

Harvard Public Schools
39 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
Tuesday, October 10, 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. **Grant Approval (6:25)**
- VI. **Superintendent's Report**
- VII. **Superintendent Goals**
- VIII. **Enrollment Numbers and School Choice Discussion**
- IX. **Course Enrollment Numbers (6:37)**
- X. **Bus Ridership Discussion (7:30)**
- XI. **Professional Development Plan Review (8:25)**
- XII. **Budget Process Timeline (8:30)**
- XIII. **Meeting Minute Approval (8:40)**
- XIV. **Warrant Approval (8:45)**
- XV. **Agenda Items (8:48)**
- XVI. **Liaison Reports**
- XVII. **Open to Interested Citizens' and School Committee Commentary (8:53)**
- XVIII. **Adjournment (8:58)**

Documents: superintendent's report,

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

Field Trip Step 2

Field Trip Data Form 2017-2018

Please turn this form in to the main office no later than 3 days before scheduled departure.

Date of Fall Trip 2017: October 28-29, 2017	Date of Spring Trip 2018: April 27-29, 2018
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Advisor(s): Holly Hatton

Advisor Cell Phone: (617) 999-5723

Destination: Race-course: Fish Creek, Lee's Park, 1464 Rte 9p, Saratoga Springs, NY

Phone: Holly Hatton (617) 999-5723

Hyatt Place Saratoga/Malta, 20 State Farm Place, Malta, New York, USA, 12020

Tel: (518) 885-1109

Contact Person: Laura Williams (508) 667-3755 at Bus departure

Holly Hatton at race site (617) 999-5723

Destination 2016	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Head of the Fish Regatta	Sat. Oct. 28 - 10:00am	Sun. Oct. 29 - 8:00pm
Destination 2017	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Saratoga Invitational	Fri. April 27 - 1:00pm	Sun. April 29 - 8:00pm

Bus Company: Yankee Line

Phone number: (617) 268-8890

Please attach the list of students going on the field trip. (Attached)

Please give enough notice so the nurse can get you the medical information, the medications needed for students on the trip, and a first aid kit.

The nurse also needs a copy of this field trip information form and a copy of students attending the field trip.

A list of students attending the trip should be posted by the staff mailboxes at least one week in advance.

Field Trip Step 1

Field Trip Approval Form 2017-2018

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

Regularly scheduled competition (regatta) for the Bromfield Acton-Boxborough Rowing Team.

Varsity & selected experienced Novice Athletes.

Fall 2017: The Head of the Fish, Saratoga Springs, NY

Spring 2018: The Saratoga Invitational Regatta, Saratoga Springs, NY

These regattas are part of our race schedule for the past 11 years.

Team travels by commercial bus. Parent chaperones are assigned to bus as well as at the hotel.

Grade Level(s) of Students Attending Trip: 9,10,11,12

Destination 2017	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Head of the Fish Regatta	Sat. Oct. 28 - 10:00am	Sun. Oct.29 - 8:00pm
Destination 2018	Event	Departure Date / Time	Return Date / Time
Saratoga Springs, NY	Saratoga Invitational	Fri. April 27 - 3:00pm	Sun. Apr. 29 - 8:00pm

Mode of Transportation: Commercial bus

(If travelling by private car, the 'Registration Form For Student Transportation In Private Vehicles' should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip. NO diabetic student on trip



Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Out of State/Overnight Field Trip Request Form

Advisor(s): Holly Hatton

Grade Level(s) of Students Attending Trip: 9,10,11,12

Destination 2017	Event	Departure Date /Time	Return Date / Time
Saratoga Springs, NY	Head of the Fish Regatta	Sat. Oct. 28 - 10:00am	Sun. Oct. 29 - 8:00pm
Destination 2018	Event	Departure Date /Time	Return Date / Time
Saratoga Springs, NY	Saratoga Invitational	Fri. April 27 - 3:00pm	Sun. April 29 - 8:00pm

Travel Company (if applicable): Yankee Line

Name of Contact Person: Bus Co.: Simon F. Wright (617) 268-8890

BHRA Travel Coordinator: Laura Williams (508) 667-3755

Address: 370 West First Street, Boston, MA 02127

Phone: Bus Co.: (617) 268-8890

Cost of Trip:

2017: Estimated cost per athlete \$175 (1 night stay)

2018: Estimated cost per athlete \$275 (2 night stay)

Plan to address overnight stipend for professional staff:

Coaches expenses paid by club

Deposit Method and Due Dates:

Parents pay for the trip by check or credit card prior to departure

Date of Parent Meeting(s):

Fall Meeting - September 10, 2017

Spring Meeting - March 11, 2018

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:

This is a regularly scheduled competition for the Bromfield Acton-Boxborough Rowing Team, non-profit club program associated with the Bromfield School. This regatta has been a part of our race schedule for the past 11 years. Due to the fact that racing starts:

Sunday, October 29 at 8:00am

Saturday, April 28 at 8:00am

The team must travel the night before to allow time needed to rig boats and prep for competition. The team travels to Saratoga the day before.

Fall 2017 Trip Itinerary:

October 28, 2017

10:00am Bus departs the school parking lot
2:00pm Athletes arrive at regatta site, rig boats
4:00pm Athletes go to hotel, have team dinner

October 29, 2017

5:30am Athletes depart for race-course on the Fish Creek, racing goes all day
4:00pm Estimated time of departure from race-course back to Harvard.
8:00pm Parent pickup at the school

Spring 2018 Trip Itinerary:

April 27, 2018

3:00pm Bus departs the school parking lot
6:30pm Athletes arrive at regatta site, rig boats
7:30pm Athletes go to hotel, have team dinner

April 28, 2018

5:30am Athletes depart for race-course on the Fish Creek, racing goes all day with multi-events.
5:00pm Athletes return to hotel, have team dinner

April 29, 2018

5:30am Athletes depart for race-course on the Fish Creek, racing goes all day with multi-events.
4:00pm Estimated time of departure from race-course back to Harvard.
8:00pm Parent pickup at the school

Donation for approval

1 message

Josh Myler <jmyler@psharvard.org>
To: Linda Dwight <ldwight@psharvard.org>

Thu, Sep 28, 2017 at 1:56 PM

Hi Linda,

The PTO has approved \$209 for the purchase of additional wobble chairs in 3rd grade. Some 3rd-grade classes use yoga balls to encourage student movement but have found that some students do better with the type of movement provided by the wobble chair as it provides more structure and keeps them within a set range of motion.

Thanks
Josh

Josh Myler, Principal
Hildreth Elementary School, Harvard MA.
(978) 456-4145

**Harvard Public Schools
2017/18 Enrollment
10/01/2017**

Grade	Harvard Residents	Choice Students	Devens Students	Total Students
Pre-K	11			11
K	57		8	65
1	55		8	63
2	62		6	68
3	59	4	10	73
4	70	4	10	84
5	66	6	7	79
HES Totals	380	14	49	443
6	72		9	81
7	56	12	7	75
8	86	3	8	97
9	94	2	8	104
10	77	8	6	91
11	85	14	2	101
12	95	4	7	106
Bromfield Totals	565	43	47	655
Totals	945	57	96	1098

**Harvard Public Schools
2016/17 Enrollment
10/01/2016**

Grade	Harvard Residents	Choice Students	Devens Students	Total Students
Pre-K	10		1	11
K	53		7	60
1	61		8	69
2	56		6	62
3	65	4	7	76
4	65	6	8	79
5	69		7	76
HES Totals	379	10	44	433
6	55	12	5	72
7	87	3	8	98
8	94	2	7	103
9	79	8	6	93
10	86	15	2	103
11	97	4	7	108
12	98	3	6	107
Bromfield Totals	596	47	41	684
Totals	975	57	85	1117

