905,907	810,000	17,520	Devens & Schl Choice
Expenses	<u>231,069</u>	<u>209,637</u>	<u>17,255</u>	<u>226,891</u>	<u>0</u>	<u>4,178</u>	
	<b>4,344,496</b>	<b>4,730,430</b>	<b>402,368</b>	<b>5,132,798</b>	<b>810,000</b>	<b>21,698</b>	
Special Education, Personnel	2,211,636	2,021,466	130,521	2,151,988	39,945	99,593	
Expenses	1,152,060	1,893,577	1,400	1,894,977	717,242	(25,675)	Circuit Breaker & 240
Preschool	<u>56,152</u>	<u>85,579</u>	<u>8,069</u>	<u>93,649</u>	<u>45,000</u>	<u>7,503</u>	PreK Tuitions
	<b>3,419,848</b>	<b>4,000,623</b>	<b>139,991</b>	<b>4,140,613</b>	<b>802,187</b>	<b>81,422</b>	
Technology, Personnel	246,518	230,625	10,546	241,172	0	5,346	
Expenses	<u>153,702</u>	<u>195,536</u>	<u>1,334</u>	<u>196,870</u>	<u>60,000</u>	<u>16,832</u>	Devens
	<b>400,220</b>	<b>426,162</b>	<b>11,880</b>	<b>438,042</b>	<b>60,000</b>	<b>22,178</b>	
Grand Total, Omnibus	<b>12,606,641</b>	<b>14,333,683</b>	<b>729,540</b>	<b>15,063,222</b>	<b>2,460,187</b>	<b>3,606</b>	

	<u>Beginning</u> <u>6/30/16 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Ending</u> <u>6/30/17 Balance</u>
<b>Community Education:</b>				
Bridges	\$ -	\$ 198,271	\$ 202,232	\$ (3,961)
Summer Adventure	\$ -	\$ 55,982	\$ 5,133	\$ 50,849
Adult Education	\$ -	\$ 3,678	\$ 2,027	\$ 1,652
Spectrum	\$ -	\$ 112,854	\$ 100,553	\$ 12,301
Global Child	\$ -	\$ 94		\$ 94
CrossLinks	\$ -	\$ 13,400	\$ 10,540	\$ 2,860
Administration	\$ -		\$ 55,077	\$ (55,077)
<b>Total Community Education</b>	<b>\$ 102,018</b>	<b>\$ 384,279</b>	<b>\$ 375,562</b>	<b>\$ 110,735</b>
<b>Devens:</b>				
Tuitions	\$ -	\$ 1,452,623		\$ 1,452,623
TBS Staffing	\$ -	\$ -	\$ 507,015	\$ (507,015)
Transportation	\$ -	\$ 55,479	\$ 57,528	\$ (2,049)
TBS Capital	\$ -	\$ 20,000	\$ 442,057	\$ (422,057)
Special Ed Services	\$ -	\$ 209,725	\$ 165,040	\$ 44,685
HES Staffing	\$ -		\$ 418,000	\$ (418,000)
Capital (Technology)	\$ -		\$ 211,849	\$ (211,849)
Athletic Fund Subsidy	\$ -		\$ 26,014	\$ (26,014)
<b>Total Devens</b>	<b>\$ 795,279</b>	<b>\$ 1,737,826</b>	<b>\$ 1,827,503</b>	<b>\$ 705,603</b>
<b>Kindergarten Tuitions:</b>	<b>\$ 51,821</b>	<b>\$ 179,103</b>	<b>\$ 161,500</b>	<b>\$ 69,424</b>
<b>PreSchool Revolving:</b>	<b>\$ 12,363</b>	<b>\$ 57,338</b>	<b>\$ 45,000</b>	<b>\$ 24,702</b>
<b>School Bus Revolving:</b>	<b>\$ 4,857</b>	<b>\$ 61,142</b>	<b>\$ 55,000</b>	<b>\$ 10,999</b>
<b>School Lunch</b>	<b>\$ 24,157</b>	<b>\$ 658,191</b>	<b>\$ 637,887</b>	<b>\$ 44,461</b>
<b>School Athletic Revolving:</b>	<b>\$ 713</b>	<b>\$ 206,592</b>	<b>\$ 207,304</b>	<b>\$ 1</b>
<b>School Rental Revolving:</b>	<b>\$ 8,897</b>	<b>\$ 28,940</b>	<b>\$ 22,717</b>	<b>\$ 15,119</b>
<b>Shaw Gift:</b>	<b>\$ 372,437</b>	<b>\$ 37,343</b>	<b>\$ 278,907</b>	<b>\$ 130,873</b>
<b>State Revolving:</b>				
School Choice (Special Revenue)	\$ 248,513	\$ 304,387	\$ 310,000	\$ 242,900
Circuit Breaker (Special Revenue)	\$ 384,371	\$ 408,220	\$ 444,363	\$ 348,228
<b>Total State Revolving</b>	<b>\$ 632,884</b>	<b>\$ 712,607</b>	<b>\$ 754,363</b>	<b>\$ 591,128</b>
<b>GRAND TOTAL, REVOLVING FUNDS:</b>	<b>\$ 2,005,426</b>	<b>\$ 4,063,361</b>	<b>\$ 4,365,743</b>	<b>\$ 1,703,043</b>
	<u>FY17 Award</u>	<u>Rev.</u>	<u>Exp.</u>	
<b>Federal Grants: FY17 Award</b>				
Special Education, 240	\$ 248,308	\$ 248,308	\$ 248,308	
Sped Program Improv., 274	\$ 8,887	\$ 5,076	\$ 3,789	
Title II, Part A	\$ 13,635	\$ 13,635	\$ 13,635	
Title 1, 305	\$ 172,210	\$ 155,031	\$ 155,031	
<b>Total Federal Grants</b>	<b>\$ 443,040</b>	<b>\$ 422,050</b>	<b>\$ 420,763</b>	

