

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

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**School Committee Meeting**  
**Tuesday, July 11, 2017**  
**8:00AM**  
**Upstairs at Town Hall**

- I. Call to Order (8:00)**
- II. Read the Vision Statement (8:01)**
- III. Open to Interested Citizens' Commentary (8:05)**
- IV. End of Year Financial Report (8:10)**
- V. Grant Approval (8:35)**
- VI. Van Purchase Discussion and Vote (8:40)**
- VII. Handbook Approval (8:50)**
- VIII. Superintendent Report (9:00)**
- IX. Building Committee Update (9:10)**
- X. Personnel Spreadsheet (9:15)**
- XI. Review meeting minutes (9:25)**
- XII. Liaison/Sub-committee reports (9:30)**
- XIII. Suggest future agenda items (9:35)**
- XIV. Open to Interested Citizens' and School Committee Commentary (9:40)**
- XV. Adjournment (9:45)**

**Documents: Superintendent's report, meeting minutes, Grant Award Letter, Personnel Spreadsheet, Handbook draft, 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.**

# Harvard Public School FY17 Budget to Actual Third Quarter

SUPT./CENTRAL OFFICE - 03001		TM BUDGET FY17	Expended thru 4/30/17	Projected Spending	Total Projected	Outside Funding	Surplus or (Deficit)	Funding Source Notes
1	-51691 SUPERINTENDENT SAL	162,400	131,169	31,231	162,400		0	
2	-51702 ADMIN ASST SAL	66,619	57,120	13,600	70,720		(4,101)	
3	-51991 ADMIN ASST TO SCHOOL COMM.	2,500	2,019	481	2,500		0	
4	-51731 BUSINESS COORD SAL	49,440	41,479	9,876	51,355		(1,915)	
5	-51742 CLERICAL SALARY	14,093	21,492	6,156	27,648	10,000	(3,555)	Building Rental
6	-51110 WELLNESS/RETIREMENT INCENT.	18,500	397	8,897	9,294		9,206	
7	-51941 PROF DEV SAL	43,740	26,903	16,837	43,740		0	
8	-51100 TSA MATCH	62,000	67,491	-	67,491		(5,491)	
<b>SALARY</b>		<b>419,292</b>	<b>348,070</b>	<b>87,078</b>	<b>435,148</b>	<b>10,000</b>	<b>(5,856)</b>	

9	-52713 LEGAL FEES, GENERAL	6,000	22,696	3,000	25,696		(19,696)	
10	-52714 LEGAL FEES, SPECIAL ED	10,000	21,006	5,500	26,506		(16,506)	
11	-52715 SUPPLIES/OFFICE	19,000	17,512	1,488	19,000		0	
12	-52914 EQUIP LEASE/REPAIRS	4,903	3,636	1,267	4,903		0	
13	-52954 PROF DEV (CURR) EXP	69,957	49,756	20,201	69,957		0	
14	-52957 DUES & SUBSCRIPTIONS	9,974	6,550	3,424	9,974		0	
15	-53214 REGULAR TRANSPORT	273,293	295,470	66,330	361,800	55,000	(33,507)	Rebid Contract/Bus Fees
<b>EXPENSE</b>		<b>393,127</b>	<b>416,626</b>	<b>101,210</b>	<b>517,836</b>	<b>55,000</b>	<b>(69,709)</b>	

**COST CENTER TOTAL**

<b>812,419</b>	<b>764,696</b>	<b>188,288</b>	<b>952,984</b>	<b>65,000</b>	<b>(75,565)</b>	
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# Harvard Public Scho FY17 Budget to Actual Third Quarter