Enrollment Numbers by Section 2017-2018

Academic Center	1028	38 A(1-7)	Zacharer, Cris	0
Academic Center	1028	40 F(1,3,5)	Zacharer, Cris	0
Learn Center MS PT	1051	9 A(7)	Williams, Joanne NMN	0
Math Lab 6	960	1 E(1-7)	DeCoste, Erin Mary	0
Skills Lab 10 PT	903	6 D(1,5,7)	Creaven, Michelle M	0
Skills Lab 11	904	1 C(1-7)	Creaven, Michelle M	0
Academic Center	1028	33 B(1,3,5,7)	Zacharer, Cris	1
Academic Center	1028	35 G(1,3,5,7)	Zacharer, Cris	1
Academic Center	1028	37 F(1,3,5)	Zacharer, Cris	1
Academic Center	1028	41 F(1,3,5,7)	Zacharer, Cris	1
Academic Center	1028	42 E(7)	Zacharer, Cris	1
Adv Acting & the Stage	601	1 C(1-7)	Brooks, Martha C	1
Adv Tech Theatre Design PT	662	1 G(1,5,7)	Brooks, Martha C	1
Advanced E.M.T.	826	7 B(1-7)	Segaloff, Rachel Smith	1
Comp Science II	623	1 C(1-7)	Lavigne, Keith R	1
Dual Enroll	890	2 N(1-7)	Skrocki, Andrew R	1
E.M.T.	825	4 D(1-7)	Segaloff, Rachel Smith	1
E.M.T.	825	6 F(1-7)	Segaloff, Rachel Smith	1
ESL	994	2 D(3-5)	Skrocki, Andrew R	1
ESL	994	5 F(4,6-7)	Skrocki, Andrew R	1
ESL	994	994 E(1,3,5)	Skrocki, Andrew R	1
Indpt Study FT	875	23 A(1-7)	Brooks, Martha C	1
Indpt Study PT	876	29 D(1,3,5,7)	Ufema, Rebecca A	1
Indpt Study PT	876	30 E(1,3,5)	Poe, Michael Vincent	1
Indpt Study PT	876	31 G(1,5,7)	Lavigne, Keith R	1
Indpt Study PT	876	32 E(1,3,5,7)	Lavigne, Keith R	1
Indpt Study PT	876	33 C(2,4,6)	Boisvert, David A	1
Indpt Study PT	876	35 C(2-4)	Robbins, Craig Anthony	1
Indpt Study PT	876	36 C(1,5,7)	Ufema, Rebecca A	1
Indpt Study PT	876	37 E(2,4,6)	Hoorneman, Elizabeth Nmn	1
Indpt Study PT	876	38 D(7) G(1,5)	Russell, Katelyn Ann	1
Indpt Study PT	876	39 D(1,3,5) E(2,4,6)	Hoorneman, Elizabeth Nmn	1
Learn Center HS	1025	5 G(2,4,6)	Williams, Joanne NMN	1

Enrollment Numbers by Section 2017-2018

Learn Center MS	1050	1	G(1-7)	Williams, Joanne NMN	1
Learn Center MS	1050	52	E(1-7)	Williams, Joanne NMN	1
Learn Center MS	1050	53	A(1-7)	Williams, Joanne NMN	1
Learn Center MS PT	1051	24	D(1-2,6-7)	Williams, Joanne NMN	1
Learn Center MS PT	1051	26	A(1)	Williams, Joanne NMN	1
Learn Center MS PT	1051	28	G(4,6-7)	Williams, Joanne NMN	1
Learn Center MS PT	1051	30	A(3,5,7)	Williams, Joanne NMN	1
Learn Center MS PT	1051	32	E(2,4,6-7)	Williams, Joanne NMN	1
Learn Center MS PT	1051	6	A(1,3,5,7)	Williams, Joanne NMN	1
Reading 11 PT	925	1	G(1-2,5)	Price, Amy L	1
Reading 12 PT	927	1	B(1,5)	Campbell, Marybeth L	1
Reading 6 PT	981	2	B(2,4,6)	DeCoste, Erin Mary	1
Reading 6 PT	981	3	A(2,4,6)	DeCoste, Erin Mary	1
Reading 8	984	3	C(1-7)	DeCoste, Erin Mary	1
Reading 8	984	4	E(1,3,5)	Price, Amy L	1
Reading 9 PT	921	1	E(2,4,6-7)	Price, Amy L	1
Skills Lab 10	902	16	A(1-7)	Campbell, Marybeth L	1
Skills Lab 10	902	18	B(1-7)	Campbell, Marybeth L	1
Skills Lab 10 PT	903	5	G(1,5,7)	Creaven, Michelle M	1
Skills Lab 10 PT	903	7	E(1,3,5)	Creaven, Michelle M	1
Skills Lab 11	904	23	E(1-7)	Campbell, Marybeth L	1
Skills Lab 11	904	26	G(1-7)	Creaven, Michelle M	1
Skills Lab 11	904	27	D(1-7)	Campbell, Marybeth L	1
Skills Lab 11	904	3	E(1-7)	Creaven, Michelle M	1
Skills Lab 11 PT	905	3	C(2-4,6)	Creaven, Michelle M	1
Skills Lab 11 PT	905	7	E(1,3,5,7)	Creaven, Michelle M	1
Skills Lab 11 PT	905	8	E(1-2,4,6)	Creaven, Michelle M	1
Skills Lab 12	906	2	E(1-7)	Campbell, Marybeth L	1
Skills Lab 12 PT	907	1	F(2,4,6-7)	Campbell, Marybeth L	1
Skills Lab 12 PT	907	10	G(1,5,7)	Campbell, Marybeth L	1
Skills Lab 12 PT	907	2	F(1-3,5)	Campbell, Marybeth L	1
Skills Lab 12 PT	907	9	B(2-4,6-7)	Campbell, Marybeth L	1
Skills Lab 6	950	2	G(1-7)	DeCoste, Erin Mary	1

Enrollment Numbers by Section 2017-2018

Skills Lab 6	950	4 E(1-7)	Bagatelle, Davida J	1
Skills Lab 6 PT	951	4 A(2,4,6)	Shaw, Jesse	1
Skills Lab 6 PT	951	5 B(2,4,6)	DeCoste, Erin Mary	1
Skills Lab 6 PT	951	6 G(2)	DeCoste, Erin Mary	1
Skills Lab 7	952	1 D(1-7)	Bagatelle, Davida J	1
Skills Lab 7	952	8 D(1-6)	Bagatelle, Davida J	1
Skills Lab 7 PT	953	1 E(1,3,5)	Bagatelle, Davida J	1
Skills Lab 7 PT	953	2 D(1,3,5)	Bagatelle, Davida J	1
Skills Lab 8 PT	955	4 A(1,3,5)	Price, Amy L	1
Skills Lab 9	900	2 E(1-7)	Shaw, Jesse	1
Skills Lab 9 PT	901	1 C(1,3,5)	Shaw, Jesse	1
Skills Lab 9 PT	901	3 G(2,4,6)	Shaw, Jesse	1
Skills Lab 9 PT	901	4 B(1,3,5,7)	Shaw, Jesse	1
Skills Lab 9 PT	901	5 C(1,3,5,7)	Shaw, Jesse	1
Tech Theatre Design PT	660	2 G(2,4,6)	Brooks, Martha C	1
Virtual HS	835	16 G(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	17 G(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	2 B(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	3 C(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	4 D(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	5 E(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	6 F(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	7 G(1-7)	Segaloff, Rachel Smith	1
Virtual HS	835	8 E(1-2,4,6) G(1,5)	Segaloff, Rachel Smith	1
Writing Lab 9	930	1 B(1-7)	Bagatelle, Davida J	1
20th Century Hist	403	1 E(1-7)	Lynde, Matthew David	2
Academic Center	1028	34 E(1,3,5,7)	Zacharer, Cris	2
Academic Center	1028	43 D(1,3,5,7)	Zacharer, Cris	2
Advanced E.M.T.	826	5 G(1-7)	Segaloff, Rachel Smith	2
Advanced Studio Art	614	1 A(1-7)	Hoorneman, Elizabeth Nmn	2
E.M.T.	825	2 B(1-7)	Segaloff, Rachel Smith	2
ESL	994	1 G(1-2,6-7)	Skrocki, Andrew R	2
H French V	520	1 B(1-7)	Townsend, Anastasia Katherine	2

