



# *Needham School Committee*

*September 11, 2018*

*7:00 p.m.*

*Broadmeadow School  
School Committee Room*

*A school and community partnership that creates excited learners,  
inspires excellence, fosters integrity*



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## SCHOOL COMMITTEE MEETING AGENDA

September 11, 2018

**Broadmeadow School  
School Committee Room**

**Next School Committee Meeting: October 2, 2018**

**7:00 p.m. Public Comments**

**7:05 p.m. School Committee Chair and Subcommittee Updates**

**7:10 p.m. Superintendent's Comments**  
Student Performance  
Opening of School Update

**7:20 p.m. Consent Agenda**

1. Approve Minutes of the Meeting of August 23, 2018
2. Approve FY19 Grants
3. Approve FY18 PTC In-Kind Donations
4. Approve FY19 PTC Club Budget
5. Approve FY18 Booster Club In-Kind Donations
6. Approve FY19 Booster Club Budget
7. Accept Donations: Direct Federal & Miscellaneous
8. Approve FY19 Budget Transfers

### **Discussion Items**

**7:25 p.m. Needham High School Expansion Update**

**7:50 p.m. Mitchell School Modular Update**

**8:15p.m. Action Items**

Approve FY20 Budget Guidelines  
Endorse October 2018 Special Town Meeting Warrant Article Request: Emery Grover Feasibility Study

**8:20 p.m. School Committee Comments**

### **Information Item**

2018-2019 School Committee Assignments

**Needham School Committee**  
**September 11, 2018**

Agenda Item:     **Public Comments**

Background Information:

- The Chairperson will offer the opportunity for the public to speak to the School Committee on issues not on the agenda.

**Needham School Committee  
September 11, 2018**

Agenda Item:     **School Committee Chair and Subcommittee Update**

Background Information:

- The Chairperson and subcommittee members may offer brief updates on issues not on the agenda.

Members of the School Committee available for comment:

Aaron Pressman, Chair  
Michael Greis, Vice-Chair  
Connie Barr  
Heidi Black  
Andrea Longo Carter  
Susan Neckes  
Matthew Spengler

**Needham School Committee  
September 11, 2018**

Agenda Item:     **Superintendent's Comments**

Background Information:

Superintendent Daniel E. Gutekanst will apprise the School Committee of events, information, and matters of interest not on the agenda.

- The Superintendent will welcome the Needham High School Chorale who will perform, directed by Jonathan VanderWoude.
- The Superintendent will provide an update on the opening of the 2018-19 school year.

**Needham School Committee**  
**September 11, 2018**

Agenda Item:     **Consent Agenda**

1. Approve Minutes of the Meeting of August 23, 2018
2. Approve FY2018-19 Grants
3. Approve FY18 PTC In-Kind Donations
4. Approve FY19 PTC Club Budget
5. Approve FY18 Booster Club In-Kind Donations
6. Approve FY19 Booster Club Budget
7. Accept Donations: Direct Federal & Miscellaneous
8. Approve FY19 Budget Transfers

Chair: “Does anyone wish to remove any item from the consent agenda?”

If none removed:

“There being no objection, these items are adopted by unanimous consent.”

Needham School Committee  
Minutes of the Meeting  
August 23, 2018

	<p>The School Committee Chair, Aaron Pressman, called the meeting to order at 3:05 p.m. in the High Rock School library.</p>													
	<p>Members of the School Committee present were:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Connie Barr</td> <td style="width: 50%;">Heidi Black</td> </tr> <tr> <td>Michael Greis</td> <td>Susan Neckes</td> </tr> <tr> <td>Aaron Pressman</td> <td>Matthew Spengler</td> </tr> </table> <p>Members of central administration present were:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Dan Gutekanst</td> <td style="width: 50%;">Anne Gulati</td> </tr> <tr> <td>Alex McNeil</td> <td>Terry Duggan</td> </tr> <tr> <td>Mary Lammi</td> <td></td> </tr> </table>	Connie Barr	Heidi Black	Michael Greis	Susan Neckes	Aaron Pressman	Matthew Spengler	Dan Gutekanst	Anne Gulati	Alex McNeil	Terry Duggan	Mary Lammi		
Connie Barr	Heidi Black													
Michael Greis	Susan Neckes													
Aaron Pressman	Matthew Spengler													
Dan Gutekanst	Anne Gulati													
Alex McNeil	Terry Duggan													
Mary Lammi														
	<p><b><u>PUBLIC COMMENTS</u></b></p> <p>The Chair, Mr. Pressman, offered the opportunity for the public to speak to the School Committee on matters not on the agenda.</p> <p>There were no comments.</p>	<p>Public Comments</p>												
	<p><b><u>CONSENT ITEMS</u></b></p> <ol style="list-style-type: none"> <li>1. Appoint Superintendent to 2018-2019 ACCEPT Board of Directors</li> <li>2. FY19 Budget Transfers</li> <li>3. Approve Minutes of the Meeting of July 10, 2018 and Executive Session of June 5, 2018</li> <li>4. Accept Donations</li> </ol> <p>Approved: 6-0-0</p>	<p>Consent Items</p>												
	<p><b><u>DISCUSSION ITEM</u></b> <b>Draft FY20 Budget Guidelines</b></p> <p>There was a general conversation about the FY20 budget guidelines.</p>	<p>FY20 Draft Budget Guidelines</p>												

Needham School Committee  
Minutes of the Meeting  
August 23, 2018

	<p><b><u>DISCUSSION ITEM</u></b> <b>2018-2019 Subcommittee Assignments</b></p> <p>There was a general conversation about the assignments, and Mr. Greis shared how he balanced the subcommittees.</p>	2018-19 Subcommittee Assignments
A motion was made:	<p><b><u>ACTION ITEMS:</u></b> <b>Vote October 2018 Special Town Meeting Warrant Article Request: Construction of Mitchell School Modular Classrooms</b></p> <p>Upon recommendation of the Superintendent that the Needham School Committee approves the October 2018 Special Town Meeting Warrant Article request for construction of Mitchell School modular classrooms as submitted</p> <p>Seconded by Ms. Neckes Vote: 6-0-0</p>	Vote Special Town Meeting Warrant Article Request: Mitchell Modular Classrooms
A motion was made:	<p><b>Approve FY19 Grants</b></p> <p>Upon recommendation of the Chair, that the Needham School Committee approves FY19 grants as submitted.</p> <p>Seconded by Ms. Neckes Vote: 6-0-0</p>	Approve FY19 Grants
A motion was made:	<p><b>Award Contract for Grocery and Produce Items</b></p> <p>Upon recommendation of the Superintendent that the Needham School awards the contracts for grocery and produce as submitted.</p> <p>Seconded by Dr. Barr Vote: 6-0-0</p>	Award Grocery and Produce Contracts

Needham School Committee  
Minutes of the Meeting  
August 23, 2018

	<p><b><u>DISCUSSION ITEM</u></b></p> <p><b>Discussion of the book “<i>Why Are All the Black Kids Sitting Together in the Cafeteria?</i>” by Beverly Daniel Tatum</b></p> <p>Dr. Joanne Allen-Willoughby facilitated a conversation about the book.</p>	<p>Book Discussion: <i>Why Are All the Black Kids Sitting Together in the Cafeteria</i></p>
	<p><b>Information Items:</b></p> <ul style="list-style-type: none"> <li>• FY18 Student Activity Report</li> <li>• FY18 Final Fourth Quarter Report</li> <li>• Disposal of Surplus Items</li> </ul>	<p>Information Items</p>
<p>A motion was made:</p>	<p>A list of all documents used at this School Committee meeting are available at: <a href="http://www.needham.k12.ma.us/district_info/school_committee/packets">http://www.needham.k12.ma.us/district_info/school_committee/packets</a></p> <p>At approximately 5:37 p.m., a motion was made to adjourn the School Committee meeting of August 23, 2018</p> <p>On a roll call vote, the School Committee voted to adjourn the meeting.</p> <p>Vote: 6-0-0</p> <p>Respectfully submitted,</p> <p>Daniel E. Gutekanst Superintendent of Schools</p>	<p>Adjournment</p>

## NEEDHAM SCHOOL COMMITTEE

Agenda Item #: \_\_\_\_\_

Date: September 5, 2018

**Item Title:** **Approve FY 2018/19 Grants**

**Item Description:** The School Department has received additional funding through the METCO grant for FY19, as shown below. In addition, the School Department has received a Fuel Up to Play grant from the New England Dairy and Food Council to purchase a breakfast cart at Mitchell School.

Federal & State Grants:	FY18	AWARD FY19	\$ INC/(DEC) OVR FY18	REVISED FY19	\$ INC/(DEC) OVR FY19
<u>Federal Grants</u>					
Title IIA/ Improving Educator Quality/ 140	70,484	65,111	(5,373)		
Title I Part A/ 305	106,041	98,197	(7,844)		
Title III Part A/ English Language Acquisition/180	22,107	23,526	1,419		
Title III/ English Language Acquisition (Supplemental)/184	547	TBD	TBD		
Title IVA Part A/ Student Support & Academic Enrichment / 30	3,147	7,638	4,491		
LEAP Incentive Grant	5,000	TBD	TBD		
SPED Program Improvement/ 274	-	-	-		
SPED Early Childhood/ 262	33,988	35,254	1,266		
SPED Early Childhood Program Improvement/298	-	TBD	TBD		
SPED Entitlement/240 (94-142)	1,386,213	1,295,960	(90,253)		
<u>State Grants:</u>					
Academic Support/632 (MCAS Tutoring)	-	-	-		
Essential School Health	115,899	115,899	0		
METCO/ 317	1,046,266	1,040,262	(6,004)	1,088,335	48,073
Special Education Circuit Breaker *	1,249,782	TBD	TBD		
<u>Local Grants:</u>					
Metrowest Health Foundation SBIRT	-	-	-		
Food Service Fuel to Play	3,484	3,550	66		
NEF Interdisciplinary Initiative	42,864	TBD	TBD		
NEF Innovation Fund	-	-	-		
NEF Small Grants	35,664	TBD	TBD		
NEF Large Grants	33,135	TBD	TBD		

Circuit Breaker Reimbursement %: FY18 Final 72.09%

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation

**Recommendation/Options:** That the School Committee approves the receipt and acceptance of the Fuel Up to Play and increased METCO grant allocation for FY19.

**School Committee:** **Action**

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance & Operation

## NEEDHAM SCHOOL COMMITTEE

**Agenda Item#:** \_\_\_\_\_ **Date:** September 11, 2018

**Item Title:** **In-Kind Donations – PTC: FY18**

**Item Description:** The following in-kind donations of goods and services were made by the PTCs to the Needham Public Schools during FY 2017-18. FY18 in-kind donations totaled \$269,910.59 and included items purchased on behalf of the School Department, such as creative arts presentations and performances, media purchases, materials and supplies and other expenses. These in-kind donations are comparable to prior years, as evident from the chart below:

PTC : In-Kind Donations	FY2017/18	FY2016/17	FY2015/16	FY2014/15
Broadmeadow	\$37,224.29	\$56,537.91	\$77,729.01	\$54,272.91
Eliot	\$17,766.71	\$18,598.32	\$25,032.00	\$24,344.00
Hillside	\$17,897.16	\$33,747.57	\$30,782.79	\$24,485.00
Mitchell	\$46,225.39	\$45,636.20	\$24,992.00	\$21,476.54
Newman	\$70,896.00	\$73,132.74	\$84,629.42	\$77,029.14
Preschool	\$9,777.28	\$7,265.44	\$4,776.35	\$4,793.13
High Rock/Pollard	\$28,372.00	\$33,804.88	\$38,627.47	\$35,924.97
Needham High School	\$41,751.76	\$36,558.00	\$35,980.65	\$35,485.81
<b>Total</b>	<b>\$269,910.59</b>	<b>\$305,281.06</b>	<b>\$322,549.69</b>	<b>\$277,811.50</b>

Detail listings of the in-kind donations made last year by the PTCs are attached.

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee approve the aforementioned donations of in-kind goods and services to the Needham Public Schools during FY 2017/18.

**School Committee: (circle one)**

Action      Information      Discussion      Consent Calendar

Central Administrator      Town Counsel      Sub-Committee: \_\_\_\_\_

Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations

# BROADMEADOW PTC

## IN KIND REPORT

July 2017 - June 2018

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>ENRICHMENT - CREATIVE ARTS</b>								
Curriculum Enrichment								
10/29/2017	Check	6913	No	Blue Hills Trailside Museum	Kindergarten Presentation	\$600.00		600.00
10/29/2017	Check	6912	No	Young Audiences of MA	Gr 5: Historical Perspectives Benjamin Franklin	\$275.00		875.00
11/05/2017	Check	6918	No	Paul Revere House	CE Gr. 5	\$1,000.00		1,875.00
11/28/2017	Check	6944	No	Origamido	4th Grade: CE Program	\$799.22		2,674.22
12/06/2017	Check	6958	No	Motoko Dworkin	Gr. 1 Japanese Storyteller	\$950.00		3,624.22
01/08/2018	Check	6965	No	Museum of Science Traveling Programs	Traveling Program	\$425.00		4,049.22
01/08/2018	Check	6964	No	Revels Education	Gr. 3: Recorder Artist	\$730.00		4,779.22
02/14/2018	Check	6992	No	Potaoe Hill Poetry	Gr. 4: CE Poetry workshop	\$1,000.00		5,779.22
02/17/2018	Check	6994	No	Young Audiences of MA	Gr 5: Historical Perspectives Benjamin Franklin	\$275.00		6,054.22
03/08/2018	Check	7006	No	Museum of Science Traveling Programs	Ref #GEOLOGYSTA4	\$700.00		6,754.22
03/13/2018	Check	7008	No	Emelie Boon	Author Visit for K: Emelie Boon	\$760.00		7,514.22
04/07/2018	Check	7014	No	Museum of Science Traveling Programs	G. 1 ref #LCYCLESSTA2:TP16472	\$500.00		8,014.22
04/25/2018	Check	7018	No	Plimoth Plantation Program Services	Gr. 4 Plymouth Plantation	\$931.84		8,946.06
04/25/2018	Check	7017	No	Birgit Deweerd	Gr. K: Bee Keeper	\$635.00		9,581.06
04/30/2018	Check	7021	No	Len Cabral	Gr. 2 Storytelling Program	\$600.00		10,181.06
05/09/2018	Check	7023	No	Techsploration Inc	Gr. 3 Electricity Program	\$1,440.00		11,621.06
05/09/2018	Check	7025	No	Ryan Higgins	Gr. 1 Author Visit	\$522.50		12,143.56
05/15/2018	Check	7027	No	Living Voices	Gr. 5 CE Program	\$1,125.00		13,268.56
05/23/2018	Check	7035	No	Chris Powlos	Field day assembly	\$1,500.00		14,768.56
<b>Total for Curriculum Enrichment</b>						<b>\$14,768.56</b>		
Dance Around The World								
04/01/2018	Check	7012	No	Tara Ahmed	dance instructor	\$2,155.00		2,155.00
04/11/2018	Check	7016	No	Reem Papegeorgiou	Floweres for DATW Teacher	\$26.56		2,181.56
05/08/2018	Check	7024	No	Kathy Berardi	Costume Accessories	\$133.05		2,314.61
<b>Total for Dance Around The World</b>						<b>\$2,314.61</b>		
<b>Total for ENRICHMENT - CREATIVE ARTS</b>						<b>\$17,083.17</b>		
<b>ENRICHMENT - OTHER</b>								
Broadmeadow Spelling Bee								
02/08/2018	Check	6990	No	Needham Press	flyers: Gr. 4/5 Spelling Bee Teams	\$31.80		31.80
03/08/2018	Check	7004	No	Needham Press	flyers	\$38.00		69.80
06/09/2018	Check	7068	No	Katie Chiappinelli	supplies and awards	\$242.81		312.61
<b>Total for Broadmeadow Spelling Bee</b>						<b>\$312.61</b>		
CAPP Assuait Prevention								
05/08/2018	Check	7022	No	Needham Community Council	13 CAP Classes	\$1,625.00		1,625.00
<b>Total for CAPP Assuait Prevention</b>						<b>\$1,625.00</b>		
Let's Build								
06/03/2018	Check	7057	No	Let's Build Engineering Fun for Kids	in classroom programs x four grades	\$200.00		200.00
<b>Total for Let's Build</b>						<b>\$200.00</b>		
NEF Spelling Bee								
02/16/2018	Check	DEBIT	No	Lindsay Gravin	Team Registration	\$375.00		375.00
<b>Total for NEF Spelling Bee</b>						<b>\$375.00</b>		
Outdoor Enrichment								
05/27/2018	Check	7041	No	Michelle Keefe	Flowers, Landscaping supplies	\$238.28		238.28
06/09/2018	Check	7070	No	Rebecca Shaw	Potatoes for City Garden	\$22.98		261.26
<b>Total for Outdoor Enrichment</b>						<b>\$261.26</b>		
The Meadows								
02/10/2018	Check	6991	No	Concord Printing LLC	The Meadows Magazine	\$398.00		398.00
06/06/2018	Check	7060	No	Concord Printing LLC		\$425.00		823.00
<b>Total for The Meadows</b>						<b>\$823.00</b>		