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

# Harvard Public Scho FY17 Budget to Actual Third Quarter

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

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

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

# Harvard Public Scho FY17 Budget to Actual Third Quarter

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

# Harvard Public Schools FY17 Budget to Actual Third Quarter

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



	<u>Beginning</u> <u>6/30/16 Balance</u>	<u>Rev.</u>	<u>Exp.</u>	<u>Projected</u> <u>6/30/17 Balance</u>	Transfers to Close omnibus	
<b>Community Education:</b>						
Bridges	\$ 91,091	\$ 194,685	\$ 123,921	\$ 161,854		
Summer Adventure	\$ 51,596	\$ 50,075	\$ 5,046	\$ 96,624		
Adult Education	\$ 7,439	\$ 3,678	\$ 1,810	\$ 9,307		
Spectrum	\$ 37,610	\$ 112,117	\$ 96,298	\$ 53,429		
Global Child	\$ 692	\$ 94		\$ 786		
CrossLinks	\$ 22,469	\$ 13,400	\$ 8,726	\$ 27,144		
Administration	\$ (108,879)		\$ 52,129	\$ (161,008)		
<b>Total Community Education</b>	<b>\$ 102,018</b>	<b>\$ 374,049</b>	<b>\$ 287,930</b>	<b>\$ 188,136</b>	\$ 60,000	\$ 128,136
<b>Devens:</b>						
Bromfield School, Tuitions	\$ 1,953,552	\$ 1,452,623		\$ 3,406,175		
TBS Staffing	\$ (645)		\$ 7,015	\$ (7,660)	\$ 500,000	
TBS Transportation	\$ (27,243)	\$ 55,479	\$ -	\$ 28,236	\$ 57,524	
TBS Capital	\$ (162,851)	\$ 20,000	\$ 461,222	\$ (604,074)		
Special Ed Services	\$ 48,212	\$ 209,725	\$ 100,524	\$ 157,413	\$ 24,571	
Elementary School, Tuitions	\$ (46,217)			\$ (46,217)		
HES Staffing	\$ (323,502)			\$ (323,502)	\$ 457,945	
HES Transportation	\$ -			\$ -		
HES Capital (Technology)	\$ (224,446)		\$ 149,334	\$ (373,780)	\$ 60,000	
Prior Year Expenditures	\$ (230,347)			\$ (230,347)		
TBS Parking Lot	\$ (100)			\$ (100)		
Technology Wages	\$ (5,000)			\$ (5,000)		
Technology Purchases	\$ (186,133)			\$ (186,133)		
<b>Total Devens</b>	<b>\$ 795,279</b>	<b>\$ 1,737,826</b>	<b>\$ 718,095</b>	<b>\$ 1,815,010</b>	\$ 1,100,040	\$ 714,970
<b>Kindergarten Tuitions:</b>	<b>\$ 51,821</b>	<b>\$ 146,103</b>	<b>\$ 1,500</b>	<b>\$ 196,424</b>	\$ 160,000	\$ 36,424
<b>PreSchool Revolving:</b>	<b>\$ 12,363</b>	<b>\$ 57,338</b>	<b>\$ -</b>	<b>\$ 69,702</b>	\$ 45,000	\$ 24,702
<b>School Bus Revolving:</b>	<b>\$ 4,857</b>	<b>\$ 54,422</b>	<b>\$ -</b>	<b>\$ 59,279</b>	\$ 55,000	\$ 4,279
<b>School Lunch</b>	<b>\$ 24,157</b>	<b>\$ 648,146</b>	<b>\$ 525,804</b>	<b>\$ 146,498</b>	\$ 5,000	\$ 141,498
<b>School Athletic Revolving:</b>	<b>\$ 713</b>	<b>\$ 206,592</b>	<b>\$ 234,024</b>	<b>\$ (26,719)</b>	\$ (25,000)	\$ (1,719)
<b>School Rental Revolving:</b>	<b>\$ 8,897</b>	<b>\$ 19,480</b>	<b>\$ 10,526</b>	<b>\$ 17,850</b>	\$ 10,000	\$ 7,850
<b>Shaw Gift:</b>	<b>\$ 372,437</b>	<b>\$ 37,343</b>	<b>\$ 278,907</b>	<b>\$ 130,873</b>	\$ -	\$ 130,873
<b>State Revolving:</b>						
School Choice (Special Revenue)	\$ 248,513	\$ 288,697	\$ -	\$ 537,210	\$ 310,000	\$ 227,210
Circuit Breaker (Special Revenue)	\$ 384,371	\$ 391,084	\$ 460,000	\$ 315,455		
<b>Total State Revolving</b>	<b>\$ 632,884</b>	<b>\$ 679,781</b>	<b>\$ 460,000</b>	<b>\$ 852,665</b>		
<b>GRAND TOTAL, REVOLVING FUNDS:</b>	<b>\$ 2,005,425</b>	<b>\$ 3,961,080</b>	<b>\$ 2,516,787</b>	<b>\$ 3,449,718</b>	\$ 1,720,040	\$ 1,729,678
<b>FY17 Award</b>						
<b>Federal Grants: FY17 Award</b>		<u>Rev.</u>	<u>Exp.</u>			
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 I, 305	\$ 172,210	\$ 155,031	\$ 155,031			
<b>Total Federal Grants</b>	<b>\$ 443,040</b>	<b>\$ 422,050</b>	<b>\$ 420,763</b>			