Enrollment Numbers by Section 2017-2018

Jazz Workshop	705	1 G(2,4,6)	Robbins, Craig Anthony	2
Learn Center MS	1050	50 G(4-5)	Williams, Joanne NMN	2
Learn Center MS PT	1051	25 D(1,3,5,7)	Williams, Joanne NMN	2
Learn Center MS PT	1051	29 D(2,4,6-7)	Williams, Joanne NMN	2
Learn Center MS PT	1051	5 G(2,4,6-7)	Williams, Joanne NMN	2
Math Lab 6	960	2 E(1-7)	Bagatelle, Davida J	2
Reading 7 PT	983	1 F(3,5,7)	Bagatelle, Davida J	2
Reading 8	984	1 A(1-7)	Price, Amy L	2
Skills Lab 10	902	15 G(1-7)	Price, Amy L	2
Skills Lab 10	902	2 G(1-7)	Creaven, Michelle M	2
Skills Lab 10 PT	903	1 G(2-4,6)	Creaven, Michelle M	2
Skills Lab 9	900	1 C(1-7)	Shaw, Jesse	2
Studio Art FT	611	1 A(1-7)	Hoorneman, Elizabeth Nmn	2
Virtual HS	835	1 A(1-7)	Segaloff, Rachel Smith	2
Academic Center	1028	36 G(2-4,6)	Zacharer, Cris	3
Academic Center	1028	39 C(2-4,6)	Zacharer, Cris	3
Acting & the Stage PT	659	1 C(2,4,6)	Brooks, Martha C	3
Adv Tech Theatre Design	604	1 G(1-7)	Brooks, Martha C	3
Advanced E.M.T.	826	10 N(1-7)	Skrocki, Andrew R	3
E.M.T.	825	9 N(1-7)	Skrocki, Andrew R	3
ESL	994	4 G(3)	Skrocki, Andrew R	3
Reading 6 PT	981	1 B(1,3,5)	DeCoste, Erin Mary	3
Skills Lab 10	902	1 A(1-7)	Creaven, Michelle M	3
Skills Lab 12	906	3 F(1-7)	Campbell, Marybeth L	3
Skills Lab 6 PT	951	3 G(1,3,5)	DeCoste, Erin Mary	3
Skills Lab 8	954	13 D(1-7)	Shaw, Jesse	3
Skills Lab 9	900	3 G(1-7)	Bagatelle, Davida J	3
Acting & the Stage	600	1 C(1-7)	Brooks, Martha C	4
Learn Center MS PT	1051	8 A(3)	Williams, Joanne NMN	4
Reading 6	980	1 A(1-7)	DeCoste, Erin Mary	4
Skills Lab 11	904	2 D(1-7)	Creaven, Michelle M	4
Skills Lab 8	954	2 D(1-7)	Price, Amy L	4
Learn Center MS PT	1051	7 D(2,4,6)	Williams, Joanne NMN	5

Enrollment Numbers by Section 2017-2018

Skills Lab 12	906	4 G(1-7)	Campbell, Marybeth L	5
Ancient Medieval	405	1 D(1-7)	McManus, Kristin M	6
CADD	618	1 B(1-7)	Fontaine, Cynthia Nmn	6
Comp Tech 6	653	2 A(3,5,7)	Lavigne, Keith R	6
Learn Center MS PT	1051	10 A(2,4,6-7)	Williams, Joanne NMN	6
Photoshop PT	631	1 F(2,4,6)	Fontaine, Cynthia Nmn	6
Art 6	650	4 A(1,5,7)	Harris, Cynthia J	7
Art 7	651	1 F(2,4,6)	Harris, Cynthia J	7
Current Events	410	1 B(1-7)	Mattie, Bryce N	7
Learn Center MS PT	1051	1 A(1,3,5)	Williams, Joanne NMN	7
TV Production	605	1 D(1-7)	Brooks, Martha C	7
H Ancient Medieval	406	1 B(1-7)	McManus, Kristin M	8
Jazz Styles	704	1 G(2,4,6)	Robbins, Craig Anthony	8
Learn Center MS PT	1051	2 B(2,4,6)	Williams, Joanne NMN	8
Lifetime Fitness PT	803	2 F(2,4,6)	Boisvert, David A	8
Comparative Literature	109	3 F(1-7)	Brown, Janet M	9
English 6	150	1 G(1-7)	Miller, Miranda NMN	9
French 7	554	1 A(1-7)	Terrio, Lisa	9
H Ancient Medieval	406	2 E(1-7)	McManus, Kristin M	9
H British Literature	112	1 B(1-7)	Hyde, Jessica	9
MS TV Production 8	658	1 D(2,4,6)	Brooks, Martha C	9
MS TV Production 8	658	2 D(1,3,5)	Brooks, Martha C	9
Algebra 2	201	1 D(1-7)	Thurston, Joshua Warner	10
Comp Science I	622	1 C(1-7)	Lavigne, Keith R	10
Comp Tech 7/8	654	1 F(2,4,6)	Lavigne, Keith R	10
Exp in Music 6	754	1 B(2,4,6)	Robbins, Craig Anthony	10
Exp in Music 7	755	1 D(1,3,5)	Robbins, Craig Anthony	10
Global Studies	401	1 B(1-7)	Lynde, Matthew David	10
H Global Studies	402	4 F(1-7)	Mattie, Bryce N	10
Learn Center MS PT	1051	3 B(1,3,5)	Williams, Joanne NMN	10
Lifetime Fitness PT	803	3 F(1,3,5)	Boisvert, David A	10
Musical Theatre Technique Gr. 9-12	713	1 G(1,5,7)	Ufema, Rebecca A	10
Tech Theatre Design	603	1 G(1-7)	Brooks, Martha C	10

Enrollment Numbers by Section 2017-2018

Anatomy & Physiology	312	2 D(1-7)	Nilan, Patricia J	11
Ancient Civilization	450	1 G(1-7)	Tuttle, Sharlene F	11
Ancient Medieval	405	2 F(1-7)	McManus, Kristin M	11
Comp Tech 6	653	5 B(2,4,6)	Lavigne, Keith R	11
Current Events	410	2 E(1-7)	Dyer, Janis NMN	11
Graphic Design	633	1 A(1-7)	Fontaine, Cynthia Nmn	11
H Calculus	209	2 D(1-7)	Shepherd, Patricia L	11
H Spanish IV	507	2 G(1-7)	Rosal, Olyan Nmn	11
Spanish II	502	2 E(1-7)	Madraswalla, Sabiha	11
Algebra 2	201	2 A(1-7)	Desarro, Michael D	12
AP Biology	304	1 A(1-7)	Pierce, Deborah A	12
French III	515	2 E(1-7)	Townsend, Anastasia Katherine	12
H Spanish V	509	1 F(1-7)	Rosal, Olyan Nmn	12
Psychology	412	1 B(1-7)	Doherty, Kathleen R	12
Sports Intensive PE PT	805	1 C(1,5,7)	Robbins, Craig Anthony	12
AP Calculus	210	2 B(1-7)	Wass, Russell D	13
AP Chemistry	307	1 B(1-7)	VanderVeen, Kristen B	13
AP English Literature and Composition	113	1 C(1-7)	Hyde, Jessica	13
Digital Photography PT	624	3 E(3,5,7)	Fontaine, Cynthia Nmn	13
French 7	554	2 E(1-7)	Haroutunian, Jessica Marita	13
French II	513	1 A(1-7)	Haroutunian, Jessica Marita	13
H Economics	411	1 A(1-7)	Lynde, Matthew David	13
H Intro to Lit	101	1 E(1-7)	Jones, Christopher W	13
H Pre-Algebra Gr 7	252	2 E(1-7)	Desarro, Michael D	13
MS Intro to Theatre 7	656	1 F(2,4,6)	Brooks, Martha C	13
Photoshop PT	631	3 F(1,5,7)	Fontaine, Cynthia Nmn	13
Pre-Algebra Gr 8	253	1 A(1-7)	Tabor, Richard W	13
Science 6	350	1 G(1-7)	Mackie, Adam	13
Science 6	350	4 E(1-7)	Mackie, Adam	13
Spanish 7	551	4 G(1-7)	Madraswalla, Sabiha	13
Algebra I	200	1 A(1-7)	Carlucci, Kellie	14
Anatomy & Physiology	312	1 B(1-7)	Nilan, Patricia J	14
AP Calculus	210	1 A(1-7)	Wass, Russell D	14