School Committee Meeting  
Monday, August 28, 2017  
6:15 p.m.  
Upper Town Hall

Mary Traphagen called the meeting to order at 6:15 p.m.

Jon Green read the Vision Statement.

**Public Commentary** – None

**Overnight Trip Approval**

Michael Poe, Bromfield Spanish Teacher and Nikhil Kommineni from the Debate team attended the meeting seeking approval for an out of state/overnight trip to attend a national debate competition at Yale University in New Haven, CT from September 14 to September 17.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Debate team trip on September 14<sup>th</sup> as presented.

VOTE 4/0

**Superintendent Review**

The Committee presented the 2017 Superintendent Evaluation for Dr. Dwight. The Committee recognized Dr. Dwight's commitment, strong management and leadership abilities. Dr. Dwight is adept at building teams, empowering others and fostering partnerships across the district. Dr. Dwight was evaluated on all five of the goals set for her performance in the past year. The goals were to strengthen the district's new leadership team; to advance innovative teaching and learning; to make progress on the district improvement plan; to network with other districts for new ideas; and to lead the elementary school building project successfully through its feasibility phase. Dr. Dwight met or exceed expectation in all five of the goals. In addition, Dr. Dwight received equally high ratings in the joint Superintendent/School Committee goals to reach a successful contract with the teachers' union, moving forward with the elementary school project, and establishing a financial plan to stabilize athletic user fees.

**Charter Document Discussion**

George McKenna and Rich Maiore members of the Charter Commission attended the meeting to explain the reasons for changes to the Charter that potentially could affect the schools and why these changes were made. The changes call for a town facilities manager that would oversee the schools and a shared financial/school business manager. George McKenna explained that the decision for a town/school finance director would need School Committee approval. The building inspector/facilities manager position would not replace the school's facility manager. Another change to the Charter would have the School Committee presenting their annual budget to the Finance Committee and the Board of Selectman. There is a public meeting for all boards to attend on September 13<sup>th</sup> to hear all of the Charter. The draft Charter



is currently being reviewed by the Attorney General's Office. Any questions can be emailed to the Chair, Paul Cohen.