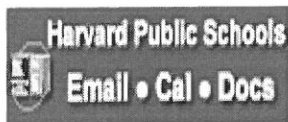
Enclosed is a check for \$1574.75 to pay for Wobble Chairs for Hildreth Elementary School. The Harvard PTO is happy that we can donate these funds to cover this item for the school.

Thank you,

A handwritten signature in black ink, appearing to read "Lisa D. Rosen", with a long horizontal flourish extending to the right.

Lisa D. Rosen

Harvard PTO



Mary Zadroga &lt;mzadroga@psharvard.org&gt;

**Fwd: RE: Town of Harvard - Additional vehicle impact on insurance?**

1 message

Marie Sobalvarro &lt;msobalvarro@harvard.ma.us&gt;

Thu, Jul 6, 2017 at 1:38 PM

To: mzadroga@psharvard.org

Below is the info from our insurance carrier.

Hope all is well,

-M.

Marie Crowley Sobalvarro  
Assistant Town Admin/HR Director  
msobalvarro@harvard.ma.us / 978-456-4100 x330  
Town of Harvard / 13 Ayer Road / Harvard MA 01451

**----- Original Message -----**

Message Thu, Jul 06, 2017 1:35 PM

From: Erica Citro <Erica.Citro@cabotrisk.com>  
To: 'Peter Rowe' <prowe@psharvard.org>  
Cc: Marie Sobalvarro Joanne Stoll-Pizzano <Joanne.Stoll-Pizzano@cabotrisk.com>  
Subject: RE: Town of Harvard - Additional vehicle impact on insurance?  
Attachments: Attach0.html Uploaded File 12K

Hi Peter &amp; Marie,

Approximate annual premium to add this vehicle would be \$675.

Thank you,

**Erica Citro, CIC, CISR**

MIIA Account Manager  
Cabot Risk Strategies LLC | 15 Cabot Road | Woburn, MA 01801  
P. 781-939-6825 | F. 781-376-9907

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**From:** Peter Rowe [mailto:prowe@psharvard.org]  
**Sent:** Thursday, June 29, 2017 10:52 AM  
**To:** Erica Citro <Erica.Citro@cabotrisk.com>  
**Cc:** Marie Sobalvarro <msobalvarro@harvard.ma.us>  
**Subject:** Re: Town of Harvard - Additional vehicle impact on insurance?

Erica, thank you for getting back to us on this.

The vehicle in question would be a used 2008 Ford 8 passenger van previously owned by CASE Collaborative. Capacity eight students and one driver. It would be used for supplementary transportation primarily of small groups to athletic events, driven by a staff member who has responsibility for the students in question.

The vehicle has a current blue book value in the \$1500-\$1800 range.