Enrollment Numbers by Section 2017-2018

AP Calculus	210	3 G(1-7)	Wass, Russell D	14
Clay FT	615	1 B(1-7)	Hoorneman, Elizabeth Nmn	14
Comparative Literature	109	2 E(1-7)	Brown, Janet M	14
English 6	150	2 C(1-7)	Miller, Miranda NMN	14
French 8	555	1 A(1-7)	Townsend, Anastasia Katherine	14
H 20th Century Hist	404	1 E(1-7)	Lynde, Matthew David	14
H Algebra II	202	1 C(1-7)	Thurston, Joshua Warner	14
H Chemistry	306	3 G(1-7)	VanderVeen, Kristen B	14
H Comparative Literature	110	1 B(1-7)	Verrochi, Emily J	14
Intro to Lit	100	3 E(1-7)	Verrochi, Emily J	14
Science 6	350	2 C(1-7)	Mackie, Adam	14
Science 8	352	1 A(1-7)	Clarke, Joshua N	14
Spanish II	502	1 C(1-7)	Madraswalla, Sabiha	14
US History I	452	1 A(1-7)	Wright, Andrew Gustave	14
Ancient Civilization	450	2 C(1-7)	Tuttle, Sharlene F	15
Ancient Civilization	450	4 E(1-7)	Tuttle, Sharlene F	15
AP French	521	1 B(1-7)	Townsend, Anastasia Katherine	15
Chemistry	305	2 G(1-7)	Nilan, Patricia J	15
Clay FT	615	3 F(1-7)	Hoorneman, Elizabeth Nmn	15
Comparative Literature	109	1 A(1-7)	Brown, Janet M	15
Engineer Your World	313	1 B(1-7)	Burton, Julie	15
English 6	150	4 E(1-7)	Miller, Miranda NMN	15
English 8	152	1 A(1-7)	Hodgens, Cristin Marie	15
Flex 6	1016	4 B(7)	Carlucci, Kellie	15
Global Studies	401	2 D(1-7)	Lynde, Matthew David	15
H Economics	411	2 G(1-7)	Lynde, Matthew David	15
H Pre-Algebra Gr 7	252	1 B(1-7)	Desarro, Michael D	15
Intro to Lit	100	4 G(1-7)	Verrochi, Emily J	15
Pre-Algebra Gr 8	253	2 B(1-7)	Tabor, Richard W	15
Science 7	351	4 G(1-7)	Holt, Wyatt NMN	15
Spanish I	500	1 E(1-7)	Poe, Michael Vincent	15
US History I	452	4 F(1-7)	Wright, Andrew Gustave	15
American Lit	104	1 A(1-7)	Murphy, Peter R	16

Enrollment Numbers by Section 2017-2018

AP Physics I	310	1 F(1-7)	Burton, Julie	16
Biology	302	1 B(1-7)	Holt, Wyatt NMN	16
Clay FT	615	2 C(1-7)	Hoorneman, Elizabeth Nmn	16
Comp Tech 6	653	6 A(2,4,6)	Lavigne, Keith R	16
Engineer Your World	313	2 D(1-7)	Burton, Julie	16
English 7	151	4 G(1-7)	Deery, Ryan	16
Flex 6	1016	2 B(7)	Mackie, Adam	16
Flex 6	1016	3 B(7)	Tuttle, Sharlene F	16
French II	513	3 F(1-7)	Haroutunian, Jessica Marita	16
Geometry	203	2 D(1-7)	Zimmer, Margaret M	16
H Algebra II	202	3 G(1-7)	Thurston, Joshua Warner	16
Health & Well 9-10 PT	809	1 B(2,4,6)	Russell, Katelyn Ann	16
Intro to Lit	100	1 A(1-7)	Jones, Christopher W	16
Intro to Physics	300	2 D(1-7)	Travers, Jacqueline M	16
World Geography	451	1 A(1-7)	Dyer, Janis NMN	16
American Lit	104	3 F(1-7)	Murphy, Peter R	17
Applied Physics	308	1 D(1-7)	Lavigne, Keith R	17
Art 8	652	3 D(2,4,6)	Harris, Cynthia J	17
Comp Tech 6	653	1 B(1,3,5)	Lavigne, Keith R	17
English 7	151	2 A(1-7)	Deery, Ryan	17
English 8	152	3 C(1-7)	Hodgens, Cristin Marie	17
Flex 6	1016	1 B(7)	Miller, Miranda NMN	17
Flex 6	1016	5 B(7)	Terrio, Lisa	17
H British Literature	112	3 E(1-7)	Hyde, Jessica	17
H Global Studies	402	1 A(1-7)	Mattie, Bryce N	17
H Physics	309	2 C(1-7)	Burton, Julie	17
H Pre-Calculus	207	2 E(1-7)	Zimmer, Margaret M	17
H Spanish III	505	1 A(1-7)	Fraser, Jennifer A	17
Intro Pre-Algebra Gr 7	251	1 G(1-7)	Desarro, Michael D	17
Intro to Physics	300	1 C(1-7)	Travers, Jacqueline M	17
Lifetime Fitness PT	803	1 E(2,4,6)	Boisvert, David A	17
Spanish 8	552	2 C(1-7)	Poe, Michael Vincent	17
Spanish III	504	1 F(1-7)	Poe, Michael Vincent	17

Enrollment Numbers by Section 2017-2018

US History II	400	4 E(1-7)	Keane, Katherine NMN	17
World Geography	451	4 G(1-7)	Dyer, Janis NMN	17
Algebra I	200	2 D(1-7)	Carlucci, Kellie	18
AP Biology	304	2 F(1-7)	Pierce, Deborah A	18
AP Spanish	510	1 B(1-7)	Fraser, Jennifer A	18
Art 6	650	1 A(2,4,6)	Harris, Cynthia J	18
Art 8	652	4 E(1,3,5)	Harris, Cynthia J	18
Biology	302	2 C(1-7)	Pierce, Deborah A	18
English 8	152	4 F(1-7)	Hodgens, Cristin Marie	18
Flex 7	1017	3 F(1)	Desarro, Michael D	18
Flex 7	1017	4 F(1)	Dyer, Janis NMN	18
Geometry	203	1 G(1-7)	Shepherd, Patricia L	18
H Calculus	209	3 F(1-7)	Shepherd, Patricia L	18
H Chemistry	306	2 D(1-7)	VanderVeen, Kristen B	18
H Pre-Calculus	207	3 G(1-7)	Zimmer, Margaret M	18
H Spanish II	503	1 A(1-7)	Rosal, Olyan Nmn	18
H Spanish III	505	2 F(1-7)	Fraser, Jennifer A	18
H Spanish IV	507	1 D(1-7)	Rosal, Olyan Nmn	18
Science 7	351	1 A(1-7)	Holt, Wyatt NMN	18
Spanish 8	552	1 A(1-7)	Poe, Michael Vincent	18
American Lit	104	2 B(1-7)	Murphy, Peter R	19
Ancient Civilization	450	3 D(1-7)	Tuttle, Sharlene F	19
AP Calculus BC	211	1 E(1-7)	Wass, Russell D	19
AP Psychology	413	1 D(1-7)	Doherty, Kathleen R	19
AP Statistics	212	1 C(1-7)	Horton, Julie Raye	19
Art 8	652	1 D(1,3,5)	Fontaine, Cynthia Nmn	19
Chemistry	305	1 C(1-7)	Nilan, Patricia J	19
Flex 7	1017	1 F(1)	Deery, Ryan	19
French 6	553	1 D(1-7)	Terrio, Lisa	19
French 6	553	2 E(1-7)	Terrio, Lisa	19
French III	515	1 D(1-7)	Townsend, Anastasia Katherine	19
H Algebra II	202	2 F(1-7)	Thurston, Joshua Warner	19
H Calculus	209	1 A(1-7)	Shepherd, Patricia L	19