### **Bromfield Handbook**

Scott Hoffman and Robin Benoit presented the Bromfield Handbook to the Committee. All changes were shown in italicized font. There were several updates to attendance and absences. The Committee asked that one term be used for the words meaning authorized, approved or documented. They also asked to keep the number of approved absences for college days at 5 per year. Changes to the dress code and cell phone use were also changed in the handbook. The Committee recommended matching the language in the handbook with the language in Policy JICA –“Student Dress Code”.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to move that we approve the Bromfield School Handbook as presented with the direction to bring back the dress code policy for additional review

### **Personnel Expense Spreadsheet**

Dr. Dwight reviewed the 2017/2018 personnel spreadsheet with the Committee. Currently the surplus due to several personnel changes is \$84,410.

### **Superintendent Report/School Readiness Update**

List of building project updates

- \*Hired five teacher liaisons for the building project

- \*Visited four, new built schools

- \*Held a workshop to further the design including massing, traffic/site, and adjacencies

- \*Passed out postcards to individual households inviting them to an abutters' meeting

- \*Attended the MSBA board meeting and received approval to enter the schematic design phase of the project

Leadership Summit

We inspired each other at a two-day leadership summit. Teacher leaders joined us for the afternoon of the first day.

Van Use Update

Thank you for approving the purchase of the van for district purposes. It has already been used six times including transporting families and students from Transitions and to tour new teachers around the district.

Science Lab Update

Contractors removed the asbestos and air quality checks came back clear. Meanwhile, Marie S. sent out four separate bid documents for flooring, concrete, electrical and plumbing. Only two areas received responses, leaving us unable to move forward. After brainstorming together Peter sought another source for contractors. We are very close to securing all four areas and schedules are being worked out by Mark, Peter and me.

New Staff Orientation

Dawn-Marie Ayles was hired to lead the program this year and she has already made several improvements. The changes to the first day included a tour of Harvard and Devens in the new van, differentiated aspect of the schedule, and providing time for new technology set up. Dawn-Marie has coordinated meetings throughout the year to continue with other required topics and to provide support.

#### Technology Instruction

We have partnered with EdTech Teacher for yearlong coaching professional development and the first day was this past Thursday. Teachers are learning ways to integrate technology into their subject areas. The talented facilitator, Greg Kulowiec, knows how to make the learning relevant for teachers across the grade levels and with access to different learning devices. We have 25 teachers participating and more hoping to join a second cohort next year.

We also held a training on the Power School Analytics dashboard. Teachers were invited to participate with short notice and several attended. They will help train others on the use of the program once full implementation is possible. The developers shared their new timeline for completion as the end of September. Once it is ready, we will have a demonstration for the School Committee.

#### New Hires, Retirement Change and Late Retirement Resignation

We have hired ten professional staff positions and two aides throughout the summer.

#### Technology Distribution

Students and families were invited in to the high school to pick up their 1: World devices. Beth Cregan's organization skills helped make the roll out extremely smooth as she had designed a labeling, boxing easy to follow directions, and hand-out format with attention to efficiency. Chris Boyle and his team set up the programs and passwords for each of use.

The parents and students seemed excited about the new learning possibilities. Scott and Robin were on site to answer questions and share information. Similarly, Josh and Scott share information and answered questions for fifth grade students and their families at an evening event at Hildreth Elementary.

A team from Harvard Public Schools are prepared to interview students regarding substance abuse in conjunction with state law. The team has a letter to be sent out to 7<sup>th</sup> and 10<sup>th</sup> grade families offering the opportunity to opt out. Dr. Dwight is holding the letter until it is reviewed by legal counsel.