Please let me know if you need additional information.

Thank you, Peter Rowe

**Peter C. Rowe**

Finance Director

Harvard Public Schools

39 Massachusetts Ave.

Harvard, MA. 01451

978-456-4140 ext. 3110

**[prowe@psharvard.org](mailto:prowe@psharvard.org)**

On Thu, Jun 29, 2017 at 10:39 AM, Erica Citro <[Erica.Citro@cabotrisk.com](mailto:Erica.Citro@cabotrisk.com)> wrote:

Hi Marie,

Id need a little more info. Do you have a year make and model in mind?  
Thank you,

***Erica Citro, CIC, CISR***

MIIA Account Manager

Cabot Risk Strategies LLC | 15 Cabot Road | Woburn, MA 01801

P. 781-939-6825 | F. 781-376-9907

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Begin forwarded message:

**From:** Marie Sobalvarro <msobalvarro@harvard.ma.us>

**Date:** June 29, 2017 at 9:48:55 AM EDT

**To:** <joanne.stoll@cabotrisk.com>

**Cc:** <prowe@psharvard.org>

**Subject:** Additional vehicle impact on insurance?

Hi Joanne -- the school is interested in purchasing a used van for use in their athletic program. What would be the impact, if any, on our auto rates? (Assuming that the van is low dollar and wouldn't really impact the property rate).

Many thanks for your help and insight,

-M.

Marie Crowley Sobalvarro

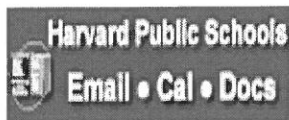
Assistant Town Admin/HR Director

msobalvarro@harvard.ma.us / 978-456-4100 x330

Town of Harvard / 13 Ayer Road / Harvard MA 01451

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 **Attach0.html**  
11K



Mary Zadroga &lt;mzadroga@psharvard.org&gt;

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**small bus use**

6 messages

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**Mary Zadroga** <mzadroga@psharvard.org>

Thu, Jul 6, 2017 at 2:07 PM

To: Scott Hoffman &lt;shoffman@psharvard.org&gt;, Pamela Alexander &lt;palexander@psharvard.org&gt;

Can you please let me for the School Committee meeting on July 11th how many times there was a need for a bus for either a club or team of less than 10 participants last year? If you could let me know by Friday that would be great. The more broken down the better i.e. golf team - 5 golfers - 4 trips; drama club - drama fest - 10 students - 4 trips to Boston.

Thank you!

--

Sincerely

Mary Zadroga  
Administrative Assistant to the Superintendent

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**Pamela Alexander** <palexander@psharvard.org>

Thu, Jul 6, 2017 at 2:19 PM

To: Mary Zadroga &lt;mzadroga@psharvard.org&gt;

Hi Mary,

It is hard to say because any of the small teams like golf, boys and girls tennis, they bring everyone on the team to the meet or match. If there are less than 10 people going then usually parents and coaches will drive. That doesn't happen very often.

Sometimes Dee would send us a small bus so we could only have 8/9 students and 1 coach but that didn't happen much either. We don't like to send just the ones that are going to compete that day. We want to make sure that all members of the team can go to all the away meets or matches.

I don't know if this is of any help.

Thanks,

Pam

[Quoted text hidden]

--

Pam Alexander  
Athletic Director  
Bromfield School

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**Mary Zadroga** <mzadroga@psharvard.org>

Thu, Jul 6, 2017 at 2:43 PM

To: Pamela Alexander &lt;palexander@psharvard.org&gt;

Maybe answer this way - how many time could an 8 passenger bus have been used to transport a sport team last year?