Enrollment Numbers by Section 2017-2018

H Comparative Literature	110	3 F(1-7)	Verrochi, Emily J	19
H Global Studies	402	2 C(1-7)	Mattie, Bryce N	19
H Pre-Algebra Gr 7	252	3 C(1-7)	Desarro, Michael D	19
Physical Ed 7	851	3 F(2,4,6)	Failla, Amanda	19
Science 6	350	5 F(1-7)	Mackie, Adam	19
Science 8	352	2 B(1-7)	Clarke, Joshua N	19
Spanish 6	550	2 G(1-7)	Terrio, Lisa	19
Spanish 7	551	1 A(1-7)	Madraswalla, Sabiha	19
Spanish 7	551	2 B(1-7)	Madraswalla, Sabiha	19
Spanish IV	506	1 D(1-7)	Fraser, Jennifer A	19
AP Chemistry	307	2 F(1-7)	VanderVeen, Kristen B	20
AP Psychology	413	2 F(1-7)	Doherty, Kathleen R	20
AP Psychology	413	3 G(1-7)	Doherty, Kathleen R	20
Art 7	651	5 D(1,3,5)	Harris, Cynthia J	20
Art Foundations PT	607	1 E(2,4,6)	Hoorneman, Elizabeth Nmn	20
Digital Photography PT	624	1 E(2,4,6)	Fontaine, Cynthia Nmn	20
Flex 7	1017	5 F(1)	Holt, Wyatt NMN	20
Geometry	203	3 F(1-7)	Zimmer, Margaret M	20
H Comparative Literature	110	2 C(1-7)	Verrochi, Emily J	20
H Global Studies	402	3 D(1-7)	Mattie, Bryce N	20
H Spanish II	503	2 C(1-7)	Rosal, Olyan Nmn	20
Intro to Physics	300	3 F(1-7)	Travers, Jacqueline M	20
Math 6	250	1 C(1-7)	Carlucci, Kellie	20
Math 6	250	2 E(1-7)	Carlucci, Kellie	20
Math 6	250	3 F(1-7)	Carlucci, Kellie	20
Science 7	351	2 C(1-7)	Holt, Wyatt NMN	20
Science 8	352	4 F(1-7)	Clarke, Joshua N	20
US History II	400	1 A(1-7)	Keane, Katherine NMN	20
World Geography	451	3 B(1-7)	Dyer, Janis NMN	20
Ancient Civilization	450	5 F(1-7)	Tuttle, Sharlene F	21
Art 7	651	2 F(3,5,7)	Harris, Cynthia J	21
Art 8	652	2 E(2,4,6)	Harris, Cynthia J	21
Art Foundations PT	607	2 D(1,3,5)	Hoorneman, Elizabeth Nmn	21

Enrollment Numbers by Section 2017-2018

English 6	150	5 F(1-7)	Miller, Miranda NMN	21
English 7	151	1 B(1-7)	Deery, Ryan	21
English 7	151	3 E(1-7)	Deery, Ryan	21
French 8	555	2 F(1-7)	Townsend, Anastasia Katherine	21
French II	513	2 D(1-7)	Haroutunian, Jessica Marita	21
H Pre-Calculus	207	1 A(1-7)	Zimmer, Margaret M	21
Math 6	250	4 G(1-7)	Carlucci, Kellie	21
MS Intro to Theatre 7	656	2 F(3,5,7)	Brooks, Martha C	21
MS Robotics & Programming	655	1 E(1,3,5)	Lavigne, Keith R	21
Physical Ed 8	852	5 D(1,3,5)	Boisvert, David A	21
Science 8	352	5 G(1-7)	Clarke, Joshua N	21
US History I	452	3 C(1-7)	Wright, Andrew Gustave	21
US History II	400	3 C(1-7)	Keane, Katherine NMN	21
World Literature	111	2 G(1-7)	Hyde, Jessica	21
Yoga PT	807	1 F(1,3,5)	Russell, Katelyn Ann	21
AP Statistics	212	2 D(1-7)	Horton, Julie Raye	22
Art 6	650	2 B(1,3,5)	Harris, Cynthia J	22
English 6	150	3 D(1-7)	Miller, Miranda NMN	22
English 8	152	2 B(1-7)	Hodgens, Cristin Marie	22
H Algebra I	254	3 G(1-7)	Tabor, Richard W	22
H British Literature	112	2 D(1-7)	Hyde, Jessica	22
H Chemistry	306	1 C(1-7)	VanderVeen, Kristen B	22
H French IV	518	1 B(1-7)	Haroutunian, Jessica Marita	22
H Geometry	204	1 C(1-7)	Shepherd, Patricia L	22
Intro to Lit	100	2 B(1-7)	Jones, Christopher W	22
Physical Education PT	800	1 B(2,4,6)	Boisvert, David A	22
Science 6	350	3 D(1-7)	Mackie, Adam	22
Science 7	351	3 E(1-7)	Holt, Wyatt NMN	22
Science 8	352	3 C(1-7)	Clarke, Joshua N	22
Spanish 6	550	1 C(1-7)	Terrio, Lisa	22
Spanish 8	552	3 B(1-7)	Poe, Michael Vincent	22
World Geography	451	2 C(1-7)	Dyer, Janis NMN	22
Band 6	750	1 A(1,3,5,7)	Robbins, Craig Anthony	23

Enrollment Numbers by Section 2017-2018

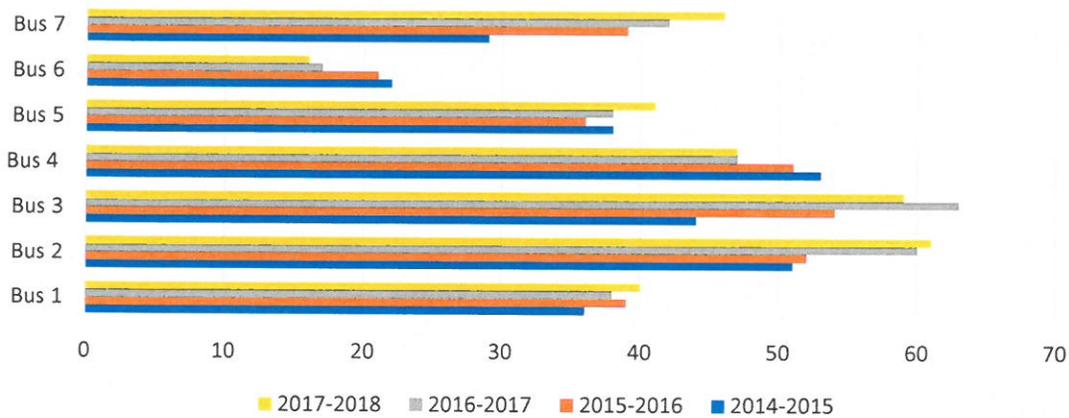
Flex 8	1018	4 E(7)	Clarke, Joshua N	23
H Biology	303	1 A(1-7)	Nilan, Patricia J	23
MS Intro to Theatre 8	657	1 E(1,3,5)	Brooks, Martha C	23
Physical Ed 6	850	2 B(2,4,6)	Failla, Amanda	23
Physical Ed 8	852	1 E(1,3,5)	Failla, Amanda	23
US History I	452	2 B(1-7)	Wright, Andrew Gustave	23
US History II	400	2 B(1-7)	Keane, Katherine NMN	23
US History II	400	5 G(1-7)	Keane, Katherine NMN	23
World Literature	111	1 C(1-7)	Deery, Ryan	23
Flex 8	1018	2 E(7)	Wright, Andrew Gustave	24
Flex 8	1018	3 E(7)	Hodgens, Cristin Marie	24
H Algebra I	254	1 C(1-7)	Tabor, Richard W	24
H Algebra I	254	2 F(1-7)	Tabor, Richard W	24
H American Lit	105	1 C(1-7)	Murphy, Peter R	24
H Biology	303	2 B(1-7)	Pierce, Deborah A	24
H Geometry	204	2 E(1-7)	Shepherd, Patricia L	24
H Intro to Lit	101	2 F(1-7)	Jones, Christopher W	24
H Physics	309	1 A(1-7)	Burton, Julie	24
Health & Well 9-10 PT	809	3 G(2,4,6)	Russell, Katelyn Ann	24
Health & Well 9-10 PT	809	4 G(1,5,7)	Russell, Katelyn Ann	24
MS Intro to Theatre 8	657	2 E(2,4,6)	Brooks, Martha C	24
Physical Ed 7	851	2 F(3,5,7)	Failla, Amanda	24
Physical Ed 8	852	2 D(2,4,6)	Failla, Amanda	24
US History I	452	5 G(1-7)	Wright, Andrew Gustave	24
Yoga PT	807	2 E(3,5,7)	Russell, Katelyn Ann	24
Chorus 7/8	753	2 F(2,4,6)	Ufema, Rebecca A	25
English 8	152	5 G(1-7)	Hodgens, Cristin Marie	25
Flex 8	1018	1 E(7)	Tabor, Richard W	25
H American Lit	105	2 E(1-7)	Murphy, Peter R	25
H Intro to Physics	301	1 A(1-7)	Travers, Jacqueline M	25
Health & Well 9-10 PT	809	2 E(2,4,6)	Russell, Katelyn Ann	25
H Intro to Physics	301	2 B(1-7)	Travers, Jacqueline M	26
Physical Education PT	800	4 G(1,5,7)	Failla, Amanda	26