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
UDA Program								
11/15/2017	Check	6935	No	Learning Center For the Deaf	donation for guest speaker	\$50.00		50.00
<del>11/15/2017</del>	<del>Check</del>	<del>6933</del>	<del>No</del>	<del>Lizzie Zosa</del>	<del>Gift cards for Speakers</del>	<del>\$100.00</del>		<del>150.00</del>
11/30/2017	Check	6945	No	Suzanne Lissy	sign language materials	\$31.53		181.53
12/05/2017	Check	6955	No	Needham Press	flyers	\$11.00		192.53
12/12/2017	Check	6960	No	Suzanne Lissy	speaker	\$50.00		242.53
12/20/2017	Check	6962	No	Needham Press	flyers	\$9.00		251.53
01/23/2018	Check	6983	No	Kristen Adams	workshop materials: UDA Labels	\$41.28		292.81
01/23/2018	Check	6984	No	Needham Press	flyers	\$9.50		302.31
<del>02/05/2018</del>	<del>Check</del>	<del>6986</del>	<del>No</del>	<del>Suzanne Lissy</del>	<del>speaker gift card</del>	<del>\$50.00</del>		<del>352.31</del>
02/17/2018	Check	6997	No	Needham Press		\$28.50		380.81
03/08/2018	Check	7005	No	Needham Press	Flyers	\$9.40		390.21
<del>04/25/2018</del>	<del>Check</del>	<del>7019</del>	<del>No</del>	<del>Susan Lissy</del>	<del>Speaker gift card</del>	<del>\$50.00</del>		<del>440.21</del>
05/23/2018	Check	7040	No	Lizzie Zosa	Braille UNO game	\$19.85		460.06
05/27/2018	Check	7044	No	Suzanne Lissy	Gr. 1 UDA: Display board and Flash drives	\$152.85		612.91
06/07/2018	Check	7064	No	Lizzie Zosa	brailier repair	\$175.00		787.91
06/09/2018	Check	7072	No	Suzanne Lissy	Deposit for Speaker	\$250.00		1,037.91
<b>Total for UDA Program</b>						<b>\$1,037.91</b>		
<b>Total for ENRICHMENT - OTHER</b>						<b>\$4,634.78</b>		
ENRICHMENT - STAFF								
Classroom supplies								
09/07/2017	Check	6883	No	Elizabeth Craig	Envelopes for teacher welcome letters	\$15.92		15.92
09/07/2017	Check	6881	No	Elizabeth Craig	Amazon gift cards for teachers /staff	\$5,020.00		5,035.92
09/07/2017	Check	6885	No	Print Smith Needham	Teacher Letters	\$23.04		5,058.96
<b>Total for Classroom supplies</b>						<b>\$5,058.96</b>		
Principal's Fund								
07/04/2017	Check	6872	No	Emily Gaberman	boks for teachers	\$119.94		119.94
09/18/2017	Check	6892	No	Emily Gaberman	food for teachers luncheon and teacher leader mtg	\$298.58		418.52
09/26/2017	Check	6896	No	Lindsay Gravin	Curriculum Night Refreshments	\$55.92		474.44
12/12/2017	Check	6961	No	Emily Gaberman	staff breakfast	\$103.39		577.83
<del>06/18/2018</del>	<del>Check</del>	<del>7083</del>	<del>No</del>	<del>Broadmeadow Donations Acct</del>	<del>100 lanyards for staff</del>	<del>\$245.00</del>		<del>822.83</del>
<b>Total for Principal's Fund</b>						<b>\$822.83</b>		
Special Equipment Requests								
<del>11/14/2017</del>	<del>Check</del>	<del>6992</del>	<del>No</del>	<del>Broadmeadow Donations Acct</del>	<del>Standing Desks</del>	<del>\$2,379.80</del>		<del>2,379.80</del>
<del>05/22/2018</del>	<del>Check</del>	<del>7033</del>	<del>No</del>	<del>Broadmeadow Donations Acct</del>	<del>Donations to OSMDKits/Raise the Paddle</del>	<del>\$3,600.00</del>		<del>5,979.80</del>
<b>Total for Special Equipment Requests</b>						<b>\$5,979.80</b>		
Teacher Grants								
09/07/2017	Check	6878	No	Lindsay Gravin	field day supplies	\$27.67		27.67
11/05/2017	Check	6917	No	Luke Darling	Tall storage Bins for PE	\$77.50		105.17
11/06/2017	Check	6919	No	Betsy Miller	recycled materials for insect fair	\$50.00		155.17
11/13/2017	Check	6923	No	Elizabeth Craig	various	\$4,145.48		4,300.65
11/13/2017	Check	6929	No	Lindsay Gravin	Various teacher grants	\$628.88		4,929.53
11/13/2017	Check	6928	No	Angela Mullin	Gr. 2: Birthday Bags	\$128.52		5,058.05
11/16/2017	Check	6936	No	Karen Hwang	Squid for Gr. 5 Dissection	\$41.97		5,100.02
12/05/2017	Check	6952	No	Lindsay Gravin	Gr. 5 Picture book nd immgration fair supplies	\$1,317.74		6,417.76
12/22/2017	Check		No	DEBIT Card	Various Web site Subscriptions- Discover Kids	\$48.00		6,465.76
12/22/2017	Check		No	DEBIT Card	Various Web site Subscriptions- Super Teacher Workshop	\$19.95		6,485.71
12/22/2017	Check		No	DEBIT Card	Various Web site Subscriptions- Mathantics	\$54.00		6,539.71
<del>01/23/2018</del>	<del>Check</del>	<del>6982</del>	<del>No</del>	<del>Broadmeadow School Fund</del>	<del>Gr. 4 Field Trip- MFA</del>	<del>\$400.00</del>		<del>6,939.71</del>
02/11/2018	Check	DEBIT CARD	No	Heinemann Web Subscription	Leveled Book Web Supscription	\$25.00		6,964.71
02/11/2018	Check		No	DEBIT Card	Various Web site Subscriptions- Mathantics	\$20.00		6,984.71
<del>02/14/2018</del>	<del>Check</del>	<del>6993</del>	<del>No</del>	<del>Lindsay Gravin</del>	<del>5 Walgreen gift cards: phot processing</del>	<del>\$125.00</del>		<del>7,109.71</del>
05/07/2018	Check	ATM	No	DEBIT Card	Field Day cups	\$65.69		7,175.40

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
05/07/2018	Check	ATM	No	DEBIT Card	Field Da Rope Handle Tub	\$16.89		7,192.29
05/09/2018	Check	ATM	No	DEBIT Card	Field Day Beach balls	\$25.56		7,217.85
05/15/2018	Check	POS	No	POS Withdrawal	POS Withdrawal: PE Field Day	\$42.48		7,260.33
05/23/2018	Check	POS	No	POS Withdrawal	POS Withdrawal	\$161.53		7,421.86
05/23/2018	Check	POS	No	POS Withdrawal	POS Withdrawal	\$40.17		7,462.03
05/23/2018	Check	POS	No	POS Withdrawal	POS Withdrawal	\$4.38		7,466.41
05/24/2018	Check	POS	No	POS Withdrawal	POS Withdrawal: Gr. 4 Colonial Day	\$7.44		7,473.85
06/20/2018	Check	7090	No	Elizabeth Craig	<del>drinking donuts gift cards: PE</del>	<del>\$20.00</del>		<del>7,493.85</del>
					<del>Water/field day</del>			
06/20/2018	Check	7090	No	Elizabeth Craig	Gr. 4: Colonial Day	\$27.74		7,521.59
<b>Total for Teacher Grants</b>						<b>\$7,521.59</b>		
<b>Total for ENRICHMENT - STAFF</b>						<b>\$19,383.18</b>		
<b>MEDIA CENTER EXPENSES</b>								
<del>07/20/2017</del>	<del>Check</del>		<del>No</del>	<del>Cash Withdrawal</del>	<del>NO BACK UP ECVD - Cash transfr o</del>	<del>\$5,000.00</del>		<del>5,000.00</del>
					<del>Checking acct</del>			
<b>Total for MEDIA CENTER EXPENSES</b>						<b>\$5,000.00</b>		
<b>Book Fair</b>								
12/06/2017	Check	1053	No	Needham Press	flyers	\$46.30		46.30
04/30/2018	Check	1055	No	Jenn Potter	Shipping fees for book shelf	\$135.00		181.30
<b>Total for Book Fair</b>						<b>\$181.30</b>		
<b>Equipment</b>								
10/23/2017	Check	1051	No	Carolyn Bickford	media center supplies-Walmart	\$159.47		159.47
10/23/2017	Check	1050	No	Carolyn Bickford	baskets for books in media ctr	\$159.47		318.94
11/02/2017	Check	1051	No	Jennifer Potter	Scanner	\$206.15		525.09
11/27/2017	Check		No	Jennifer Potter	Bins	\$320.87		845.96
11/27/2017	Check	1052	No	Jennifer Potter	book ends	\$708.80		1,554.76
03/19/2018	Check	1054	No	Needham Public Schools	Display Shelf	\$976.20		2,530.96
<b>Total for Equipment</b>						<b>\$2,530.96</b>		
<b>Media Center Books</b>								
09/26/2017	Check		No	POS Withdrawal	Amazon Books or Media Ctr	\$169.37		169.37
09/26/2017	Check		No	POS Withdrawal	Amazon Books for Media Ctr	\$13.99		183.36
09/27/2017	Check		No	POS Withdrawal	Amazon Books for Media Ctr	\$33.20		216.56
10/03/2017	Check		No	Follett Library Resources	book order	\$659.83		876.39
10/03/2017	Check		No	Follet Library Resources	book order	\$330.35		1,206.74
10/16/2017	Check		No	POS Withdrawal		\$260.40		1,467.14
10/23/2017	Check	1050	No	Carolyn Bickford	Media order Walmart	\$159.47		1,626.61
11/13/2017	Check		No	POS Withdrawal		\$86.02		1,712.63
11/23/2017	Check		No	Follet Library Resources	book order	\$221.46		1,934.09
11/24/2017	Check		No	Follet Library Resources	book order	\$309.30		2,243.39
12/18/2017	Check		No	POS Withdrawal		\$326.19		2,569.58
12/18/2017	Check		No	POS Withdrawal		\$19.88		2,589.46
12/18/2017	Check		No	POS Withdrawal		\$25.99		2,615.45
12/18/2017	Check		No	POS Withdrawal		\$31.79		2,647.24
01/13/2018	Check		No	Amazon	book order	\$12.98		2,660.22
01/14/2018	Check		No	Amazon	book order	\$171.27		2,831.49
01/19/2018	Check		No	Follet Library Resources	book order	\$862.44		3,693.93
02/02/2018	Check	POS	No	Follet Library Resources	POS Withdrawal	\$34.39		3,728.32
02/09/2018	Check	POS	No	Follett Library Resources	POS Withdrawal	\$580.55		4,308.87
02/09/2018	Check	POS	No	Follet Library Resources	POS Withdrawal	\$663.27		4,972.14
03/07/2018	Check	DEBIT	No	POS Withdrawal		\$542.34		5,514.48
03/07/2018	Check	DEBIT	No	POS Withdrawal		\$18.40		5,532.88
03/08/2018	Check	DEBIT	No	Amazon		\$28.98		5,561.86
03/12/2018	Check	1055	No	POS Withdrawal		\$45.46		5,607.32
03/26/2018	Check	1056	No	POS Withdrawal		\$11.33		5,618.65
05/01/2018	Check	POS	No	Amazon	POS Withdrawal	\$106.92		5,725.57
05/01/2018	Check		No	Amazon	POS Withdrawal	\$161.43		5,887.00
05/01/2018	Check	POS	No	Amazon	POS Withdrawal	\$26.24		5,913.24
05/02/2018	Check	POS	No	Amazon	POS Withdrawal	\$13.83		5,927.07
05/07/2018	Check	POS	No	Amazon	POS Withdrawal	\$18.91		5,945.98
05/11/2018	Check	POS	No	Amazon	POS Withdrawal	\$25.32		5,971.30
05/23/2018	Check	POS	No	Amazon	POS Withdrawal	\$14.19		5,985.49
06/12/2018	Check	POS	No	POS Withdrawal	Amazon	\$26.44		6,011.93
06/12/2018	Check	POS	No	POS Withdrawal	Amazon	\$52.72		6,064.65



In Kind Donations Eliot School 2017-2018

Popsicles	\$ 170.62
Teacher's Lunch	\$ 1,113.81
Class Party	\$ 399.61
<del>Teacher's Gift Cards</del>	<del>\$ 2,498.75</del>
PTC Grants	\$ 1,890.13
Community Service	\$ 935.71
Understanding Different Abilities	\$ 236.34
Student Scholarship	\$ 211.00
Rock Project	\$ 524.37
Principal's Budget	\$ 512.94
Cultural Enrichment	\$ 6,783.19
Field Trips	\$ 2,114.68
Spelling Bee-Eliot	\$ 307.18
Talent Show	\$ 412.71
Annual CAP Training	\$ 1,125.00
Year End Picnic	\$ 1,029.42
Total Expenses	\$ 20,265.46