[Quoted text hidden]

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**Mary Zadroga** <mzadroga@psharvard.org>

Thu, Jul 6, 2017 at 2:44 PM

To: Linda Dwight &lt;ldwight@psharvard.org&gt;

[Quoted text hidden]

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**Scott Hoffman** <shoffman@psharvard.org>

Fri, Jul 7, 2017 at 8:37 AM

To: Mary Zadroga &lt;mzadroga@psharvard.org&gt;

Cc: Pamela Alexander <palexander@psharvard.org>, Martha Brooks <mbrooks@psharvard.org>, David Boisvert <dboisvert@psharvard.org>

Hi Mary:

2017/2018 PERSONNEL SPREADSHEET

Name	FTE		Position	Replacing	Reason	Budgeted Salary	Actual Salary	Difference
Josh Myler	1.0	HES	Principal	Sue Frederick	resignation	117,693	113,000	4,693
Scott Mulcahy	1.0	HES	Associate Principal	Josh Myler	position change	96,425	94,000	2,425
Marie Phillips	1.0	HES	Grade 1	Long Term Substitute	additonal section	49,708	59,474	-9,766
Karen Shaw	1.0	HES	Grade 1	Kristina Lazaro	LOA	85,089	48,732	36,357
Jessica Bethoney	1.0	HES	Guidance	Christine Reale	transfer	93,982	57,184	36,798
Christine Reale	1.0	TBS	Guidance	Lisa Soldi	Retirement	60,900	93,982	-33,082
Amanda Failla	1.0	TBS	Physical Education	Susan Silver	Retirement	60,900	52,706	8,194
Emily Sterber	1.0	TBS	Speech/Language	Kirsti Gamage	Retirement	87,942	52,706	35,236
Vacant	1.0	TBS	Science Teacher	Glenn Tarullo	Retirement	96,347	60,900	35,447
Dave Boisvert	1.0	TBS	Athletic Director	Pam Alexander	Retirement	25,937	15,000	10,937
Shepherd, Carlucci, Thurston			Add'l Sections			25,500	22,000	3,500
Vacant	1.0	SPED	Special Education	Mary Ann Conte	Retirement	92,593	60,900	31,693
Matt Russell	1.0	SPED	Learning Assistant	Mary Ann Smith	resignation	25,609	24,517	1,092
Not replacing	1.0	SPED	Learning Assistant	Janet Woosum	transfer	28,933	0	28,933
Not replacing	1.0	SPED	Learning Assistant	Lori Colangelo		26,103	0	26,103
Vacant	1.0	SPED	Pre-K Teacher	Abby Patriquin	resignation	27,066	27,066	0
Cynthia Rainey	1.0	TECH	Technology Support			0	44,304	-44,304
Anyia Zulawnik	1.0	TECH	Video Coach			0	5,000	-5,000
School Choice				2 slots not filled		0	10,000	-10,000
Peter Rowe			School Business Manager	Lorraine Leonard	Retirement	0	65,000	-65,000
Vacant			Building Project stipends			0	5,000	-5,000
						1,000,727	911,471	89,256

School Committee Minutes  
Upstairs of the Town Hall  
Monday, June 26, 2017  
6:15 p.m.

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

Mary Traphagen called the meeting to order at 6:20 p.m.  
Nancy Lancellotti read the Core Value Statement.

**Open to Interested Citizens' Commentary**

None

**Student Report**

None

**End of Year Report on School Improvement Plans**

Sue Frederick, Josh Myler, Scott Hoffman, Robin Benoit and Julie Horton presented the Harvard Public Schools School Improvement Plan Progress Report for 2016/2017. The administrators shared goals, strategies, time-lines, resources, measurements and percentage completed for the following: District Core Values: Student Achievement, Personal Growth, Partnership, and School Climate.

**Review of the Handbook**

Josh Myler presented to the Committee the proposed updates and changes to the Hildreth Elementary School Handbook. The Committee asked that the information relative to the Bullying Policy be updated to reflect changes made to the policy over the past year. Josh Myler will bring back the changes at the next meeting.