Enrollment Numbers by Section 2017-2018

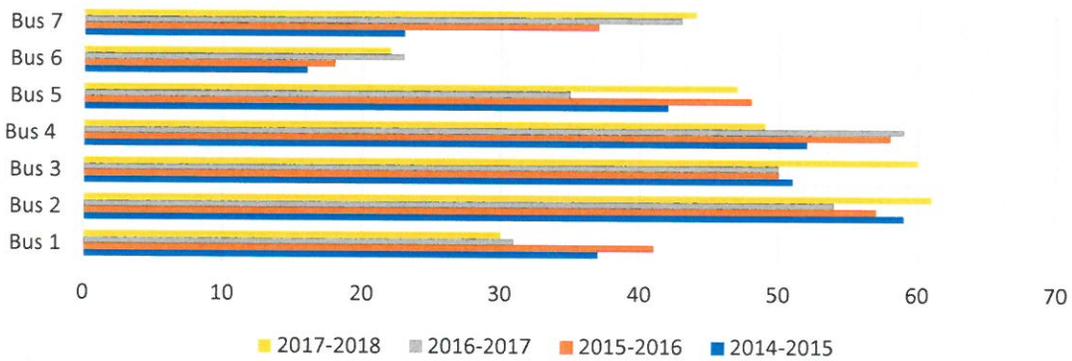
Art 6	650		3 B(2,4,6)	Harris, Cynthia J	27
Physical Education PT	800		2 D(2,4,6)	Boisvert, David A	27
Physical Ed 6	850		3 B(1,3,5)	Failla, Amanda	29
Physical Ed 6	850		4 A(1,3,5)	Failla, Amanda	29
Physical Ed 7	851		1 D(1,3,5)	Failla, Amanda	29
Physical Ed 8	852		3 E(2,4,6)	Failla, Amanda	29
Physical Education PT	800		3 E(1,3,5)	Boisvert, David A	29
Chorus 7/8	753		1 D(1,3,5)	Ufema, Rebecca A	31
Wind Ensemble	700		1 G(1,3,5,7)	Robbins, Craig Anthony	32
Chorus 6	752		1 A(2,4,6-7)	Ufema, Rebecca A	34
Band 7/8 Combined	760		1 D(7)	Robbins, Craig Anthony	35
Band 7/8	751		1 D(2,4,6)	Robbins, Craig Anthony	36
Chorus 7/8 Combined	759		1 D(7)	Ufema, Rebecca A	47
Chorus	710		1 G(2-4,6)	Ufema, Rebecca A	52
Senior Service Project	1030		2 N(1)	Nilan, Patricia J	106
Course Name	Course #	Sec #	Period	Teacher	Number of Students

2014-2017
BUS RIDERSHIP

Hildreth Bus Ridership by Bus for 2014 -2017



Bromfield Bus Ridership by Bus for 2014 -2017



BUS RIDE TIMES

Bromfield	AM	PM
Route 1	6:50 - 7:25 35 minutes	2:25- 3:05 35 minutes
Route 2	6:55 - 7:25 30 minutes	2:25- 3:05 35 minutes
Route 3	6:55 - 7:25 30 minutes	2:25- 3:05 35 minutes
Route 4	6:50 - 7:25 35 minutes	2:25- 3:05 35 minutes
Route 5	6:50 - 7:25 35 minutes	2:25- 3:05 35 minutes
Route 6	7:00 - 7:25 25 minutes	2:25- 3:05 35 minutes
Route 7	7:00 - 7:25 25 minutes	2:25- 3:05 35 minutes

Hildreth	AM	PM
Route 1	7:50 - 8:30 40 minutes	3:20 - 4:00 40 minutes
Route 2	7:55 - 8:30 35 minutes	3:20 - 4:00 40 minutes
Route 3	8:05 - 8:30 25 minutes	3:20 - 4:00 40 minutes
Route 4	8:00 - 8:30 30 minutes	3:20 - 4:00 40 minutes
Route 5	7:55 - 8:30 35 minutes	3:20 - 4:00 40 minutes
Route 6	8:05 - 8:30 25 minutes	3:20 - 4:00 40 minutes
Route 7	8:05 - 8:30 25 minutes	3:20 - 4:00 40 minutes

BUS RIDERSHIP DATA 2014-2017

THE BROMFIELD SCHOOL

Years	Bus 1	Bus 2	Bus 3	Bus 4	Bus 5	Bus 6	Bus 7
2014-2015	37	59	51	52	42	16	23
2015-2016	41	57	50	58	48	18	37
2016-2017	31	54	50	59	35	23	43
2017-2018	30	61	60	49	47	22	44

HILDRETH ELEMENTARY

Years	Bus 1	Bus 2	Bus 3	Bus 4	Bus 5	Bus 6	Bus 7
2014-2015	36	51	44	53	38	22	29
2015-2016	39	52	54	51	36	21	39
2016-2017	38	60	63	47	38	17	42
2017-2018	39	59	58	46	40	15	45

DRAFT

2017-18 Professional Development Schedule

Date	Hildreth	Bromfield
8/28 FULL	Convocation/PD	
8/29 FULL	School Based PD (Vertical Team/Trainings)	School Based PD
9/1	ER-Planning for Curriculum Night	ER-Preparing for the year ahead
9/21	ER- Vertical Time/Grade Level Time (GoMath training) (Special Education Staff with Marie)	ER-Collaborative Department Time (Critical Thinking Skills/Rubrics) (Special Education Staff with Marie)
10/10 HALF	HD- District Wide Curriculum Work	
10/19	ER- Differentiation Workshops	ER- Differentiation
11/7 FULL	Full PD Day: Combined PD with Ayer/Littleton (Technology)	
11/20 HALF	HD/Evening-Parent Conferences	
11/21 HALF	HD-Parent Conferences	
11/29 HALF	HD-Parent Conferences	
12/13	ER- Vertical Time/Grade Level Time	ER-Collaborative Department Time
12/22	ER- Tech Shares	ER- Tech Shares
1/16	PD-Teacher Led Day	
1/24	ER- Vertical Time/Grade Level Time	ER-Collaborative Department Time
2/7 HALF	HD-Inclusion/Diversity	
3/21	ER-Spring Parent Conferences	ER- Recommendations
3/30	ER- Atlas Rublicon Updates	
4/3	ER-Spring Parent Conferences	ER- Tech training
4/25	ER-Science Curriculum Updates (Also optional help with Senior Projects)	ER- Assessing Student Work (Senior Presentations)
5/18	ER- Rob Evans Returns	
6/20	ER- End of year Checklists/Responding with Wonderment and Awe	ER- End of year Checklists/Responding with Wonderment and Awe
	*HES ER-Day will be split between Vertical Team (1:35-2:35) And Grade Level Planning (2:40-3:40) ER-Dismissal at 1:13 p.m. Half Day- Dismissal at 12:05	ER-Dismissal at 12:05 Half Day-Dismissal at 11:05

Fiscal 2019 Budget Memorandum

To: Department Heads, Boards, Committees and Commissions
From: Board of Selectmen
Subject: FY 2019 Budget Request Submission Process
Date: October 4, 2017

This document provides direction for your FY 2019 department budget request submission to be completed and returned by November 2, 2017.

New Budget Process:

We are excited to try the new budget process and hope you are as well. Thank you to all who attended the All-Boards meeting on September 6th and shared their thoughts and feelings about the process to be used and your department's, board's or commission's goals.