20265.46+  
2498.75-  
17766.71\*

**Hillside PTC  
In-Kind Donations  
2017-2018**

In-Kind Donation	Vendor/Payee	Memo/Description	Amount
<b>Child Assault Prevention Program</b>	Needham Community Council	2017-2018 - 11 classes x 125/class	<b>\$ 1,375.00</b>
Creative Arts Program	Revels, Inc.	3rd & 5th Grades - Revels - Music from the King's Court and Life at Sea	930.00
<del>Creative Arts Program</del>	<del>Hillside Elementary School</del>	<del>Grade 2 Creative Arts - MFA Trip</del>	<del>1,501.00</del>
<del>Creative Arts Program</del>	<del>Hillside Elementary School</del>	<del>Grade 4 - Creative Arts - MFA Trip</del>	<del>1,474.00</del>
<del>Creative Arts Program</del>	<del>Hillside Elementary School</del>	<del>Additional fees for busing to MFA</del>	<del>32.60</del>
Creative Arts Program	ArtQuest	Art Quest - 5th Grade	690.00
Creative Arts Program	Biigit deWeerd	1st Grade - Beekeeper	635.00
Creative Arts Program	Creative Enrichment	3rd Grade - Magic of Maps	485.00
Creative Arts Program	ArtQuest	Art Quest - 2nd Grade - African Art	690.00
Creative Arts Program	Mr. and Mrs. Fish Marine Education Program	Kindergarten - Marine Education Program	800.00
Creative Arts Program	Living Voices	5th Grade - Living Voice Program	1,250.00
<b>Total for Creative Arts Program</b>			<b>\$ 8,487.60</b>
Enrichment Grants	A-Z Learning	Renewal of A-Z Learning Online Subscription	116.82
Enrichment Grants	Think Social	k-2 Social and Emotional Curriculum	402.09
Enrichment Grants	Iditarod	Laura Miller - 5th Grade	67.95
Enrichment Grants	Amazon.com	5th Grade - Raylene Roberts - Book Club Books	123.70
Enrichment Grants	Carolina Biological Supply Company	5th Grade - Owl Pellets	259.60
Enrichment Grants	Amazon.com	4th Grade Enrichment Grants - Math Games	400.16
Enrichment Grants	Amazon.com	Grade 4 Enrichment Grant - Math Games	463.80
Enrichment Grants	Amazon.com	4th Grade Math Materials	24.72
Enrichment Grants	Amazon.com	4th Grade Enrichment Grant - Math Games	38.40
Enrichment Grants	Ikea	Sená Hsu - Standing Desk and Stools	642.04
Enrichment Grants	Lakeshore Learning	Chant List/Special Education Grant - Approved April PTC Meeting	1,157.37
Enrichment Grants	Amazon.com	4th Grade Enrichment Grant - Math Games	37.08
<b>Total for Enrichment Grants</b>			<b>\$ 3,733.73</b>
<del>Field Trips</del>	<del>Hillside Elementary School</del>	<del>Busing fees</del>	<del>\$ 7,900.00</del>
<b>Literacy Night</b>	Jerry Pallotta	Author in residence and Literacy Night Program	<b>\$ 500.00</b>
Media Center_Technology	Wellesley Book Store	Jerry Pallotta Books	12.77
Media Center_Technology	CB Books	Direct purchase of books from Jerry Pallotta	131.00
Media Center_Technology	Follett	Fall Order for Books	1,742.24
Media Center_Technology	Amazon.com	Book Order	60.99
Media Center_Technology	Amazon.com	DeCicco - Green Screen Paint	46.99
<b>Total for Media Center_Technology</b>			<b>\$ 1,993.99</b>
<b>NEF Spelling Bee Team</b>	Needham Education Foundation	2 teams	<b>\$ 750.00</b>
<b>Principal's Grant</b>	Hillside Elementary School	Mr. K - discretionary spending	<b>\$ 750.00</b>
<del>Student Subsidies</del>	<del>Needham Public Schools</del>	<del>Check #357 - Water Project T-shirt for Scholarship Student</del>	<del>\$ 42.00</del>
<del>Teachers' Grants</del>	<del>Staples, Amazon, Lakeshore, Target</del>	<del>Back to School Teacher Gift Cards purchased in FY 1617</del>	<del>6,329.00</del>
Teachers' Grants	Sarah Nunes	Kindness Posters and Tshirts; Spiritwear Brochures, Spirit Wear Items	759.18
Teachers' Grants	Erin Apstein	Reimbursement for Frames for Kindness Posters	100.00
Teachers' Grants	Erin Apstein	Reimbursement for Frames for Kindness Posters	21.24
<b>Total for Teachers' Grants</b>			<b>\$ 7,209.42</b>
Technology Equipment	Amazon.com	Document Cameras - Maria DeCicco	\$ 1,472.66
<del>Holiday Gifts</del>	<del>Amazon.com</del>	<del>11 Gift Cards for Administration</del>	<del>275.00</del>
<del>Holiday Gifts</del>	<del>Melano Farms</del>	<del>Volante Farms Cookbook - Dr. Maloney</del>	<del>27.19</del>
<del>Holiday Gifts</del>	<del>Starbucks</del>	<del>Starbucks - Mr. K</del>	<del>25.00</del>
<del>Holiday Gifts</del>	<del>Dunkin Donuts</del>	<del>Dunkin Donuts - Lori Donovan</del>	<del>25.00</del>
<b>Total Holiday Gifts</b>			<b>\$ 362.19</b>
Playground Equipment	Amazon.com	Field Paint for Mr. Tatro	186.57
Playground Equipment	BSN Sports	Fall Playground Equipment	666.01
Playground Equipment	US Games	Spring Playground Equipment	108.78
<b>Total Playground Equipment</b>			<b>\$ 961.36</b>
<del>Retirement Dinner/Gift</del>	<del>Needham Florist</del>	<del>Flowers for Cheryl Maloney</del>	<del>39.95</del>
<del>Retirement Brunch/Gift</del>	<del>Local vendors</del>	<del>Gift Basket for Town</del>	<del>82.00</del>
<del>Retirement Brunch/Gift</del>	<del>Needham Florist</del>	<del>Flowers for Chant List</del>	<del>92.64</del>
<b>Total Retirement Brunch/Gifts</b>			<b>\$ 214.59</b>
<b>Total In-Kind Donations to Hillside Elementary School - 2017/18 School Year</b>			<b>\$ 35,722.54</b>

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**Mitchell School PTC**  
**2017/2018 In-Kind Donations**  
 August 1, 2017 - July 21, 2018

Ordinary Income/Expenses	Date	Name	Memo/Description	Amount
<b>Expenses</b>				
<b>2000 Curriculum</b>				
<b>2001 CAPP</b>				
	03/21/2018	Needham Community Council/CAP	2017-2018 Child Assault Preventions Program	1,500.00
<b>Total for 2001 CAPP</b>				<b>\$ 1,500.00</b>
<b>2002 Creative Arts</b>				
	09/12/2017	Tomaquag Museum	4th grade	675.82
	10/31/2017	Moses Ajou	5th Graders on life in Sudan	850.00
	10/31/2017	William Muorwel	5th Graders of life in Sudan	850.00
	11/06/2017	Science Tellers	Grade K 11/20 Performance	500.00
	11/06/2017	Revels, Inc	3rd grade 1/8/18 David Coffin	730.00
	12/31/2017			-1,742.00
	01/22/2018	New England Aquarium	3/14/18 Tidepool event	640.00
	01/25/2018	Art Quest Programs	April 24, 2018 Mitchell School 3rd Grade Class Presentation	690.00
	01/25/2018	Kristen Mazzocchi	reimbursement Mitchell Day	115.87
	02/07/2018	Museum of Science Traveling Programs	02/09/2018 Program	425.00
	02/12/2018	The Discovery Museums	3.21.18 1st grade	955.00
	04/18/2018	Azilee's Porch Productions	4th grade 4/27 show	92.00
	05/07/2018	Potato Hill Poetry	May 11 workshop	850.00
	05/08/2018	Museum of Science Traveling Programs	Trav Program	525.00
	05/22/2018	Museum of Science Traveling Programs	5/11 Program	525.00
	05/31/2018	Brian Lies	Brian Lies June 4 1st & 2nd Grade	1,080.00
	06/20/2018	Kristen Mazzocchi	pay for 3rd grade play	1,000.00
	07/08/2018	Kristen Mazzocchi	reimbursement for 3rd grade play	189.41
<b>Total for 2002 Creative Arts</b>				<b>\$ 8,950.90</b>
<b>2003 Enrichment Grants</b>				
	12/15/2017	Lowe's	Art wood purchase	95.72
	12/15/2017	Kroeger, Inc.	4th Grade Rubik 24 pack	213.23
	12/29/2017	Staples	Art Supplies	138.47
	01/18/2018	Demco Inc	5th Grade STEM Carts	614.73
	02/14/2018	Lakeshore Learning Store	2nd grade telephones	89.98
	05/08/2018	Amazon.com	Enrichment 2nd grade - Ear muffs	269.25
	05/08/2018	Amazon.com	Art - Prayer flags	100.00
<b>Total for 2003 Enrichment Grants</b>				<b>\$ 1,521.38</b>
<b>2004 Grade Level Initiative</b>				
	04/18/2018	Rochel Garner Coleman	4th Grade April 27 Production	613.00
	05/08/2018	Amazon.com	5th grade allotment	390.39
	05/14/2018	Teachers Pay Teachers	1st Grade Allotment	50.00
	05/14/2018	Lakeshore Learning Store	1st Grade Allotment	569.28
	05/14/2018	Amazon.com	2nd Grade	49.95
	05/14/2018	Amazon.com	5th Grade - Blue Exam book	73.14
	05/31/2018	Zade Educational Partners	Brian Lies June 4 1st & 2nd grade	180.00
	06/20/2018	Kristen Mazzocchi	pay for 3rd grade play	800.00
<b>Total for 2004 Grade Level Initiative</b>				<b>\$ 2,725.76</b>
<b>2005 Specialist Allotment</b>				
	12/18/2017	Mary Richman	sweatpants for nurse	50.40
	03/21/2018		Nurse - 8 drawstring bags for field trips	48.00

	04/16/2018	Linda Aiken	music state fair	75.00
	05/08/2018	Amazon.com	Art - avery disappearing color perma	74.20
<b>Total for 2005 Specialist Allotment</b>				<b>\$ 247.60</b>
<b>2006 Principal Allotment</b>				
	08/16/2017	Positive Promotions, Inc.	Pay for teacher's shirts	725.07
	08/28/2017	Positive Promotions, Inc.	Purchase teachers shirts	280.00
	08/31/2017	Barbara Hayden	Reimburse Barbara Hayden for coffee & bagesl	36.60
	09/13/2017	Gershona Fein	Reimbursement for locks	73.15
	10/10/2017	Positive Promotions, Inc.	purchase of staff shirts	280.00
	11/29/2017	Pam Barker	reimbursement of thanksgiving breakfast coffee	47.97
	05/08/2018	Amazon.com	umbrellas	84.95
<b>Total for 2006 Principal Allotment</b>				<b>\$ 1,527.74</b>
<b>2007 Faculty Fund</b>				
	09/06/2017	Dan Daitch	Faculty Fund	250.00
<b>Total for 2007 Faculty Fund</b>				<b>\$ 250.00</b>
<b>2014 Scholarships</b>				
	01/29/2018	<del>Cash</del>	<del>withdrawal for book fair cash for scholarships</del>	<del>35.00</del>
	02/12/2018	Income from Events:Book Fair	money back from scholarship	-11.00
<b>Total for 2014 Scholarships</b>				<b>\$ 24.00</b>
<b>2015 Box Tops for Education</b>				
	02/16/2018	Returned Check/Charge	return check charge	10.00
<b>Total for 2015 Box Tops for Education</b>				<b>\$ 10.00</b>
<b>2018 Media Expenses</b>				
<b>2008 Media Center Fund</b>				
	09/30/2017	Follett School Solutions Inc	payment of invoice from May 2017	808.87
	10/16/2017	Wellesley Books	purchase books	187.04
	11/29/2017	Amazon.com	books for library	32.37
	11/29/2017	Amazon.com	Library books	29.97
	02/06/2018	Follett School Solutions Inc	books ordered for Jan. 2018	670.25
	02/06/2018	Amazon.com	11/12 book purchase	14.17
	02/27/2018	Wellesley Books	purchase books	263.70
	03/10/2018	Amazon.com	purchase books	14.17
	03/10/2018	Follett Library Resources	purchase books	155.99
<b>Total for 2008 Media Center Fund</b>				<b>\$ 2,176.53</b>
<b>2012 Book Fair</b>				
	01/22/2018	<del>Cash Withdrawal</del>	<del>cash change</del>	<del>260.50</del>
	02/12/2018	Scholastic Book Fairs	purchase books for book fair	4,768.86
	05/14/2018	Amazon.com	Books	27.56
	05/14/2018	Amazon.com	Thank you Earth	18.53
	05/29/2018	Ingram Library Services	5/21 purchase	132.42
	05/29/2018	Ingram Library Services	5/29 purchase	88.21
	05/29/2018	Ingram Library Services	5/25 purchase	612.75
	05/29/2018	Ingram Library Services	5/24 purchase	86.88
	05/29/2018	Ingram Library Services	5/14 purchase	48.47
	05/29/2018	Ingram Library Services	5/18 purchase	523.08
<b>Total for 2012 Book Fair</b>				<b>\$ 6,567.26</b>
<b>Total for 2018 Media Expenses</b>				<b>\$ 8,743.79</b>
<b>2021 Arts Festival</b>				
	05/14/2018	Amazon.com	Sharpie markers	66.10
	05/14/2018	Amazon.com	Art festival - tape & glue	161.50
	05/14/2018	Amazon.com	Art festival - construction paper	130.20
<b>Total for 2021 Arts Festival</b>				<b>\$ 357.80</b>
<b>2030 Special Projects</b>				

	09/06/2017	School Nurse Supply, Inc.	Nurses Equipment	3,210.30
<b>Total for 2030 Special Projects</b>				<b>\$ 3,210.30</b>
<b>2031 Outdoor Learning Center</b>				
	02/13/2018	Pondsmith, Inc.	pond clean & maintenance 7/28 & 1/15	831.59
<b>Total for 2031 Outdoor Learning Center</b>				<b>\$ 831.59</b>
<b>Total for 2030 Special Projects with sub-accounts</b>				<b>\$ 4,041.89</b>
<b>Total for 2000 Curriculum</b>				<b>\$ 29,900.86</b>
<b>2200 Community</b>				
<b>2201 Beautification</b>				
	09/21/2017	Alison Leschinski	Decorate for first day of school	80.75
<b>Total for 2201 Beautification</b>				<b>\$ 80.75</b>
<b>2202 OLC Maintenance</b>				
	11/16/2017	Alison Leschinski	reimbursement for coffee	62.07
	06/20/2018	Alison Leschinski	Fish food	10.00
<b>Total for 2202 OLC Maintenance</b>				<b>\$ 72.07</b>
<b>2204 Fifth Grade Luncheon</b>				
	06/20/2018	Needham Nutrition Service Dept.	Watermelon & water	106.10
	07/08/2018	Frederica Lalonde	reimbursement for food	373.00
<b>Total for 2204 Fifth Grade Luncheon</b>				<b>\$ 479.10</b>
<b>2206 Gifts</b>				
	<del>12/18/2017</del>	<del>Mary Richman</del>	<del>gifts for Bayse baby</del>	<del>49.40</del>
	<del>12/18/2017</del>	<del>Mary Richman</del>	<del>gifts for Bayse baby</del>	<del>102.78</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Rubiks Cube Mr. Evans</del>	<del>38.87</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Buttons</del>	<del>136.30</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Retirement gift</del>	<del>37.13</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Notepads</del>	<del>163.28</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Gift cards for Evans / Hadstein Retirement</del>	<del>80.00</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Note cards / pads</del>	<del>198.46</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Cell phone Wallet</del>	<del>151.43</del>
	<del>05/22/2018</del>	<del>Mary Richman</del>	<del>Planter for Mr. Evans Retirement</del>	<del>46.76</del>
	<del>06/12/2018</del>	<del>Mary Richman</del>	<del>reimbursement of gifts for</del>	<del>99.34</del>
	<del>07/08/2018</del>	<del>Rachel Busby</del>	<del>reimbursement for gifts</del>	<del>371.55</del>
<b>Total for 2206 Gifts</b>				<b>\$ 1,475.30</b>
<b>2207 Health and Safety</b>				
	11/29/2017	Amazon.com	Glow sticks for Fall fling	29.97
	11/29/2017	Amazon.com	Glow sticks for Fall Fling - additional	29.97
<b>Total for 2207 Health and Safety</b>				<b>\$ 59.94</b>
<b>2208 Hospitality and Spring Fac Lunc</b>				
	03/10/2018	Brenda Salamone	Roses for I love you lunch	69.01
	07/08/2018	Rachel Busby	reimbursement for may lunch	213.73
<b>Total for 2208 Hospitality and Spring Fac Lunc</b>				<b>\$ 282.74</b>
<b>2210 Metco Afterschool</b>				
	09/21/2017	Ann McCaffrey	Purchase pizza and items	207.02
	10/24/2017	Wicked Cool for Kids	metco event 10/19	250.00
	10/31/2017	First Baptist Church in Jamaica Plain	10/19 event: Rent community room for 2 hours	150.00
	11/01/2017	Yoma Myanmar	10/19 event: Food	265.00
	11/16/2017	Yoma Myanmar	10/19 Dinner for additional guests	160.00
	11/16/2017	Wicked Cool for Kids	10/19 event Additional kids	150.00
	05/09/2018	Mass Audubon	5/6/2018 event	225.00
<b>Total for 2210 Metco Afterschool</b>				<b>\$ 1,407.02</b>
<b>2211 Prizes for Presidents</b>				
	<del>03/18/2018</del>	<del>Sarah Ledbury</del>	<del>gift cards 20 @ \$5</del>	<del>100.00</del>
	03/18/2018	Sarah Ledbury	purchase posterboard / copies	23.15