#### School Readiness

A meeting was held on August 24<sup>th</sup>. Littleton County Road will be paved and buses will need to be re-routed for approximately 3 days. Dr. Dwight plans to work with the DPW to come up with a snow plowing plan and see how the town can help us and put the contract out to bid.

#### **Sub-Committee/Liaison Assignments**

Mary Traphagen reviewed the Liaison and Subcommittee Assignments and made the following changes.

<b>Liaison Assignments</b>	
Board of Selectman	Mary Traphagen
FinCom	SusanMary Redinger
DEAC	John Ruark
SEPAC	Jon Green
TBS School Council	Nancy Lancellotti
HES School Council	Mary Traphagen
CPIC	SusanMary Redinger
HEAC	John Ruark
Park and Recreation Representative	Mary Traphagen
State Representative	Mary Traphagen
CASE	Linda Dwight
HCTV	Jon Green
Wellness Committee	Mary Traphagen and Nancy Lancellotti
Athletic Advisory	John Ruark
<b>Subcommittee Assignments</b>	
Budget	Mary Traphagen/SusanMary Redinger
Policy	John Ruark/Mary Traphagen
Science Labs	Nancy Lancellotti/SusanMary Redinger
Website Review	SusanMary Redinger and Jon Green
Superintendent Review	Mary Traphagen and Nancy Lancellotti
Building Committee	Mary Traphagen and SusanMary Redinger
Student Achievement	Pending
Communication Plan	Pending

SusanMary Redinger made the motion and Nancy Lancellotti seconded to nominate Dr. Dwight to serve as the Harvard Public Schools representative to the CASE board.

The Committee will hold off on assigning liaison to new subcommittees until the new goals are articulated.

### **Meeting Minute Approval**

SusanMary Redinger made a motion and Nancy Lancellotti seconded to approve the minutes of June 26, 2017 as amended.

VOTE 4/0

SusanMary Redinger made a motion and Jon Green seconded to approve the minutes of the July 11, 2017 as amended.

VOTE 4/0

SusanMary Redinger made a motion and Nancy Lancellotti seconded to approve the minutes of the July 31, 2017 meeting as presented.

VOTE 4/0

### **Warrant Approval**

SusanMary Redinger signed two warrants over the summer and will present a list of what was approved at the next meeting.

### **Agenda Items**

HEAC

School Committee Goals

Bus Data

Proposed Language changes to the Vision Statement

District Improvement plan

Math curriculum presentation

Model UN trips to consider

Bromfield Handbook

CIPIC overview

School Improvement plan

### **Liaison Subcommittee Reports**

CIPIC – SusanMary Redinger reported that CPIC interviewed Bill Marinelli, Nate Finch and Paul Green to fill a CPIC vacancy left by Debbie Richie. CPIC will recommended to the BOS Bill Marinelli or Paul Green to fill the seat. One item that came up in minutes again is the allocation for \$300K from the School Committee to offset the capital requests. CPIC is counting on that money to come from the schools to defray some costs from the town so they can approve other town projects. SusanMary Redinger reiterated that the School Committee has not voted to approve these funds. She suggested that this topic be discussed either through the Finance Subcommittee or a general discussion by the entire committee at a future meeting.

### **Open to Interested Citizen Commentary – None**

### **School Committee Commentary**

Linda Dwight – thanked Mary Traphagen and Nancy Lancellotti for the great message and heartfelt words conveyed to teachers and staff at convocation today,

SusanMary Redinger– thanked the Committee for their gift to her – the wine was very much appreciated and enjoyed Congratulations to Dr. Dwight on her rating. Thrilled that you are recognized for your hard work and Harvard is lucky to have you.

Jon Green -Good luck to faculty, students and administrators as they kick off the academic year.

Mary Traphagen– Glad to be back in the swing of things. Wish everyone a good first day as well as first half week of school.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to adjourn the meeting at 9:10 p.m.

VOTE 4/0

Respectfully Submitted:

Mary Zadroga