We know the timeline for this year's process is tight, but believe by working together we can achieve each deadline. The following are the timeframes and deadlines for the FY2019 budget process:

- October 4, 2017 – Budget Documents sent out to all Boards, Committees, Commissions, and Departments
- November 2, 2017 – Completed budget documents due to Town Administrator by 12 noon.
- November 7 and 14, 2017 – Meet with Boards, Committees, Commissions, and Departments (as necessary) to review their budgets.
- November 20, 2017 – School budget due.
- November 28, 2017 – This date is reserved in case the BOS needs to use it to meet with Boards, Committees, Commissions, and Departments to review their budgets.
- December 5 and 19, 2017 – Meet with Boards, Committees, Commissions, and Departments (as necessary) to review their budgets.
- December 19, 2017 – Make and finalize budget recommendations.
- December 29, 2017 – Deliver Selectmen's 2019 budget document to the Finance Committee.

Budget Goals:

After reviewing the Selectmen's goals, the Master Plan, and the ideas and goals presented at the All-Boards meeting we have determined the goals for the 2019 budget will include the following:

- Ensure quality operational management and fiscal stability through effective and efficient use of the resources allocated to the Town Government for the benefit of its citizens, in an environment of possible record capital spending on new facilities.
- Preserve the health and safety of residents and visitors through the creation of an environment in which they feel protected, both their person and their property, by providing programs for emergency medical services and which reduce crime and fire.
- Enhance residents' quality-of-life through activities, programs and facilities designed to foster creativity, provide healthy recreational activity, build culture and aesthetic appreciation, and increase civic participation.
- Maintain and address the Town's infrastructure/facilities through the development, improvement and protection of the physical resources, and to provide for the operation, maintenance, and reporting of facilities/infrastructure.
- Promote responsible economic development and foster a climate whereby existing businesses can expand, new ones are welcomed, and decisions surrounding Devens can be assessed in a fair and balanced environment.

We believe the Town will move forward and be served well by attaining these goals. As we review each of your budgets we will be evaluating them against these goals as we put a complete budget together.

Financial Expectations:

The Board of Selectmen working with the Finance Committee have set the following financial expectations for the FY 2019 Budget.

We are actively watching Massachusetts' revenue picture and at the same time are asking you to look beyond the coming fiscal year. We want you to communicate potential issues your department will be faced with and what the potential impact will be on your budget. We are going to continue to define and address ongoing maintenance issues in the coming year and beyond. Maintenance items that you may have previously looked to CPIC for funding will be identified and included in your narrative document and if approved will become part of either the Town's annual maintenance budget or the School's maintenance budget. We are asking you to clearly delineate these items by defining what they are and include their associated cost(s). If these have not been included in your budget prior to now, please explain why. These items have the same requirement as your main budget in that you have to provide numbers for FY2020 through FY 2024. These maintenance items are not subject to item 3 under the Specific Guidelines for Budget Development section of this document.

This year we are asking you to provide us with a level service budget and to further provide us with a prioritized list of your top budgetary goals and how they fit with the goals set above and a list of cuts in the event revenues are not sufficient to support the proposed budget. Please be mindful that this does not guarantee that we will be able to address all if any of these budgetary needs, but it will give us a better picture of what our additional operational needs are. Over the years most if not all of you have shown that you can be creative in how you provide services with dwindling resources. This type of approach has helped us to get where we are and we believe to be necessary moving forward. We believe

there are still more creative ideas that all of you have that would be beneficial to the overall operations of the Town. We encourage you to propose any initiative that may cost money this year but will help address our budgetary needs and save money going forward. We expect a detailed budget report explaining each budget, how it fits with our goals and what decisions you as department head, board, committee, or commission have made with regards to what services will be provided.

We are also asking you to project beyond FY 2019 and to tell us what you see for your department in each fiscal year from FY 2020 to FY 2024 for both personnel and expenses. Be as detailed as possible with regards to the explanations. We know these numbers are fluid but it will give us a better handle on what future budgets will hold for us and will give us an ability to plan ahead and start laying the groundwork for being able to meet those challenges in the future.

Specific Guidelines for Budget Development:

Based on the preceding data, all Departments, Committees, and Boards should employ the following guidelines in preparing their operating budgets for Fiscal Year 2019.

1. Make sure the appropriate FY 2019 Grade and Step is listed for each employee. The FY 2019 dollar amount should reflect that Grade and Step. For fiscal years 2020 through 2024, add additional Steps to the payroll as appropriate. In your projections please reflect if someone within your department may be retiring; you do not have to know this for certain. When filling a position in the year following an anticipated retirement, you are to put the position back to Step one (unless the skill set dictates otherwise) of the contracted position or Grade level for which the position resides. Please remember to provide as much information and detail as possible. It is important that all aspects of your budget be explained, especially where there are changes.
2. Expense budgets should be level service budgets. Identify and explain what changes are being made or contemplated within your budgets to *maintain your current level of service*. Blanket percentage increases across these lines are not acceptable. Actual anticipated increases/decreases, for each cost center, are to be used and the reason for numbers thoroughly explained.
3. The combined total of your personnel and expense budgets cannot exceed 2.5% of your current year's budget. If they do exceed 2.5%, itemize those item and costs and explain their necessity.
4. Explore any changes to your service delivery that will realize savings. This includes any ideas or plans that may cost more in year one but would decrease costs going forward. Can you combine your departmental costs with other departments or communities to improve services and/or reduce costs? Are there new sources of revenue or grant funding that could reduce the net cost of your operations?
5. Explain the goals and objectives of your budget and how these goals and objectives compare to prior years, how they address the overall budget goals.

6. Provide a detailed report of all non-tax revenues anticipated or received in FY17 and anticipated in FY18 and FY19. Please include the dollar amounts received, what the money was/is used for/intended to be used for.
7. ***All budget forms must be completed as directed, and submitted electronically along with one signed hard copy. Use the forms and format provided and you must include your narrative with your submission. Should you submit anything not in the form or format required, your budget will not be reviewed by the Board of Selectmen.***
8. If you have questions regarding how to fill out these forms please ask Tim or Marie. The forms need to be filled out accurately and explained in detail. All budgets are due to Tim no later than 12noon on November 2, 2017.

Finance Committee's Basis For Their Recommendations

Once the budget document is submitted to the Finance Committee they will begin their review and evaluate the various aspects of it using the following metrics.

- The budgets are substantially consistent with the following budget principles and objectives:
 - (i) maintain current levels of services to the townspeople while addressing increased demand for services in certain areas,
 - (ii) provide sufficient funds for building and other infrastructure maintenance to ensure that capital facilities and equipment are properly maintained, and
 - (iii) ensure adequate reserves and contingency funds for certain future expenses and unforeseen circumstances.
- The budgets can be supported by the Town's tax base and other revenue sources, without jeopardizing the Town's credit ratings and ability to service its debt in coming years.

School Committee Meeting
Monday, September 25, 2017
6:15 p.m.
Upper Town Hall

Attendance: Mary Traphagen, Nancy Lancellotti, SusanMary Redinger, Jon Green, John Ruark, Maureen Babcock, Linda Dwight, Peter Rowe.

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

SusanMary Redinger read the Vision Statement.

Public Commentary – Keith Cheveralls, 761 Saddada Road, Whitington, VT – retiree GIC health insurance changes.

Trip Approval

Julie Horton, Dean of Students at The Bromfield School attended the meeting seeking approval for the 9th grade trip to Washington, DC. The students will leave on Wednesday, March 14, 2018 and return on Saturday, March 17, 2018.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the 9th grade DC as presented.

VOTE 5/0

Grant Approval

Dr. Dwight presented the following grants from Harvard Schools Trust:

Aquatic Insect Investigations program - \$1,447.06

3D printer for HES - \$3,244

Music ensemble risers - \$6,345*

Speech and Debate Club - \$1,000

Building Bridges: Portraits of Immigrants and Refugees - \$1,900

The following grants from the PTO:

New recess cart - \$487.09

2 Listening Centers for 1st grade - \$378.98

*Terry Symula and Tim Clark from the Trust met with Scott Hoffman, Craig Robbins, and Rebecca Ufema to explain that the Trust is able to partially fund the music riser request. HST will reserve this funding for this fiscal year, which ends September 30, 2018 in hopes that they can secure funding from another source.