<b>Total for 2211 Prizes for Presidents</b>					<b>\$ 127.14</b>
<b>2214 Student Directory</b>					
	10/04/2017	Studio 605	Directories - 410		922.50
<b>Total for 2214 Student Directory</b>					<b>\$ 922.50</b>
<b>2215 School Yearbook</b>					
	05/22/2018	Coffee Pond Productions	purchase extra yearbooks		408.90
<b>Total for 2215 School Yearbook</b>					<b>\$ 408.90</b>
<b>2216 Family Fun Events</b>					
	<del>00/00/2017</del>	<del>Cash</del>	<del>Cash for boxes</del>		<del>200.00</del>
	09/12/2017	Crescent Ridge	purchase ice cream		477.00
	09/21/2017	Sarah Ledbury	Ice Cream social Supplies		243.95
	10/04/2017	Collector of Taxes	Pay for custodial		152.00
	<del>10/06/2017</del>	<del>Jessica Clayson</del>	<del>cash for fall fling cash box</del>		<del>200.00</del>
	10/16/2017	Frederica Lalonde	reimburse for prizes		74.34
	10/24/2017	Collector of Taxes	payment for custodial detail		133.00
	11/29/2017	Amazon.com	Supplies for halloween parade		36.34
<b>Total for 2216 Family Fun Events</b>					<b>\$ 1,516.63</b>
<b>2218 Candy Bar Bingo</b>					
	01/16/2018	Anne McCaffrey	reimbursement for candy bars for bingo		389.08
	<del>01/22/2018</del>	<del>Cash Withdrawal</del>	<del>cash change</del>		<del>300.00</del>
	03/10/2018	Collector of Taxes	Custodial Detail		133.00
	03/18/2018	Kristen Young	purchase bingo game cards		31.90
	03/18/2018	Kristen Young	purchase crayons		26.08
<b>Total for 2218 Candy Bar Bingo</b>					<b>\$ 880.06</b>
<b>2220 Mitchell/Broadmeadow BB game</b>					
	<del>05/07/2018</del>	<del>Cash Withdrawal</del>	<del>cash for box</del>		<del>500.00</del>
	05/29/2018	Broadmeadow PTC	concessions		85.71
	05/29/2018	Joseph Vivaldi	copies from UPS Store		42.50
<b>Total for 2220 Mitchell/Broadmeadow BB game</b>					<b>\$ 628.21</b>
<b>2221 Mitchell T-Shirts, etc</b>					
	11/08/2017	Fannie's Tees	purchase mitchell gear		4,321.00
	05/22/2018	Fannie's Tees	5th grade shirts		660.00
<b>Total for 2221 Mitchell T-Shirts, etc</b>					<b>\$ 4,981.00</b>
<b>2223 End of Year Picnic</b>					
	08/01/2017	Collector of Taxes	pay for custodial detail		133.00
	05/22/2018	Busy Bee Jumpers	Deposit		50.00
	05/28/2018	Press Play	DJ		200.00
	05/28/2018	Snapshot Entertainment	Photo booth		300.00
	05/29/2018	Busy Bee Jumpers	deposit and extra tables		74.00
	05/30/2018	Busy Bee Jumpers	games		1,430.00
<b>Total for 2223 End of Year Picnic</b>					<b>\$ 2,187.00</b>
<b>2229 Misc Family Fun Events</b>					
	<del>09/05/2018</del>	<del>Providence Bruins</del>	<del>22 guests at prev bruins event</del>		<del>1,826.00</del>
	<del>03/24/2018</del>	<del>Boston Red Sox</del>	<del>Boston Red Sox game tickets</del>		<del>4,668.00</del>
	<del>06/10/2018</del>	<del>Ben Most</del>	<del>Reimburse for tickets sold to another family</del>		<del>105.00</del>
<b>Total for 2229 Misc Family Fun Events</b>					<b>\$ 6,599.00</b>
<b>2253 Fifth Grade Rockets</b>					
	10/10/2017	Estes Rockets	Rockets purchase		1,177.84
	10/19/2017	Estes Rockets	purchase additional rockets		59.98
<b>Total for 2253 Fifth Grade Rockets</b>					<b>\$ 1,237.82</b>
<b>Total for 2216 Family Fun Events with sub-accounts</b>					<b>\$ 18,029.72</b>
<b>2217 Mitchell Spelling Bee</b>					
	05/30/2018	Collector of Taxes	Custodian		133.00

Total for 2217 Mitchell Spelling Bee				\$ 133.00
2225 Sept. Teacher Lunch				
	09/14/2017	Stacey Cayer	reimburse for Sept lunch	652.70
Total for 2225 Sept. Teacher Lunch				\$ 652.70
2226 Welcoming Comm - new students				
	09/06/2017	Rachel Busby	Coffee to welcome parents	82.71
	11/29/2017	Rachel Busby	reimbursement for K Playdate supplies	27.86
Total for 2226 Welcoming Comm - new students				\$ 110.57
2227 Community Service				
	06/14/2018	Collector of Taxes	Custodial Overtime 5/24	95.00
Total for 2227 Community Service				\$ 95.00
2228 Green Committee				
	05/14/2018	Amazon.com	Buckets	119.72
	05/14/2018	Amazon.com	Strainer	33.99
	05/14/2018	Amazon.com	Slim Trash Can	82.80
Total for 2228 Green Committee				\$ 236.51
2230 Donations				
2232 NEF Spelling Grant				
	03/05/2018	Mary Richman	reimburse for spelling bee admission	375.00
Total for 2232 NEF Spelling Grant				\$ 375.00
2233 Other Donations Given				
	<del>10/10/2017</del>	<del>Needham Florist</del>	<del>Payment for flowers for Needham</del>	<del>100.00</del>
Total for 2233 Other Donations Given				\$ 100.00
2234 Tavalone Scholarship				
	03/21/2018	Tavalone Scholarship		300.00
Total for 2234 Tavalone Scholarship				\$ 300.00
2235 Stephanie Kenney Creative Arts				
	03/21/2018	Stephanie Kenney Creative Arts Fund		100.00
Total for 2235 Stephanie Kenney Creative Arts				\$ 100.00
Total for 2230 Donations				\$ 875.00
2238 Disability Awareness Committee				
	06/12/2018	Clarke Schools for Hearing and Speech	donation for Katie 2nd graders	50.00
	06/12/2018	The Seeing Eye	for John Usinas	50.00
	06/12/2018	John Usinas	Travel expenses for speaking to 1st grade	45.00
Total for 2238 Disability Awareness Committee				\$ 145.00
2240 Genevieve/Fundraising				
	10/19/2017	Jennifer Brownridge	Reimbursement for overpayment	10.00
Total for 2240 Genevieve/Fundraising				\$ 10.00
2241 PTC Packets				
	<del>09/08/2017</del>	<del>Printsmith</del>	<del>PTC Packets, Invest Envelopes</del>	<del>316.07</del>
Total for 2241 PTC Packets				\$ 316.07
Total for 2200 Community				\$ 25,919.03
2270 School Store Supplies				
	09/25/2017	Raymond Geddes & Company, Inc	1st purchase of year	315.72
	02/06/2018	Raymond Geddes & Company, Inc	School supplies 1/22/2018	179.64
Total for 2270 School Store Supplies				\$ 495.36
2400 General & Administrative				
2401 Misc. (Stamps, Copies, Mail)				
	<del>08/17/2017</del>	<del>Staples</del>	<del>Ink &amp; stamps</del>	<del>74.48</del>
	09/13/2017	Mary Richman	reimbursement for copies of PTC Flyer	101.99
	10/24/2017	Needham Public Schools	copies for hockey night	42.00
Total for 2401 Misc. (Stamps, Copies, Mail)				\$ 215.17
2402 QuickBooks Financial Software				

<p>Total for 2402 QuickBooks Financial Software 2403 Insurance</p> <p>Total for 2403 Insurance 2408 www.mitchellschool.com</p> <p>Total for 2408 www.mitchellschool.com 2411 Constant Contact Account</p> <p>Total for 2411 Constant Contact Account Total for 2400 General &amp; Administrative Total for Expenses</p>	<table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black;">08/17/2017 Quickbooks Annual payment</td> <td style="text-align: right; border-bottom: 1px solid black;">382.50</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 382.50</td> </tr> <tr> <td style="border-bottom: 1px solid black;">09/13/2017 AIM</td> <td style="text-align: right; border-bottom: 1px solid black;">255.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 255.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">11/29/2017 web960 annual hosting fee</td> <td style="text-align: right; border-bottom: 1px solid black;">329.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 329.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">01/28/2018 Jessica Glayson reimbursement for constant contact</td> <td style="text-align: right; border-bottom: 1px solid black;">382.81</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 382.81</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 1,564.48</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 57,879.73</td> </tr> </table>	08/17/2017 Quickbooks Annual payment	382.50		\$ 382.50	09/13/2017 AIM	255.00		\$ 255.00	11/29/2017 web960 annual hosting fee	329.00		\$ 329.00	01/28/2018 Jessica Glayson reimbursement for constant contact	382.81		\$ 382.81		\$ 1,564.48		\$ 57,879.73
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	\$ 57,879.73																				

Saturday, Jul 21, 2018 07:35:27 AM GMT-7 - Cash Basis

35•	+
260•5	+
1,475•3	+
103•99	+
200•	+
200•	+
300•	+
500•	+
6,599•	+
100•	+
316•07	+
215•17	+
382•5	+
255•	+
329•	+
382•81	+
11,654•34	*
57,879•73	+
	-
46,225•39	*

Account Type	Name	Memo	Amount
Media Expenses	One Way Novelties	2H17 spending	410
Media Expenses		2H17 Expense	1,141
Media Expenses	Needham Public Schools	birthday book club flyers	33
Administrative Expense	Lauren Alexander	food for PTC - Superintendent n	44
Administrative Expense	melissa Doyle	coffee for meeting with superinte	16
Administrative Expense	Lauren Alexander	supplies for rock garden	47
Administrative Expense	Laure DeMaio	Tax preparation and 1099s	850
Administrative Expense	MA Attorney General	filing fee for taxes	35
Administrative Expense	Lauren Alexander	gifts for outgoing board member	180
Directory/Website	GoDaddy.com		96
Directory/Website	GoDaddy.com		28
Directory/Website	Avangate Inc.		47
Directory/Website	Avangate Inc.		15
Directory/Website	GoDaddy.com		55
Directory/Website	KnackHQ		250
Directory/Website	Woolthemes	product bundle renewals	49
Directory/Website	Woolthemes	product bundly renewal 2	49
Directory/Website	Woolthemes	website renewal	79
Directory/Website	Dropbox Inc	annual subscription	99
Directory/Website	Avangate Inc.	renewal	49
Insurance	Association Insurance Manager	Annual Insur renewal	505
Marketing	Deborah Toffler	extra flyer copies after NPS didn	85
Marketing	Amazon	Newman Banner Stand	33
Marketing	Deborah Toffler	copies for bruins flyer	88
Office, Printing & Postage	Needham Public Schools		56
Office, Printing & Postage	Needham Public Schools	presidents letter inv 21756	25
Office, Printing & Postage	melissa Doyle	CE copies and flyers	56
Office, Printing & Postage	Needham Press	fundraising envelopes	245
Office, Printing & Postage	Paypal	new paypal swipers	106
Credit Card Fees		annual fund fees	96
Bank Charge - Other	Needham Bank	monsterball check that bounced	7
Bank Charge - Other	Needham Bank	fees for returned check	7
Curriculum Enrichment	Zade Educational Partners	deposit for brian lies visit	300
Curriculum Enrichment	Amazon	Terrupt books for CE Auther visit	650
Curriculum Enrichment	Rob Buyea	4th and 5th grade visits	2,100
Curriculum Enrichment	Amazon	1st grade book order for author v	262
Curriculum Enrichment	Zade Educational Partners	VOID: balance from brian lies	-
Curriculum Enrichment	Artful Playdates	K CE	450
Curriculum Enrichment	Julie Middleton	artful playdates supplies - K	61
Curriculum Enrichment	Plimoth Plantation	4th grade CE	516
Curriculum Enrichment	Brian Lies		1,700
Curriculum Enrichment	Young Audiences of Massachus	4th grade CE	365
Curriculum Enrichment	Artful Playdates	ELC	450
Curriculum Enrichment	Let's Build Engineering for Kids	reimbursement for expenses for	50
Curriculum Enrichment	Young Audiences of Massachus	4th grade CE	365
Curriculum Enrichment	Round River Productions, Inc.	bill harley	4,500
Curriculum Enrichment	Museum of Science Traveling Pr	CE grade 2	425
Curriculum Enrichment	Presbyterian Church	for use of space for CE	250
Curriculum Enrichment	Sean Caetano	sound guy for bill harley	200
Curriculum Enrichment	Needham Historical Society	use of space	250
Curriculum Enrichment	Cook Restaurant	parent media dinner with bill harl	127
Curriculum Enrichment	Collector of Taxes	Custodial OT for Bill Harley	152
Curriculum Enrichment	David A Kelly Books	3rd grade CE books	1,050
Curriculum Enrichment	Artful Playdates	Inv 13 KF4	450
Curriculum Enrichment	Natick Community Organic Farm	2nd grade CE	928
Curriculum Enrichment	Theater Espresso	4th grade history workshop	1,575
Curriculum Enrichment	The Discovery Museums, Inc	2nd grade CE bubble event	915
Curriculum Enrichment	melissa Doyle	Bill Harley Concert Flyers	56
Curriculum Enrichment	Len Cabral	Storyteller 2nd grade	600
Curriculum Enrichment	Art Quest	5th grade	1,750
Curriculum Enrichment	Needham School Food Service	meals for visitors	200
Curriculum Enrichment	Techsporation -	inv 1354 3rd grade CE	2,627
Curriculum Enrichment	Plimoth Plantation	RNTV7AH CE 4th grade	516
Curriculum Enrichment	Artful Playdates	ELC session 2 inv 14	450
Curriculum Enrichment	Art Quest	1st grade animals in art	850
Curriculum Enrichment	Collector of Taxes	Bill Harley custodial detail	200
Curriculum Enrichment	Artful Playdates	ELC 3 Session	450
Curriculum Enrichment	Living Voices	E 5th grade	1,125
Curriculum Enrichment	Kathy Fritz	CE thank you for water program	50
Curriculum Enrichment	Young Audiences of Massachus	CE 4th grade deposit for next ye	334
End of Year Picnic	New England Ice Cream	Picnic slush	315
Ice Cream Social	Amazon	supplies	119
Ice Cream Social	melissa Doyle	ice cream social supplies	54
Ice Cream Social	Erika Afzali	supplies	112
Ice Cream Social	New England Ice Cream	ice cream for ice cream social	388
Monster Ball	Michael's		217
Monster Ball	CTS CTS		172
Monster Ball	Michael's		82
Monster Ball	Oriental Trading Co.		329
Monster Ball	Needham Public Schools	flyers	115
Monster Ball	Needham House Of Pizza	pizza for MB	916
Monster Ball	Amazon	amazon business purchases thr	169
Monster Ball	Needham Bank	monster ball returned check	8
Monster Ball	Lauren Alexander	monsterball supplies	74
Monster Ball	Erica Spiegel		46
Monster Ball	melissa Doyle		83
Monster Ball	Collector of Taxes	monsterball custodial detail	190