**Dean Position Proposal**

Scott Hoffman, Robin Benoit and Julie Horton reported out to the Committee on the accomplishments during the first year of having a Dean Position at The Bromfield School. The Dean focused on attendance and there was a lot of insight gained to why students are absent and tardy. Going forward the administrators would like to see the Dean position continue and focus on scheduling, student/parent communication, strategies for attendance improvement, and the oversight of the "trusted adult program".

Nancy Lancellotti made the motion and John Ruark seconded to move that we approve the position of Bromfield Dean of Students proposal as presented tonight.

VOTE 4/0

**Grant Approval**

Dr. Dwight presented for approval the following gifts from the Harvard Schools Trust:

Each of Us and All of Us: Embracing Diversity - \$3,500

Wireless Mics and Splitters - \$815.95

Scholarship Fund – Nature's Classroom - \$1,200

Bromfield Robotics Club - \$750

Blanding Turtles Conservation Project - \$525



Terezin Project - \$1,650

Engineer Your World – Training course and expenses - \$2,250

John Ruark made the motion and Jon Green seconded to approve the grants from the Harvard Schools Trust as presented in the packet tonight.

VOTE 4/0

### **Superintendent Report**

#### **\*Request for Teacher Liaison Positions for New School Design**

Several members of the SBC working group recommended the formation of 5 teacher liaison positions to support the schematic design phase of the SBC. If approved, we would work with the HTA to consider a stipend amount (est. \$1,000) for a commitment to attend SBC meetings, discuss the information with colleagues, gather information from teachers and students and help with the design of the new, dynamic school building.

Nancy Lancellotti made a motion and Jon Green seconded to approve up to five stipend positions to support the Building Committee work as teacher liaisons to be further defined by the Building Committee and to be paid up \$1,000 each for the upcoming school year.

VOTE 4/0

#### **\*Connecting with Superintendents at a National Level**

Dr. Dwight informed the Committee that she has been selected to serve on the Suburban Schools Superintendents group. She is honored to be nominated and included in such a well-respected group.

#### **\*Follow up on Funding for Summer PD**

The funding source for the 45K in summer PD granted to teachers comes from the following sources;

30K designated in the budget as summer curriculum work

9K written into the Title I grant

8K designated as tech training PD

#### **\*Special Town Meeting Presentation**

Mary Traphagen and Susan Mary Redinger shared an update on the work of the School Building Committee to the attendees of the Special Town Meeting on June 13<sup>th</sup>. There were no questions from the public afterwards.

#### **\*Athletic Advisory Final Meeting of the Year**

On June 13<sup>th</sup> members of the Athletic Advisory Committee met to review the progress of the 2016-17 school year and set some focus areas for next year. The successes of the past year included securing additional funds from the Town, Devens, and Revolving School Account (for uniforms). The Committee also started a database on the uniform replacements, and they combined the district booster funds into the HAA for management oversight and record keeping.

The members of the Athletic Advisory identified fundraising, spirit days, evening games, updating the athletic website, social media presence, 6<sup>th</sup> grade participation, schedule consistency, and positive coaching sessions for parents for the 2017-18 school year. We will begin meeting again in September.

#### **\*Consideration for Van Purchase**

We have the opportunity to purchase a van from CASE Collaborative for use by our athletic team and other club needs. The cost of the van is approximately \$1,500. This vehicle would help us reduce the cost of bussing to events when the number of participants is fewer than 8.

#### **\*New Hires, Retirement Change and Late Retirement/Resignation**

We have hired a new associate principal for the elementary school, Scott Mulcahy. He was recently employed as an assistant principal in Sudbury and prior to that appointment, he taught 5<sup>th</sup> grade in Hudson. We look forward to working with him on the leadership team.

Also joining the Harvard Public Schools is Emily Sterber. She has been a long-term substitute in Brookline for the past year. She is a recent graduate of Northeast University.

Pam Alexander will remain in our employment for another year. She found out recently that she does not have the requisite number of years to gain retirement benefits. She will fill the job vacancy created by Sharon Schmidt's move to Bromfield to become the guidance secretary.