SusanMary Redinger made the motion and Nancy Lancellotti seconded to approve the Harvard Schools Trust and PTO gifts as presented.

VOTE 5/0

Discuss the BOS Retiree Health Care Decision

Mary Traphagen led the discussion into what the School Committee could or should do in light of the Board of Selectmans' decision to move the retired teachers out of the GIC health insurance program and into the town's Minuteman health insurance program. The Committee agreed that they were disappointed in the process and are interested in working together with the

Board of Selectman to help mitigate the impact on retirees. The Committee agreed to pursue the issue in some manner and for starters Mary Traphagen will reach out to the Board of Selectman Chair, Lucy Wallace.

School Improvement Plans (HES and Bromfield)

Principal Joshua Myler and Associate Principal Scott Mulcahy reported on the 2017-2018 School Improvement Plan for Hildreth Elementary School. They explained each of the goals for Student Achievement, Personal Growth, Partnership and Climate by strategies used, time-line, resources used and measurement.

Principal Scott Hoffman and Associate Principal Robin Benoit report on the 2017-2018 School Improvement Plan for The Bromfield School. They explained the activity, responsibility, time-line, measurement and impact on budget for each of the goals for Student Achievement, Personal Growth, Partnership and Climate.

Superintendent Report

Hildreth Elementary building project update

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

- *Met with the working group to further develop the traffic, site plan and building masses
- *Met with Chief Sicard and Bob Scanlan regarding site issues
- *Attended the Hildreth Elementary School faculty meeting led by Josh Myler; teachers discussed adjacencies, site plan drafts, and building massing
- *Held a School Building Committee meeting; topics included finalizing site plan schematics, massing, and sustainability; sub committees were formed for publicity, longevity, tax relief, and education of the future
- *Contracted the organizers of the Flea Market to reserve a table for HES building project updates
- *Advertised for a public meeting being hosted by Josh Myler tomorrow at 8 a.m. and 6 p.m.

Curriculum Night

Hildreth Elementary School hosted a Curriculum Night event on September 14th. Josh spoke about the power of allowing students to struggle the right amount while providing a supportive environment at school and home. The message was supported afterwards by teachers who shared curriculum information and shared how they would challenge students to take risks and learn to grow throughout the upcoming school year.

Bus Ridership Information

Interestingly, Harvard continues to provide bussing for nearly the same number of students for the last four years. The current year's ridership is 600 students ranging from the high of 54 at the elementary and 63 at the middle/high school and the low of 17 at both schools.

Science Lab Update

We received an acceptable bid of approximately \$73,000 on September 20th for the plumbing services. This bid was awarded and coordination has begun between the plumbing and concrete construction companies. We remain hopeful for a December occupancy of both classrooms.

Arm in Arm Continues

The steering group met on September 19th to update our progress over the summer and plan the direction for the year ahead. The educational speakers group is planning for a panel about religions. This panel will hold both a community event and a school event. There is also a new series of movies with a multi-cultural theme planned for the public library. Scott Hoffman and Dr. Dwight are meeting with another organizer to forward a multi-cultural speaker that was supported by a Schools Trust grant. More details to follow.

CASE Meeting and DEAC Meeting

CASE held their first meeting of the year on September 15th. Topics we discussed included the annual budget, the Colebrook building project, and school opening with a new director.

DEAC

The DEAC met on September 20th. We discussed the upcoming MassDevelopment Board meeting and Maureen's update to them, the building timeline for new hours, goals for the year, and the status of the survey to be conducted again this year.

Shared School Committee/Superintendent Goals

Dr. Dwight shared the School Committee/Superintendent Goals for the 2017-2018 by title, goal, measure conditions and interface.

Goal 1 – Student Achievement – provide the SC with data that will allow them to measure, assess and address student achievement in the district.

Goal 2 – HES Building Project – to design and implement a new building that is educationally exciting, safe, attractive, and environmentally efficient that is consistent with the district Vision and within the financial capacity of the town.

Goal 3 – Communication Plan – to have a communication plan for the Harvard Public School District.

John Ruark made the motion and SusanMary Redinger seconded to remove the word draft from the document presented and make these our 3 goals for the 2017/2018 school year.
VOTE 5/0

District Improvement Plan Draft

Dr. Dwight presented the District Improvement Plan as follows:

Student Achievement Goal

Technology Integration – Technology use in most classrooms across the district will be at the level of redefinition as defined by the SAMR model.

Data Informed Instruction – to increase the use of data by teachers and staff to inform instruction.

Differentiated Instruction – Improve student learning in the regular education classroom for students typically needing additional support services.

Personal Growth

Health/Wellness Focus – to provide quality health and wellness classes to our students from grades PreK-12.

Leadership and Service Opportunities – to increase the leadership and service participation by students with a focus on local and global connections.

Attendance – to increase student attendance and decrease the number of times students are tardy for school.

Partnership

Colleges and Universities – to increase the district’s connection to colleges and universities through research opportunities, classes on side and student teacher placement.

Local Connections – to increase volunteer participation in our school and take advantage of local resources.

Resources

Elementary Building Project – to design and implement a new building that is educationally exciting, safe, attractive, and environmentally efficient that is consistent with the district Vision and within the financial capacity of the town.

Bromfield Renovations – to provide necessary renovations and upgrades to the Bromfield School to allow for a safe and high-quality educational environment for students in the Harvard Public School District.

School Climate

Inclusion – to increase students sense of safety and connectedness by impacting the culture of inclusion across the district.

Digital Citizenship – Students are making safe and responsible choices regarding the use of technology.

5 Year Capital Requests Review

The Hildreth Elementary School Capital expenses have been changed to zero due to the upcoming building project. The following list of FY19 capital projects/requests that will be forwarded to capital for funding:

Design/Repair or Replace ramp to MS - \$240,000

HVAC – Equipment/Controls Upgrade and Repairs (HEAC) - \$25,000

TBS – Upgrade Science Room and Prep rooms - \$240,000

Renovate the Cronin Auditorium, lighting, carpet, curtain seats - \$220,000

Replace/remove indirect fired H/W storage tank, boiler room - \$28,000

Renovate /upgrade Boy’s-Girls’ bathrooms Science wing and ramp - \$25,000

SusanMary Redinger made the motion and John Ruark seconded to move that we accept the Draft Capital Plan as presented and move it forward to the Capital Planning and Investment Committee for review.

VOTE 5/0

Brainstorm Question for the Students Advisory

Mary Traphagen will pass on the following topics to the Student Advisory so they will be prepared to discuss at the meeting scheduled for October 13, 2017 at 7 a.m.

1. Student Achievement
2. Reaction to the new dress code policy
3. Cell phone policy

4. How learning is changing with technology in their hands
5. Student Achievement

Subcommittee/Liaison Assignments

Mary Traphagen reviewed the Liaison and Subcommittee Assignments as follows:

Liaison Assignments	
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
Subcommittee Assignments	
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	Nancy Lancellotti and John Ruark
Communication Plan	Mary Traphagen and SusanMary Redinger

The Committee agreed to add a Student Achievement and Communication Subcommittee to meet the Superintendent/School Committee goals.

SusanMary Redinger made the motion and John Ruark seconded to move that we create a Student Achievement and Communication Subcommittee.

VOTE 5/0

Meeting Minute Approval

SusanMary Redinger made the motion and John Ruark seconded to approve the minutes of the September 11th meeting as amended.

VOTE 5/0

Warrant Approval – Will bring to the next meeting

October 10th Agenda Items

Faculty survey

Bus info

Attendance numbers

HES Math

Budget Review

Budget Schedule

Superintendent goals

Student Achievements

Open to Interested Citizens and School Committee Commentary

Mary Traphagen – went to the first HES School Council meeting – Josh ran a very good succinct meeting, the MCAS results are delayed in coming out.

Jon Green - No SEPAC or HCTV meetings.

John Ruark – attended the HEAC meeting and they are proceeding with HEAC projects as planned except for the energy storage project which is on hold.

SusanMary Redinger will attend the Finance Committee meeting next Wednesday.

Adjourned

SusanMary Redinger made the motion and John Ruark seconded to adjourn the meeting at 9:30 p.m.

Respectfully submitted,

Mary Zadroga