Account Type	Name	Memo	Amount
Monster Ball	Collector of Taxes	monsterball custodial detail	190
Fifth Grd Activ	<del>Needham Bank</del>	<del>seed cash for monsterball</del>	<del>120</del>
Fifth Grd Activ	Robin Glazier	bags for sales	373
Fifth Grd Activ	<del>Cash Withdrawl</del>	<del>cash box funding</del>	<del>100</del>
Fifth Grd Activ	Launch Trampoline Park	deposit for 5th grade trip to launc	250
Fifth Grd Activ	Launch Trampoline Park	balance on jumpers	600
Fifth Grd Activ	Fannie's Tees	t shirts	777
Fifth Grd Activ	Collector of Taxes	variety show custodial detail	200
Fifth Grd Activ	CVS	Opera Thank you cards	126
Fifth Grd Activ	<del>Creative Impressions, Inc.</del>	<del>gift for 5th graders</del>	<del>897</del>
Fifth Grd Activ	Eileen Williams	yr end celebration	85
Fifth Grd Activ	Lisa London	year end celebration	238
Fifth Grd Activ	Robin Glazier	class day	333
Fifth Grd Activ	Robin Glazier	yr end celebration	311
Fifth Grd Activ	Stephanie Fox	grill for 5th grade activity	115
Adult Social	NHS Graphics	postcards	90
Adult Social	Lauren Alexander	postage for post cards	193
Adult Social	Amazon	decorations	75
Adult Social	Amazon	decorations	48
Adult Social	Amazon	decorations	10
Adult Social	Amazon	decorations	21
Adult Social	<del>Cash</del>	<del>cash for cashboxes</del>	<del>340</del>
Adult Social	<del>Needham Golf Club</del>	<del>food/catering for adult social</del>	<del>3,893</del>
Adult Social	Press Play Entertainment	DJ	400
Adult Social	Lee Harrington	equip rental for band	150
Annual Fund Expense	<del>Michelle Geddes</del>	<del>annual fund mailing envelopes</del>	<del>344</del>
Annual Fund Expense	Amazon	amazon business purchases thr	25
Annual Fund Expense	Needham Public Schools	21801	262
Box-Top Expenses	Needham Public Schools	box tops flyer	31
Box-Top Expenses	Needham Public Schools	box tops flyer	31
Box-Top Expenses	Needham Public Schools	box tops flyer 21817	31
Box-Top Expenses	Needham Public Schools	Inv 21828 from 2/13 box tops	31
Box-Top Expenses	Needham Public Schools	21839 box tops flyer carly carty -	6
Oth Gifts & Don	Amazon	Memorial for Jenny Orlando	54
Oth Gifts & Don	Amazon	amazon business purchases thr	277
Oth Gifts & Don	Ellison Educational Equipment	Ir die cut accessories	378
Oth Gifts & Don	Jim Papoupolis	song for Jenny Orlando memorie	1,000
Oth Gifts & Don	Lauren Alexander	sealing supplies for rock garden	68
Playground Fund	Coach Cliff's Gaga Ball	gaga ball court	3,890
Principal Discretionary	Positive Promotions, Inc.	t shirts	1,006
Principal Discretionary	Jessica Peterson	panera gr level meeting, amaz	171
Principal Discretionary	Jessica Peterson	misc back to school items	246
Principal Discretionary	Jessica Peterson	summer math games	52
Principal Discretionary	Jessica Peterson	misc	44
Principal Discretionary	<del>Andrea Vargas</del>	<del>gift cards for reading rocks</del>	<del>100</del>
Principal Discretionary	Andrea Vargas	parent book club snacks	23
Principal Discretionary	Jennifer Murray	gift cards for the pumpkin contes	60
Principal Discretionary	Jessica Peterson	Teacher appreciation giveaway	11
Principal Discretionary	Jessica Peterson		22
Principal Discretionary	Jessica Peterson	student bus runners	37
Principal Discretionary	Jessica Peterson	TA Giveaway Sensory Sox	29
Principal Discretionary	Aron Blidner	TA Meeting breakfast	21
Principal Discretionary	Carol Patsio	flowers for concert	21
Principal Discretionary	Jessica Peterson	driveline safety materials	36
Principal Discretionary	Jessica Peterson	candles for 4/5 grade concert	128
Principal Discretionary	Jessica Peterson	batteries for 4/5 grade concert	92
Principal Discretionary	Jessica Peterson	lunch for teacher leaders	203
Principal Discretionary	Carol Patsio	snacks for faculty meeting	40
Principal Discretionary	Jessica Peterson	reading week prizes	66
Principal Discretionary	Jessica Peterson	week of words celebration	126
Principal Discretionary	Jessica Peterson	summer math games	60
Principal Discretionary	Jessica Peterson	snow cone machine	56
Principal Discretionary	Jessica Peterson	teach appr amazon M&M	47
Principal Discretionary	Jessica Peterson	addl snow cone machine	47
Principal Discretionary	Jessica Peterson	TA week breakfast	46
Principal Discretionary	Jessica Peterson	candy for TA week from Market I	36
Principal Discretionary	Jessica Peterson	books for office and chair covers	31
Principal Discretionary	Trelane Clark	TA week breakfast	39
Principal Discretionary	Trelane Clark	TA Week Breakfast	4
Principal Discretionary	Jessica Peterson	K Screening Lunch	100
Teacher Discretionary	Amazon	Amazon wish lists	2,688
Teacher Discretionary	Amazon	reconcile the amazon purchases	(19)
Teacher Discretionary	Amazon	amazon business purchases thr	5,236
Teacher Discretionary	Amazon	plug balance to amazaon teache	18
Teacher Discretionary	Amazon	Katy Reid Teacher Wishlist repla	21
Teacher Discretionary	Amazon	Marcy Spink Wishlist replacemer	20
Teacher Discretionary	Amazon		53
Teacher Discretionary	Amazon		(11)
Teacher Discretionary	Amazon	wish list caitlin mcdonald	40
Teacher Discretionary	Amazon	credit for wishlist item not rec'd	(24)
Teacher Discretionary	Amazon	beth bachman reorder	24
Teacher Discretionary	Amazon	beth bachman reorder	29
Teacher Discretionary	<del>Amazon</del>	<del>gift cards</del>	<del>5,700</del>
Teacher Discretionary	Amazon	add'l gift cards	100
Principal and Staff Support - Other	Carol Patsio	cookies for k orientation	30
School Tool Box	Edukil, Inc.	remaining owed for scholarships	225
Curriculum Grants	Sitspots, Inc.		126

Account Type	Num	Name	Memo	Amount	
Curriculum Grants	dc	Amazon	amazon business purchases through october	580	
Curriculum Grants	Debit	Learning A-Z	Raz kids app	330	
Curriculum Grants	DC	Amazon	CG#2 Breakout boxes for media	301	
Curriculum Grants	DC	Amazon	CG#2 Breakout boxes	151	
Curriculum Grants	DC	Amazon	soccer goals	112	
Curriculum Grants	DC	Amazon	CG6 recording studio	172	
Curriculum Grants	DC	Amazon	CG6 recording booth	40	
Curriculum Grants	DC	Amazon	CG #5	153	
Curriculum Grants	DC	Amazon	CG#5	93	
Curriculum Grants	DC	Amazon	Cantor CG	383	
Curriculum Grants	DC	Amazon	CG 7 Vargas book bins	228	
Curriculum Grants	DC	PEEQ	Qball grant tetrauit	191	
Curriculum Grants	WD	Amazon	CG10 2nd grade math day	137	
Curriculum Grants	DC	Resources For Reading	CG 11	525	
Grade Level Funding	DC	Amazon	2nd grade passports	75	
Grade Level Funding	DC	Starbucks	1st grade fun and games	36	
Grade Level Funding	DC	Sudbury Farms	1st G fun & games	15	
Grade Level Funding	DC	Dunkin' Donuts	G1 Fun & Games	16	
Grade Level Funding	DC	Fun and Games	G1 Fun & Games	12	
Health and Wellness	DC	Marathon Printing Inc.	mayrathon bibs	134	
Health and Wellness	WD	Amazon	mayrathon expenses	90	
Health and Wellness	1430036	Janet Ferreira	ballons for mayrathon written out of personal acct	200	
Health and Wellness	995087	Michael O'Brien	Mayrathon Popsicles	60	850• +
NEF Spelling Bee	9313	Needham Education Foundation		375	
Disability Awareness	995023	Andrea Carter	supplies	19	35• +
Disability Awareness	995024	Andrea Carter	pencils for grade 5	13	
Gifts & Donations	Debit	Sam White & Sons	Rocks for Memorial Garden for Jenny Orlando	2,022	180• +
Hospitality And Appreciation	9316	Ann Lyons	back to school social	41	
Hospitality And Appreciation	9317	melissa Doyle	back to school lucheon	161	96• +
Hospitality And Appreciation	9344	Julie Middleton	wegmans food for luncheon	232	
Hospitality And Appreciation	995006	Ann Lyons	Inv 2 flowers for luncheon	48	28• +
Hospitality And Appreciation	995010	Ann Lyons	food for luncheon	73	
Hospitality And Appreciation	995041	Ann Lyons	candy for lounge	28	17• +
Hospitality And Appreciation	995051	Ann Lyons	candy for lounge	10	
Hospitality And Appreciation	995065	Ann Lyons	flowers for TA week luncheon	32	15• +
Hospitality And Appreciation	995067	Julie Middleton	food for TA Week luncheon (quiche etc)	105	
Newman Green Kids	9335	Catherine Herndon	burpee seeds for newman garden	85	55• +
Newman Green Kids	995009	Seona Standard	Inv 2 - walk to school nov	34	
Newman Green Kids	995015	Seona Standard	01-October walk	19	250• +
Office Administration Appreciat	995021	melisse Doyle	thank you for front office	85	
Office Administration Appreciat	DC	Amazon	keurig coffee maker	230	49• +
<del>Spirit Wear Expenses</del>	<del>WD</del>	<del>Needham Bank</del>	<del>cash box</del>	<del>440</del>	
Springfest Expense	9315	Chilly Bear, Inc.	new magnets	421	49• +
Springfest Expense	9324	Collector of Taxes	custodial detail	114	
Springfest Expense	WD	Cash	originally withdrawn for VB but cancelled so gave to spring	120	79• +
Springfest Expense	995037	Animal Craze	deposit	350	
Springfest Expense	995038	Press Play Entertainment	deposit for DJ	100	99• +
Springfest Expense	995056	NHS Graphics	1718-000161 Springfest PC	90	
Springfest Expense	995053	Events by Emily	balloon arch	75	49• +
Springfest Expense	WD	Amazon	supplies	39	
Springfest Expense	wd	Amazon	various supplies	415	605• +
Springfest Expense	1430935	Katie Lynch	postage for postcard mailings	175	
Springfest Expense	1702243	Collector of Taxes	2017 o/s bills springfest and Monsterball	304	56• +
Springfest Expense	1702243	Collector of Taxes	2017 o/s bills springfest and Monsterball	304	
Springfest Expense		Amazon	toys for games	24	25• +
Springfest Expense	513	Animal Craze	barn animals	350	
Springfest Expense	514	Ben & Jerry	ice cream catering	250	56• +
Springfest Expense	515	Keith Levine	dj	200	
Springfest Expense	516	Busy Bee Jumpers	VOID: multiple activity rentals GJE, RGJE created on 07/22/2018		245• +
Springfest Expense	517	Events by Emily	balloon arch	150	195• +
Springfest Expense	51	Busy Bee Jumpers	For CHK 516 voided on 07/22/2018	3,477	
<del>Springfest Expense</del>	<del>WD</del>	<del>Needham Bank</del>	<del>cancel acct for 7 cash boxes</del>	<del>1,640</del>	
Springfest Expense	995084	Laura O'Garr	Amazon purchases for springfest	106	96• +
Springfest Expense	995081	Busy Bee Jumpers	discounted jumpers (50% off due to mistake by BB)	1,448	
Springfest Expense	995088	Signs By Tomorrow	yard signs	100	7• +
TOTAL				87,684	7• +
					120• +
					100• +
					897• +
					340• +
					3,893• +
					344• +
					100• +
					60• +
					11• +
					5,700• +
					440• +
					1,640• +
					16,788• *
					87,684• +
					-
					70,896• *

Needham Preschool/Early Childhood Center PTC  
In Kind Donation For 2017-2018 School Year

Curriculum Enrichment

Sept:	Brenda Callahan/ Imagi	\$	300.00
Oct:	Brenda Callahan/ Imagi	\$	300.00
Nov:	Brenda Callahan/ Imag	\$	300.00
Dec:	Pumpnickel Puppets	\$	535.00
Dec:	Brenda Callahan/ Imagi	\$	300.00
Jan	Brenda Callahan/ Imagi	\$	300.00
Feb:	Brenda Callahan/ Imagi	\$	300.00
Mar:	Brenda Callahan/ Imag	\$	300.00
Mar:	New England Aquariur	\$	1,278.00
Mar:	Curious Creatures	\$	1,250.00
Mar:	Farm Visits	\$	1,000.00
April:	Imagine & Move: Bren	\$	300.00
May	Imagine & Move: Bren	\$	300.00
June	Imagine & Move: Bren	\$	300.00
<hr/>			
Total		\$	7,063.00

Community Events

Pumpkin Patch		\$214.48
End-of-Year Picnic (Food Only)		\$237.75
Mom's Night Out		\$26.00
<hr/>		
Total		\$478.23