Glenn Tarullo, the 6<sup>th</sup> grade science teacher, submitted his retirement letter during the final weeks of school. A team of teachers are reviewing resume packets to fill this position. Abby Patriquin, the .5 PreK teacher, also submitted her resignation letter. We are collecting resume packets for this position.

#### **\*Arm in Arm Reads and Movie Series**

We hosted a kick-off event in Volunteers' Hall at the Harvard Public Library on June 15<sup>th</sup>. The group decided to promote the book *Waking up White* by Debby Irving for the first all town read. Copies of the book are available at the Central Office and follow up discussion groups are planned for 7 PM on July 13<sup>th</sup> and August 17<sup>th</sup>.

#### **\*Fun Fair Success**

Families enjoyed the annual PTO Fun Fair on June 16<sup>th</sup> despite the rain which caused the event to move indoors. The special event welcomed older students to volunteer their time to run the events in the gym for the younger students. The PTO reports that the Fair netted \$6,000 in profits to be used for their enrichment programs. What a valuable Harvard tradition.

### **Hildreth Elementary building project update**

The following is a list of the actions completed in past weeks:

1. Held a School Building Committee meeting
2. Reviewed the PSR documents for submission to MSBA
3. Planned for a tour of new, local schools with members of the SBC, Visioning Committee, interested community members and teachers.
4. Planned for a special meeting to consider important aspects of the town to include members of town committees, member of the SBC and others.

### **End of Year Report Out on School Committee/Superintendent Goals**

Dr. Dwight reported on the progress of the joint School Committee/Superintendent goals as follows:

**Contract Negotiations** – to conduct successful contract negotiations between the School Committee and the HTA - 100% complete – ratified by HTA and approved by School Committee.

**HES Renovations** –to design and implement modifications to HES making it a safe attractive environmentally efficient building that is consistent with the district Vision and within the financial capacity of the town– 50% complete – Vote for new building secured, MSBA deadlines met, community involved through survey and forums.

**User Fees** – to have a financial plan for athletic expenses that stabilize user fees for at least 3-5 years- 100% complete – Additional funding from Town 25K, Uniforms 8K and Devens 40K.

### **Review Summer School Committee Meeting Schedule**

The Committee discussed their summer meeting schedule and decided to meet on July 11<sup>th</sup> for a the financial close out, then again on July 31<sup>st</sup> for a mid-day meeting off site with agenda items to be School Committee/Superintendent Goals and Superintendent Evaluation.

Dr. Dwight reviewed with the Committee the sample reflection write ups she prepared as an example of what she will be presenting for her evaluation evidence. Dr. Dwight also discussed tagging the Superintendent updates she does throughout the year with the standard it covers. School Committee members gave feedback and thanked Dr. Dwight for her work.

**Review meeting minutes**

John Ruark made a motion and Jon Green seconded to approve the minutes of June 12<sup>th</sup> meeting as presented and amended.

VOTE 4/0

**Liaison Subcommittee reports**

Mary Traphagen – reported that she has signed the warrants and there is a warrant recap of all invoices paid if anyone is interested in reviewing them. Mary Traphagen entered into record a list of invoices on a warrant signed by her and dated June 23, 2017.

Nancy Lancellotti – no report

Jon Green – no report

John Ruark – no report

**Suggested future agenda items**

Financial Close-out

Holding a School Committee meeting at Devens

School Handbook Approval

Achievement Data

District Improvement Plan

Goals

CASE Van

Superintendent Evaluation

**Open to Interested Citizens' and School Committee Commentary**

Jennifer Finch, Codman Hill Road – Teacher Liaisons, Quorum for Call in vote, Teacher PD info.

Adjournment:

John Ruark made the motion and Nancy Lancellotti seconded to adjourn the meeting at 9:15 p.m.

Respectfully submitted:

Mary Zadroga