Staff Appreciation

December Staff Breakfast		\$497.33
May Staff Appreciation Lunch		\$399.31
<del>Get Well/Sympathy Gifts for Staff</del>		<del>\$227.20</del>
<del>Valentine's Day Gifts for Teachers</del>		<del>\$90.48</del>
T.A. Appreciation Lunch		\$174.41
Teacher Appreciation Week		\$350.00
<hr/>		
Total		\$1,738.73

Teacher & Classroom Grants

Butterfly Gardens & Planting Supplies	\$	215.00
Preschool Playground Donation	\$	600.00
<hr/>		
Total	\$	815.00

10,094.96 +  
227.20 -  
90.48 -  
9,777.28 \*

# MIDDLE SCHOOL'S IN-KIND

## SUMMARY OF IN-KIND DONATIONS

Curriculum Enrichment (formerly Creative Arts)	-\$16,355
Grants & After School Grants (formerly Enrichment and After School Grants)	-\$6,767
Artist in Residence	-\$500
Scholarship	-\$1,900
STA Day	-\$1,079
Garden Club	-\$600
Poetry Day	-\$205
Media	-\$286
Teacher Lounge Beautification	-\$680
	-\$28,372

CATEGORY	DATE	NUM	DESCRIPTIONS	MEMO	AMOUNT
Curriculum Enrichment					
	7/11/2017	3676	Honorium Holocaust		-\$200
	11/6/17	3704	Pharoahs & Pyramids		-400
	11/10/17	3705	Pollard Art Quest		-2220
	11/14/17	3711	A Little Potato & Hard To Peel		-1850
	11/28/17	3706	Pollard Midsummer Nights Dream		-2320
	12/1/17	3714	Pollard Sigh Omelas		-1500
	12/8/17	3708	Pollard Tall Tales		-2100
	1/2/18	3732	8th grade MOS		-900
	3/14/18	3734	Pharoahs & Pyramids		-775
	4/17/18	3739	Chariots of the Sun		-1220
	6/11/18	3741	Theatre Espresso		-2670
	6/15/18	3747	Honorium Holocaust		-200
Grants & After School Grants					
	10/16/17	3699	Laura DeMaio - Outdoor Classroom	Grant #1718-2	-1750
	12/14/17	3709	Solar Cars	Solar Cars	-812.56
	1/17/18	3717	Mark Healey - Astronomy Night		-50
	2/5/18	3735	8th Grade - Retreat @ Museum of African American History	Grant #1718-1	-1250
	12/22/18	3729	Theatre Espresso - Uprising on Kings Street	Grant #1718-3	-2870
	2/20 & 6/19/18	3736 & 3759	Amanda Arabel	Best Buddies	-34.52
Artist In Residence					
	1/22/18	3733	Dino Govoni	Needham MS/HS Jazz Night 2018	-500
Scholarship					
	12/18/17	3723	Pollard Social Committee	Pollard Holiday Fund - Kids in Need	-200
	12/18/17	3721	Nicole Rice	High Rock Holiday Fund - Kids in Need	-200
	3/16/18	3738	Needham Education Fund	NEF Spelling Bee	-1500

STA Day	5/1/18	3740	Pollard Social Committee	STA Day	-1078.94
Garden Club	5/29/18	3743	Mark Yetman	Garden Club	-600
Poetry Day	12/4/17	3719	Sasha D'Angelo	PD Supplies 7th grade	-33
	5/29/18	3744	Mary Buffinger	PD Supplies 7th grade	-171.92
Media Center	7/23/18	3768	Sue Doherty	Media	-196.81
	6/29/18	3755	Sue Doherty	Media	-88.88
Teacher Lounge Beautification	11/1/17	3700	Lisa Relick	xtra wallpaper teacher lounge	-84.96
	11/2/17	3701	Henrietta Curley	lounge beautification	-595.3

**NEEDHAM HIGH SCHOOL PARENT TEACHER COUNCIL TRUST**  
**In-Kind Donations Report**  
**September 1, 2017 - August 21, 2018**

Account	Memo/Description	Amount		
<b>4600 Robotics Club</b>	Warner Bros. Donation	1,250.00		
	Donation from Warner Bros	1,250.00		
<b>5100 Enrichment Grants</b>	NHS Launch Club	600.00		
	Shanghai Exchange Hospitality	305.04		
	dot art weaving project	290.96		
	Wellness Mural	32.87		
	Jazz Night Guest Artist	750.00		
	Wellness Mural	206.72		
	Transition Skills Mosaic	279.94		
	National History Day Finalists - Entrance Fees	150.00		
	National History Day Finalists - Entrance Fees	150.00		
	Fence Dot Art 2 materials	328.29		
<b>5110 Furniture Fund</b>	Round Table and barstools for lobby	523.00		
	Round Table and barstools for lobby	534.00		
	Stit/Stand platform for Jean McDavitt	574.00		
	2 Deluxe Art Display Cases	1,488.68		
	12 16X20 black frames for art/theater student photos	258.95		
	two stand-up desks for GLO	580.00		
	Three Russwood Reverse Chair	1,883.85		
	Furniture for special ed room	267.68		
	Furniture for special ed room	58.04		
	Wayfair - furniture for Special ed room	1,382.29		
	Wayfair - sofa for Special Ed room	277.99		
<b>5120 Parenting Conference</b>	name tags and badges	53.82		
	workshop	150.00		
	Donation for Keynote Speaker's Foundation	250.00		
	all food/drinks/paper goods for conference	601.12		
	office supplies for conference	68.11		
	printing materials and lawn signs at Needham Press	280.80		
	Custodial Services and Tech support	833.00		
<b>5200 Athletics Discretionary Fund</b>	Speakers	350.00		0 • C
	Ice time on March 6th	215.00		
	Home plate	100.00		45,118•02 +
	Boston Basketball	100.00		-
<b>5400 Principal's Discretionary Fund</b>	Framed Photos of NHS for Shanghai Exchange Program	112.00		-
	Urgent Care Immunizations for Shanghai Exchange Students	2,054.97		-
	flowers for Newman teachers	361.00		-
	food	73.57		-
	bus for Mt. Ida student trip	150.00		-
	food for cabinet meeting	30.74		-
	software for office	79.00		41,751•76 *
	Innovator's Mindset books, replaces #2138	65.77		
	food for meeting	15.00		
	food for parent meeting	5.00		
	Honorarium for speaker for "One Day" event - replaces #2218	300.00		
	food for parent meeting	10.00		
	BLT Civil Rights meeting/M. Joyce	14.99		
	laneyards for teachers	31.99		
	lunch for Guidance Dept.	93.47		
	<del>cards-flowers-for-staff-leaving-NHS</del>	<del>20.44</del>		
	hot chocolate for Valentine's Day Student Welcome	33.98		
	pizza for staff mtg	50.95		
	financial support for student to attend debate camp	500.00		
	Water Bottles for the NEASC mtg.	40.00		
	NEASC meeting - supplies for meetings	42.04		
	NEASC meeting food and drink	54.80		
	NEASC meeting - supplies for meetings	13.79		
	Own your Peace/Piece breakfast for students and speakers	483.90		
	Needham Steps Up event	125.08		
	<del>cards-and-gift-wrap-for-staff</del>	<del>11.53</del>		
	Reimbursement to K Cence for 2 padlocks	16.40		
<b>5500 Assistant Principals' Fund</b>	New to Needham food	288.02		
	mentor meeting food	119.23		
	10 Student Planners	40.00		
	New to Needham food	56.73		
	field trip fee for 1 student	14.00		
	snacks for new staff mtg.	17.12		

	food for staff mtg	27.61
	food for new staff mtg and student equity focus group	49.66
	5 student planners	60.00
	New Staff Meeting	15.37
	food for New to Needham	7.99
	1 student fee for NE Aquarium field trip	12.25
	food for A.P. team meeting	25.00
	NEASC Mtg on 1/11/18 Snacks	34.78
	Recognition Awards	9.21
	Candy for GLO	13.64
	food for staff counselling 2/11	36.81
	5 student planners	60.00
	NEASC meeting	55.36
	Student T-pass	105.00
	10 Student Planners	40.00
	snacks for new staff mtg.	17.13
	Amazon order of supplies	17.99
	Futon for office	212.49
	symposium registration fee	35.00
	food for team meeting	36.94
	Candy for GLO	33.33
	new staff meeting	15.38
	Candy for GLO	12.57
	food for A.P. team meeting	25.06
	Recognition Awards	9.21
	book/resource kit	75.00
	bagels/coffee for team meeting	35.17
	1 student planner	12.00
	MCAS	73.90
	bagels and coffee for meeting	35.67
	Faculty Meeting snacks	50.41
	backpacks for students	73.92
	coffee and bagels for MCAS proctors	27.92
	wireless keyboard and mouse from amazon	26.99
	snacks/lunch for Scheduling Team	83.32
	backpack	73.92
	Linda Watson	28.23
	Reimbursement for Needham House	46.30
	10 Student Planners	40.00
	Candy for GLO	7.79
	Candy for GLO	13.76
	snacks for new staff mtg.	17.12
	student T-Pass	135.00
	Candy for GLO	7.78
	bus for Mt. Ida student trip	150.00
	3 student planners	36.00
	Wristband for One Day activity	67.50
	new staff meeting	15.37
	Wristband for One Day activity	67.50
	Candy for GLO	8.57
	food for A.P. team meeting	25.00
	posters for Join the Conversation	15.50
	Candy for GLO	5.38
	Recognition Awards	9.21
	1 student planner	12.00
	Pizza for MCAS reading group	48.04
	Dunkin Donuts for GLO	46.94
	MCAS proctors coffee	36.28
<b>5550 Guidance Fund</b>		
	20 Student Planners	240.00
	graphic calculator for student	111.75
	student T-Pass	135.00
	bus for Mt. Ida student trip	150.00
	art supplies for Own Your Piece	95.12
	Student T-pass	105.00
<b>5560 Guidance / Holiday Fund</b>		
	Gift Cards	2,465.00
<b>5800 Cap and Gown Breakfast</b>		
	supplies for event	100.34
	food and decor for Cap & Gown breakfast	318.94
	food for Cap & Gown breakfast	110.70
<b>5700 NEF Spelling Bee</b>		
	sponsor 2 NHS Teams	750.00
<b>5800 Book Fund</b>		
	materials for NHS book club	30.60
	Amazon order of 3 books for book club run by Paige Rowse	31.77
	Amazon order of 3 books for book club run by Paige Rowse	28.66
	Amazon order of 6 books for book club run by Paige Rowse	65.44
	Amazon order of 10 books for Paige Rowse	137.14



## NEEDHAM SCHOOL COMMITTEE

Agenda Item#: \_\_\_\_\_ Date: September 11, 2018

**Item Title:**            **FY 2018/2019 PTC Budgets**

**Item Description:**    The PTCs have submitted the attached budgets for FY 2018/19, which total \$471,477.

In an effort to streamline the approval process for PTC donations, the School Committee traditionally reviews and approves the annual operating budget of each PTC, including any planned donations to the Needham Public Schools, thereby eliminating the need to approve individual donations on a piecemeal basis throughout the year.

**Issues:**                M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee review and approve the attached PTC budgets for FY 2018/19.

**School Committee: (circle one)**

Action             Information             Discussion             Consent Calendar

Central Administrator            Town Counsel            Sub-Committee: \_\_\_\_\_

Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations

# BROADMEADOW PTC

BUDGET OVERVIEW: FY\_2018\_2019 - FY19 P&L

July 2018 - June 2019

	TOTAL
Income	
<b>FAMILY &amp; CHILDREN EVENTS REVENUE</b>	
Basketball Game	2,500.00
Bingo Night	750.00
Gr. 3/4 Survivor Revenue	550.00
Pasta Dinner	1,500.00
Playground Picnic	400.00
Sports Outings	9,000.00
<b>Total FAMILY &amp; CHILDREN EVENTS REVENUE</b>	<b>14,700.00</b>
<b>FUNDRAISING REVENUE</b>	
Amazon	
Amazon Smile	600.00
<b>Total Amazon</b>	<b>600.00</b>
Bee Mascot T-Shirts	650.00
Box Tops	1,100.00
Invest In Our Children	27,500.00
Spiritwear	2,500.00
Spring Social	29,000.00
<b>Total FUNDRAISING REVENUE</b>	<b>61,350.00</b>
<b>MEDIA CENTER REVENUE</b>	
Book Fair	3,200.00
Media Center Birthday Books	5,000.00
<b>Total MEDIA CENTER REVENUE</b>	<b>8,200.00</b>
<b>MISCELLANEOUS INCOME</b>	
Interest Income	139.90
<b>Total MISCELLANEOUS INCOME</b>	<b>139.90</b>
<b>OUTREACH REVENUE</b>	
Gr. 5 Giving Proj. Read-A-Thon	6,000.00
Loose Change	2,000.00
<b>Total OUTREACH REVENUE</b>	<b>8,000.00</b>
<b>TRANSFERS</b>	
Transfer from Reserves	8,000.00
<b>Total TRANSFERS</b>	<b>8,000.00</b>
<b>VOLUNTEER REVENUE</b>	
Directory Advertisements	745.00
End of Year Staff Gift Fund	7,000.00
Gr. 5 T Shirts	1,000.00
School Supply Tool Boxes	1,871.18
YearBook Sales	2,068.92
<b>Total VOLUNTEER REVENUE</b>	<b>12,685.10</b>
<b>Total Income</b>	<b>\$113,075.00</b>

	TOTAL
<b>GROSS PROFIT</b>	<b>\$113,075.00</b>
<b>Expenses</b>	
<b>ADMINISTRATIVE EXPENSES</b>	
Accountant Fees	650.00
Bank Charges & Checks	100.00
Hospitality - PTC Meetings	150.00
Insurance	255.00
Miscellaneous	350.00
New Hire Welcome Basket	75.00
Postage	25.00
Staff Retirement Gifts	150.00
Taxes & License Fees	75.00
Thank You Notes	100.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>1,930.00</b>
<b>ENRICHMENT - CREATIVE ARTS</b>	
Creative Arts Dues	100.00
Curriculum Enrichment	20,000.00
Dance Around The World	3,000.00
<b>Total ENRICHMENT - CREATIVE ARTS</b>	<b>23,100.00</b>
<b>ENRICHMENT - OTHER</b>	
Broadmeadow Spelling Bee	400.00
CAPP Assault Prevention	1,625.00
Let's Build	200.00
NEF Spelling Bee	375.00
Outdoor Enrichment	500.00
The Meadows	850.00
UDA Program	1,300.00
Walk to School Day	25.00
<b>Total ENRICHMENT - OTHER</b>	<b>5,275.00</b>
<b>ENRICHMENT - STAFF</b>	
Classroom supplies	5,000.00
Principal's Fund	1,000.00
Special Equipment Requests	8,000.00
Teacher Grants	6,000.00
<b>Total ENRICHMENT - STAFF</b>	<b>20,000.00</b>
<b>FAMILY &amp; CHILDREN EVENTS EXPENS</b>	
Basketball Game	1,100.00
Bingo Night	550.00
Broadmeadow International Festival	250.00
Custodial Fees	2,200.00
Gr. 1 Game Night	175.00
Gr. 1/2 Winter Wonderland Fun	550.00
Gr. 3/4 Survivor Expense	650.00
Gr. 5 Potluck Dinner	100.00
Gr. K Movie Night	100.00
Gr. K Pumpkin Patch	400.00
Ice Cream Social	200.00
Ice Skating Party	25.00
July 4th Parade Float	500.00

	TOTAL
Parent Forums	400.00
Pasta Dinner	1,700.00
Playground picnic	1,500.00
Sports Outings	9,000.00
<b>Total FAMILY &amp; CHILDREN EVENTS</b>	<b>19,400.00</b>
<b>EXPENS</b>	
<b>FUNDRAISING EXPENSES</b>	
Box Tops	100.00
IIOC Expense	200.00
Spiritwear Expense	900.00
Spring Social	7,300.00
<b>Total FUNDRAISING EXPENSES</b>	<b>8,500.00</b>
<b>MEDIA CENTER EXPENSES</b>	
Book Fair	200.00
Media Center Books	8,000.00
<b>Total MEDIA CENTER EXPENSES</b>	<b>8,200.00</b>
<b>OUTREACH EXPENSES</b>	
Broadmeadow Cares	150.00
Gr. 5 Giving Proj. Read-A-Thon	6,000.00
Loose Change	2,000.00
Service Committee	
Book Pals	50.00
Broadmeadow Cares	400.00
Cradles to Crayons	50.00
Pare And Share	500.00
Toy Drive	50.00
<b>Total Service Committee</b>	<b>1,050.00</b>
<b>Total OUTREACH EXPENSES</b>	<b>9,200.00</b>
<b>SCHOOL COMMUNITY EXPENSES</b>	
Class Reps	600.00
Kindergarten Playdates/Coffees	430.00
New Families Reception	50.00
New To B'Meadow Signs	600.00
SEPAC	350.00
<b>Total SCHOOL COMMUNITY EXPENSES</b>	<b>2,030.00</b>
<b>TECHNOLOGY EXPENSE</b>	
Constant Contact	625.00
Sign-Up Genius	120.00
Website	50.00
<b>Total TECHNOLOGY EXPENSE</b>	<b>795.00</b>
<b>VOLUNTEER EXPENSES</b>	
Bee Mascot Appearances	120.00
Directory	1,200.00
End of Year Staff Gift Fund	7,050.00
Gr. 5	
Class Day	1,000.00
DVD	600.00
T-Shirts	800.00
<b>Total Gr. 5</b>	<b>2,400.00</b>

	TOTAL
Principal Coffees	150.00
Recruiting/PTC Packet	250.00
School Supply Tool Boxes	2,400.00
Staff Appreciation Breakfast	100.00
Staff Appreciation Luncheon	700.00
Volunteer Appreciation	250.00
Yearbook	25.00
<b>Total VOLUNTEER EXPENSES</b>	<b>14,645.00</b>
<b>Total Expenses</b>	<b>\$113,075.00</b>
<b>NET OPERATING INCOME</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$0.00</b>

Eliot School	Budget 18/19 Academic Year		
Category Description	Collection	EXPENSES	SURPLUS (DEFICIT)
<b>Fundraisers</b>			
Eliot Bottle, Gear, Magnets, Spirit Wear	\$ 1,700	\$ 700	\$ 1,000
Teacher Honors Cards (# of cards)	\$ 1,500		\$ 1,500
Eliot Annual Campaign	\$ 10,000		\$ 10,000
SchoolKidz	\$ 925		\$ 925
Handbook & Directory (RedBook)	\$ 2,500	\$ 500	\$ 2,000
Yearbook	\$ 5,500	\$ 4,000	\$ 1,500
Other Fundraising	\$ 500	\$ -	\$ 500
<b>Total Fundraisers</b>	<b>\$ 22,625</b>	<b>\$ 5,200</b>	<b>\$ 17,425</b>
<b>Events</b>			
Basketball Night Hillside	\$ 2,500	\$ -	\$ 2,500
Check It Out "Science" "CIOS"	\$ 800	\$ 400	\$ 400
Fairytale Fitness	\$ -	\$ -	\$ -
Family Picnic	\$ 500	\$ 1,000	\$ (500)
PopSicle w/ Principle (Pastries)	\$ -	\$ 250	\$ (250)
"Talent Show"	\$ 1,450	\$ 600	\$ 850
Family Fun Night-WinterWonderland	\$ 2,000	\$ 1,900	\$ 100
BC Hockey Game	\$ 1,200	\$ 1,000	\$ 200
5th Grade Bake Sale/School Store	\$ -	\$ -	\$ -
Multicultural Night		\$ 500	\$ (500)
St. Patty's Day 5K	\$ 7,000	\$ 5,000	\$ 2,000
Parent Social	\$ 4,000	\$ 3,500	\$ 500
Parent Social-Auction	\$ 3,000	\$ 500	\$ 2,500
Parent Social-Raffle	\$ 1,000		\$ 1,000
Class Parties	\$ -	\$ 1,200	\$ (1,200)
<b>Total Events</b>	<b>\$ 23,450</b>	<b>\$ 15,850</b>	<b>\$ 7,600</b>
<b>Programs</b>			
CAPP		\$ 1,125	\$ (1,125)
Back to School Teacher Luncheon		\$ 1,100	\$ (1,100)
Back to School Teacher Cards		\$ 2,500	\$ (2,500)
Cultural Enrichment (Cult Arts)		\$ 8,000	\$ (8,000)
Understanding Different Awareness (UDA)		\$ 500	\$ (500)
Field Trips		\$ 2,100	\$ (2,100)
Hospitality		\$ 75	\$ (75)
PTC Grants (\$350 @10 grants)		\$ 1,250	\$ (1,250)
Principal's Budget		\$ 1,250	\$ (1,250)
Spelling Bee - Eliot	\$ -	\$ 350	\$ (350)
Student Scholarships		\$ 500	\$ (500)
Community Service (incl. Food Pantry/Sandwich Tuesday)		\$ 1,000	\$ (1,000)
<b>Total Programs</b>	<b>\$ -</b>	<b>\$ 19,750</b>	<b>\$ (19,750)</b>
<b>Other Income/Expense</b>			
Interest Income	\$ 500		\$ 500
Other Income/(Supplies and Misc Expenses)	\$ 400	\$ 250	\$ 150
Insurance	\$ -	\$ 370	\$ (370)
PTC Volunteer Gifts		\$ 300	\$ (300)
Website	\$ -	\$ 130	\$ (130)
NEF Spell Bee Donation		\$ 350	\$ (350)
Custodian Services		\$ 400	\$ (400)
Potential Parent Led Project		\$ 500	\$ (500)
METCO		\$ 100	\$ (100)
Misc Professional Serv. (Audit, Tax)		\$ 400	\$ (400)
Filing Fees		\$ 35	\$ (35)
<b>Total Other Income/Expense</b>	<b>\$ 900</b>	<b>\$ 2,835</b>	<b>\$ (1,935)</b>
<b>OVERALL TOTALS</b>	<b>\$ 46,975</b>	<b>\$ 43,635</b>	<b>\$ 3,340</b>

	A	B	C	D
1	<b>Hillside PTC- 2018-2019 Budget</b>			
2				
3	<b>Category</b>		<b>2018/2019 Budget</b>	
4	<b>Income:</b>			
5	Dues		\$ 17,000	
6	<b>Total Dues</b>		<b>\$ 17,000</b>	
7				
8	<b>Event Income:</b>			
9	Book Fair Revenue			
10	less Book Fair Expenses			
11	Net Book Fair Income		\$ 2,500	
12				
13	Poker Night Revenue			
14	less Poker Night Expenses			
15	Net Poker Night Income		\$ 3,000	
16				
17	Raffle Revenue			
18	less Raffle Expenses			
19	Net Raffle Income		\$ 7,000	
20				
21	Talent Show Revenue			
22	less Talent Show Expenses			
23	Net Talent Show Income		\$ 1,000	
24				
25	Spirit Wear Revenue			
26	less Spirit Wear Expenses			
27	Net SpiritWear Income		\$ 1,500	
28				
29	Basketball Game Revenue			
30	less Basketball Game Expenses			
31	Net Basketball Game Income		\$ 1,800	
32				
33	Winter Social Revenue			
34	less Expenses			
35	Net		\$ 7,000	
36				
37	<b>Total Event Income:</b>		<b>\$ 23,800</b>	
38				
39	<b>Other Income:</b>			
40	Used Book Sale		\$ 600	
41	Gift Book Program		\$ 100	
42	School Pop/Box Tops		\$ 1,500	
43	Interest Income		\$ 20	
44	Donations		\$ -	
45	Local Business Fundraisers		\$ 500	
46	Other Income		\$ -	
47	Contributions from Reserves		\$ 8,655	
48	<b>Total Other Income:</b>		<b>\$ 11,375</b>	
49				
50	<b>Total Income</b>		<b>\$ 52,175</b>	
51				
52	<b>Expenses:</b>			
53				
54	<b>Grants:</b>			
55	Enrichment Grants -Total		\$ 6,000	
56	Principal's Grants		\$ 1,000	
57	Teacher Grants		\$ 7,500	
58	<b>Total Grants:</b>		<b>\$ 14,500</b>	

	A	B	C	D
59				
60	<b>Program Expenses:</b>			
61	Creative Arts Program		\$ 10,000	
62	Fall Fun Night		\$ 100	
63	Literacy Night		\$ 500	
64	Bingo Night		\$ -	
65	Spring Carnival		\$ 5,000	
66	5K		\$ -	
67	Year Book		\$ -	
68	Lesley Intern Fund -China Trip		\$ -	
69	CAPP (Child Assault Prevention Program)		\$ 1,375	
	Campus for Hillside/ Learning Garden/Hillside Goes			
70	Green		\$ 250	
71	Field Trips		\$ 6,000	
72	Field Day - 5th Grade		\$ 500	
73	5th Grade Party		\$ 1,200	
74	Back to School Lawn Signs		\$ 100	
75	Media Center/Technology		\$ 2,000	
76	METCO		\$ -	
77	Kindergarden Welcome		\$ 150	
78	New Family Picnic		\$ 100	
79	Back to school picnic		\$ 750	
80	Festival of Cultures		\$ 600	
81	Playground Equipment		\$ 1,000	
82	Understanding Different Abilities (UDA)		\$ 800	
83	Walk to School Program		\$ 50	
84	NEF Spelling Bee Team		\$ 750	
85	Staff Appreciation		\$ 1,500	
86	<b>Total Program Expenses:</b>		<b>\$ 32,725</b>	
87				
88	<b>Other Expenses:</b>			
89	Directory Expense/(Adverstising Sponsorship)		\$ 100	
90	Donations			
91	Holiday Gifts (Caf, Cust, Guard, Office)		\$ 400	
92	PTC Admin Expenses (Bank, QB, Postage, CC)		\$ 1,200	
93	PTC Insurance/NPN Membership/Taxes		\$ 500	
94	Retirement Brunch/Gift		\$ 250	
95	Safety Initiatives		\$ -	
96	Student Subsidies		\$ 1,000	
97	Technology Equipment		\$ 1,500	
98	<b>Total Other Expenses</b>		<b>\$ 4,950</b>	
99				
100	<b>Total Expenses:</b>		<b>\$ 52,175</b>	
101				

# Mitchell School PTC

## BUDGET OVERVIEW: 2018/2019 MITCHELL PTC BUDGET - FY18 P&L

January - December 2018

	TOTAL
Income	
4200 Income From Events	
4201 Genevieve's Gift Wrap & Gifts	6,100.00
4204 Amazon and other	165.00
4206 Box Tops for Education	975.00
4217 Family Fun Events	5,050.00
<b>Total 4200 Income From Events</b>	<b>12,290.00</b>
4300 Grants and Donations	
4301 Invest In Your Child	24,000.00
<b>Total 4300 Grants and Donations</b>	<b>24,000.00</b>
<b>Total Income</b>	<b>\$36,290.00</b>
<b>GROSS PROFIT</b>	<b>\$36,290.00</b>
Expenses	
2000 Curriculum	23,040.00
2200 Community	10,720.00
2270 School Store Supplies	500.00
2400 General & Administrative	2,030.00
<b>Total Expenses</b>	<b>\$36,290.00</b>
<b>NET OPERATING INCOME</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$0.00</b>

Newman School Parent Teacher Council Trust  
**Profit & Loss Budget Overview**  
July 2018 through June 2019

	<u>Budget</u>
<b>Income</b>	
Fifth Grade Income	4,000
School Tool Box Income	750
Media Income	17,000
CE-Book Sales	150
Adult Social	15,000
Name That Book	500
Family Fun Night	650
Monster Ball	4,000
Yearbook	-
Amazon	3,250
Box Tops for Education	1,000
Early Release Income	1,000
Local business Partnerships	1,500
Newman PTC Annual Fund	26,000
SpringFest	15,000
Product Promotions	1,500
Interest	30
Misc. Income	500
<b>Total Income</b>	<u><u>91,830</u></u>
<b>Expense</b>	
Media Expenses	17,000
Administrative Expense	300
Directory/Website	800
Insurance	605
Marketing	300
Office, Printing & Postage	350
Credit Card Fees	80
Curriculum Enrichment	25,000
Community Building	1,300
Early Release Activities	500
Family Fun Night	400
Monster Ball	2,000
Adult Social	5,000
Annual Fund Expense	200
Box-Top Expenses	100
Fund Raising Expense - Other	50
Scholarships	250
Fifth Grade Activities	4,750
Misc. Expense	50
Pre-school PTC Expenses	900
Playground Fund	10,000

Newman School Parent Teacher Council Trust  
**Profit & Loss Budget Overview**  
July 2018 through June 2019

	<u>Budget</u>
Principal Discretionary	3,000
Teacher Discretionary	13,000
School Tool Box	300
Curriculum Grants	5,000
Garden Project	200
Grade Level Funding	500
Health and Wellness	300
Name That Book	500
NEF Spelling Bee	600
Parent Education	100
Recess Equipment	500
Scholarships	100
CAPP Program	1,600
Disability Awareness	700
Hospitality And Appreciation	800
Kindergarten Committee	750
METCO	250
Newman Green Kids	100
Office Administration Appreciat	100
Spirit Wear - Expenses	2,000
Springfest Expense	5,000
Yearbook Expense	100
<b>Total Expense</b>	<b>105,435</b>
<b>Net Income</b>	<b><u>(13,605)</u></b>

Needham Preschool/Early Childhood Center PTC  
Submitted Budget for 2018-2019 School Year

INCOME	<u>2018/19 Budget</u>
<b>Annual Fund Drive</b>	
Donations from Families	\$ 7,500.00
Donations from Families (PAYPAL)	\$ -
Specific Donations from Families for SLP	\$ -
Corporate Matching Funds	\$ -
Total	\$ 7,500.00
Staples Foundation Grant	\$ -
Interest from Checking Account to date	\$ 3.00
 <b>Holiday Breakfast</b>	
Donation from Family (via Annual Drive)	\$ -
Donation from Families (PAYPAL)	\$ 200.00
Total	\$ 200.00
 <b>Holiday Drive</b>	
Donations from Families	\$ 2,000.00
Corporate Matching Funds	\$ -
Total	\$ 2,000.00
 <b>May Staff Appreciation Lunch</b>	
Donations from Families (PAYPAL)	\$ 200.00
<b>TOTAL INCOME</b>	<b>\$ 9,703.00</b>
PTC Income	
 <b>EXPENSES</b>	
<b>Holiday Drive</b>	
Teacher & Specialist Gift Cards	\$ 2,000.00
(school gift)	\$ -
Expenses - Flyer printing, cards	\$ -
Total	\$ 2,000.00
Holiday Drive Net	\$ -
SLP Donation (Annual Drive)	\$ -
<hr/>	
Curriculum Enrichment	

Sept:	Brenda Callahan/ Imagine and Move	\$	300.00
Oct:	Brenda Callahan/ Imagine and Move	\$	300.00
Nov:	Brenda Callahan/ Imagine and Move	\$	300.00
Dec:	Pumpnickel Puppets	\$	535.00
Dec:	Brenda Callahan/ Imagine and Move	\$	300.00
Jan	Brenda Callahan/ Imagine and Move	\$	300.00
Feb:	Brenda Callahan/ Imagine and Move	\$	300.00
Mar:	Brenda Callahan/ Imagine and Move	\$	300.00
Mar:	New England Aquarium	\$	1,278.00
Mar:	Curious Creatures	\$	1,250.00
Mar:	Farm Visits	\$	1,000.00
April:	Imagine & Move: Brenda C.	\$	300.00
May	Imagine & Move: Brenda C.	\$	300.00
June	Imagine & Move: Brenda C.	\$	300.00
	<b>Total</b>	<b>\$</b>	<b>7,063.00</b>

#### Community Events

	Popsicle Party	\$	30.00
	Pumpkin Patch (Pumpkins)	\$	200.00
	Family Playdate + Entertainment	\$	75.00
	Spring Parent Gathering	\$	-
	PTC Lecture Event/Workshop	\$	-
	End-of-Year Picnic (Food Only)	\$	200.00
	Mom's Night out	\$	40.00
	May Scavenger Nature Hunt	\$	-
	Orientation	\$	-
	<b>Total</b>	<b>\$</b>	<b>545.00</b>

#### Administrative Expenses

	New Checks Fee	\$	25.00
	Website Fees, Etc.	\$	-
	Misc/Other (envelopes, stamps, paper, etc.)	\$	-
	<b>Total</b>	<b>\$</b>	<b>25.00</b>

#### Staff Appreciation

	Dec. Staff Breakfast	\$	200.00
	Staff Appreciation Lunch	\$	200.00
	Get Well/Sympathy Gifts for Staff	\$	100.00
	Sympathy Gift for Parents	\$	100.00
	Valentine's Day Gifts for Teachers	\$	-
	T.A. Appreciation Lunch	\$	-

Teacher Appreciation Week	\$	-
Total	\$	600.00

Teacher and Classroom Grants

Butterfly Gardens & Planting Supplies	\$	250.00
Other Grants (Nurse Nancy Supply Donation)	\$	-
Preschool Playground Donation	\$	-
Total	\$	250.00

TOTAL EXPENSES \$ 10,483.00

NET INCOME \$ (780.00)

Beginning Balance 7/1/17 \$ 4,414.59

Projected Ending Balance 6/30/18 \$ 3,634.59

Month Start

Month End

Note: Fiscal year runs from July 1, 2018 - June 30, 2019.

# MIDDLE SCHOOL'S BUDGET

## Proposed 2018-2019 Budget

to be approved September 2018

Category Description	2018-19 Draft Budget
<b>INCOME</b>	
Box Tops for Education	\$1,000
Building a Strong Community Today	30,000
Grants & Donations	1,160
Interest	60
Magazine Drive	1,000
Kick Back programs	1,000
<b>TOTAL INCOME</b>	<b>34,220</b>
<b>EXPENSES</b>	
Artist in Residence	500
Best Buddies	200
Curriculum Enrichment (Formerly Creative Arts)	16,000
STA Day/Day of Silence	1,100
Curriculum Grants	7,000
Fed & State Compliance	35
Garden Club - Grade 8	600
Hospitality	
Closing Ceremony - Grade 8	500
Coffees & PTC meetings	200
Coffee to host New Families	50
Back to School Nights	0
5th Grade Parent Info night	0
Staff Appreciation Lunch (Sept. - combined)	600
Staff Appreciation Lunch (Spring - combined)	800
Field Days/1 mile run popsicles	200
Liability Insurance	500
Media Center	0
NEF Spelling Bee	1,500
Parent Programming	2,500
Poetry Day - Grade 7	150
Postage, Printing & Communications	400
President's Expenses	250
Pollard Principal's Fund	1,200
High Rock Principal's Fund	600
Scholarship Fund	1,000
Solar Cars - Grade 8	3,000
Subscriptions (PTO Today - req. for insurance)	199
<del>Teacher Lounge</del>	0
Treasurer's Expenses	250
Website Annual Maintenance	150
Miscellaneous	100
<b>TOTAL EXPENSES</b>	<b>39,584</b>
<b>PROFIT/(LOSS)</b>	<b>(5,364)</b>

**NHS PTC TRUST  
BUDGET 2018-2019  
FINAL**

	<b>Budget 2018-19</b>
<b>INCOME</b>	
Craft Fair	30,000.00
Silent Auction	7,500.00
Dues	12,000.00
Donations	3,000.00
Spirit Wear	13,000.00
Parent Conference	1,500.00
Interest Income	300.00
All night party	0.00
<b>Income Totals</b>	<b>67,300.00</b>
<b>EXPENSES</b>	
Enrichment Grants and Creative Arts	9,000.00
Principal's Discretionary Fund	5,000.00
Asst Principals' Discretionary Fund	3,000.00
Guidance Discretionary Fund	1,000.00
Holiday Fund (Guidance Dept.)	1,000.00
Athletics Discretionary Fund	1,500.00
Book/Media Fund	300.00
Furniture Fund	8,000.00
Student Travel Fund	1,000.00
Challenge Day/Reach Out Day	3,000.00
Castle Scholars Program	1,500.00
Student Leadership/Be the Change	500.00
Step-Up Day	1,000.00
Pathways Program	500.00
SALSA/5th Quarter	1,500.00
NEF Spelling Bee	750.00
SEPAC Fund	250.00
Craft Fair & Auction	6,500.00
Spirit Wear	10,000.00
Parent Conference	2,500.00
Principal's Coffees	300.00
Cap and Gown Breakfast	500.00
All Night Party	1,000.00
PTC Scholarships	6,000.00
Staff Appreciation BBQ - Food	1,200.00
Staff Appreciation BBQ - Gifts	500.00
Graduation Reception for Staff	150.00
Liability Insurance	500.00
PTO Annual Membership	150.00
Constant Contact (Listserve)	450.00
Accountant Exp/MA Filing Fee	1,000.00
Misc. PTC Presidents' Fund	500.00
General Office Expenses	750.00
<b>Expense Totals</b>	<b>\$ 70,800.00</b>
<b>NET Income/Deficit</b>	<b>-3,500.00</b>

## NEEDHAM SCHOOL COMMITTEE

Agenda Item#: \_\_\_\_\_

Date: September 11, 2018

**Item Title:**                    **FY 2018/2019 Booster Club Budget**

**Item Description:**        The Booster Club has submitted the attached budget for FY 2018/19, which totals \$135,000. Planned donations to Needham Public Schools total \$50,750, which includes \$24,000 in athletic fee waivers and \$26,750 in anticipated in-kind gifts of goods and services. The balance of the expenditure budget relates to fundraising activities by the Club.

Similar to the PTC budget approval process, the School Committee reviews and approves the annual operating budget of the organization, including any planned donations to Needham Public Schools, thereby eliminating the need to approve piecemeal donations made throughout the school year.

**Issues:**                        M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee review and approve the attached budget of the Needham Booster Club for FY2018/19.

**School Committee: (circle one)**

Action            Information            Discussion    Consent Calendar

Central Administrator            Town Counsel            Sub-Committee: \_\_\_\_\_

Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations

<b>Needham High School Athletic Booster Club</b>													
<b>FY19 Budget by Month</b>													
		<b>FY19 Budget by Month</b>											
	<b>FY19 Budget</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>
<b>Income</b>													
Sticker Drive	41,000	25,000	16,000										
Xmas Trees	21,000			3,000	18,000								
Xmas Hats	750				750								
Bball Game	71,500				25,000	24,500	15,000	3,000		3,000	1,000		
Dave Arnold Photo	250		75			75			100				
Misc	-												
General Donations	500							500					
<b>Subtotal Income</b>	<b>135,000</b>	<b>25,000</b>	<b>16,075</b>	<b>3,000</b>	<b>43,750</b>	<b>24,575</b>	<b>15,000</b>	<b>3,500</b>	<b>100</b>	<b>3,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>Fundraising Expenses</b>													
Sticker Drive	14,000	2,000	12,000										
Xmas Trees	15,000		14,000			500		500					
Xmas Hats	-												
Bball Game	51,477	-	-	-	17,999	17,639	10,799	2,160	-	2,160	720	-	-
Dave Arnold Photo	250	-	75	-	-	75	-	-	100	-	-	-	-
Admin/Misc Exp	-												
<b>Subtotal Fundraising Exp.</b>	<b>80,727</b>	<b>2,000</b>	<b>26,075</b>	<b>-</b>	<b>17,999</b>	<b>18,214</b>	<b>10,799</b>	<b>2,660</b>	<b>100</b>	<b>2,160</b>	<b>720</b>	<b>-</b>	<b>-</b>
<b>Income from Fundraising Events</b>	<b>54,273</b>	<b>23,000</b>	<b>(10,000)</b>	<b>3,000</b>	<b>25,751</b>	<b>6,361</b>	<b>4,201</b>	<b>840</b>	<b>-</b>	<b>840</b>	<b>280</b>	<b>-</b>	<b>-</b>
<b>Income by Fundraising Event</b>													
Sticker Drive	27,000												
Xmas Trees	6,000												
Xmas Hats	750												
Bball Game	20,023												
Dave Arnold Photo	-												
Other	500												
<b>Income from Fundraising Events</b>	<b>54,273</b>												
<b>Expenses/Donations</b>													
AD - Waivers	24,000			8,000	8,000			8,000					
AD - Krossover software	-												
AD - Scholarships	10,500								500		10,000		
AD - School Equipment	500								500				
AD - PCA	1,500						1,500						
Team - Equipment/Supplies	7,500	750	750	750	750	750	750	750	750	750	750		
Team - Trips	2,000	750				750			500				
Team - Award / Recognition	500			150			150			200			
Unified Track	-												
Fan Expense (buses)	2,500			750			1,000				750		
Indoor space (spring sports)	1,750								1,750				
Admin Exp (Accountant, PO Box)	3,200					2,750			450				
<b>Total Expenses/Donations</b>	<b>53,950</b>	<b>1,500</b>	<b>750</b>	<b>9,650</b>	<b>8,750</b>	<b>4,250</b>	<b>3,400</b>	<b>8,750</b>	<b>4,450</b>	<b>950</b>	<b>11,500</b>	<b>-</b>	<b>-</b>
<b>Net Income</b>	<b>323</b>	<b>21,500</b>	<b>(10,750)</b>	<b>(6,650)</b>	<b>17,001</b>	<b>2,111</b>	<b>801</b>	<b>(7,910)</b>	<b>(4,450)</b>	<b>(110)</b>	<b>(11,220)</b>		

## NEEDHAM SCHOOL COMMITTEE

Agenda Item#: \_\_\_\_\_

Date: September 11, 2018

**Item Title:**                    **FY 2017/2018 Booster Club In-Kind Donations**

**Item Description:**        The Booster Club made in-kind donations to the Needham Public Schools totaling \$36,379.00 between July 1, 2017 and June 30, 2018. In kind donations are gifts of goods or services (excluding money), which support the Needham Public School Athletic Program.

These donations were “pre-approved” in concept at the School Committee’s September 19, 2017 meeting, upon receipt of the 2017/18 Booster Club Budget. At this time, School Committee approval is requested to affirm the actual in-kind donations made during 2017/18.

**Issues:**                        M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:**

That the School Committee be approve of the aforementioned donations.

**School Committee: (circle one)**

Action         Information         Discussion         Consent Calendar

Central Administrator                    Town Counsel                    Sub-Committee: \_\_\_\_\_

Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations

<b>Needham High School Athletic Booster Club</b>				
<b>FY18 YTD August 6, 2018 Donations</b>				
<b>Date</b>	<b>Amount</b>	<b>Payee</b>	<b>Description</b>	<b>Type *</b>
11/30/2017	3,648	Krossover	Krossover software	AD - Krossover
02/04/2018	500	Dana Langley	Coaches positive alliance meeting food	AD - PCA
02/07/2018	1,133	Positive Coaching Alliance	Coach and captains training	AD - PCA
12/11/2017	404	NHS Athletics	frames and certificates, per Dana	AD - Recognition
06/24/2018	60	NHS Athletics	picture frames WB Mason	AD - Recognition
06/25/2018	1,000	Nicole Stevens	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Meghan McQuillen	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Julia Chase	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Conor Hynes	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Alexander Luscher	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Thomas Shaughnessy	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Jane Fanning	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Eleanor Cullen	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Daniel McEvoy	Yearly scholarships	AD - Scholarships
06/25/2018	1,000	Zibing Zhang	Yearly scholarships	AD - Scholarships
10/09/2017	350	Dan Lee	Speakers	AD - School Equipment
04/25/2018	561	Adam Cole	Boys swim volt athletics approved Dec '17	AD - School Equipment
11/18/2017	250	Needham High School	Homecoming bonfire/party	Fan Expense
01/08/2018	1,750	Fannie Gilarde	Booster Fan T shirts	Fan Expense
05/24/2018	1,102	NHS Athletics	Fan buses boys hockey and basketball	Fan Expense
04/25/2018	780	Roxbury Latin School	Indoor field for spring practice	Indoor space
04/25/2018	644	Chris Ledger	Gym time at BSC for indoor training	Indoor space
05/02/2018	576	NHS Athletics	Indoor spring practice	Indoor space
10/09/2017	450	Adam Cole	Boys golf practice balls	Team - Equipment/Supplies
11/05/2017	345	Nally Associates	Girls Lacrosse	Team - Equipment/Supplies
11/09/2017	676	Matt Howard	Boys baseball screen nets and tanner tees	Team - Equipment/Supplies
11/29/2017	1,000	Abby Watt	Equipment inspection and new fastners	Team - Equipment/Supplies
12/20/2017	333	BSN	Boys and girls basketball ball carts	Team - Equipment/Supplies
01/03/2018	318	Karen Clark	Dance Team Music, approved Feb 2017	Team - Equipment/Supplies
01/08/2018	539	Mike Hoban	Boys hockey stick bag, coach jacket, coach board	Team - Equipment/Supplies
02/04/2018	100	Evelyn Alberding	Comcast Tournament boys basketball program add	Team - Equipment/Supplies
02/25/2018	90	Shriners Hockey Classic	Support 3 players in ice hockey tournament	Team - Equipment/Supplies
02/25/2018	900	Tom Guarante	Radios, harnesses, coach jacket	Team - Equipment/Supplies

<b>Needham High School Athletic Booster Club</b>				
<b>FY18 YTD August 6, 2018 Donations</b>				
<b>Date</b>	<b>Amount</b>	<b>Payee</b>	<b>Description</b>	<b>Type *</b>
04/05/2018	400	James Odierna	Boys Soccer HUDL software, reimburse James for purchase	Team - Equipment/Supplies
05/15/2018	996	Lawrence Hem	Pitchback girls lacrosse	Team - Equipment/Supplies
05/15/2018	878	David Powell	iPad for boys volleyball + \$50 for refereeing Pats basketball game	Team - Equipment/Supplies
05/23/2018	850	TDC-Cheerleading	Half of pay to tumbling instructor for cheerleading	Team - Equipment/Supplies
06/01/2018	159	Wendi McGrath	Girls softball banners reimburse wendi	Team - Equipment/Supplies
06/01/2018	212	Felicia Mathias	Girls softball tents	Team - Equipment/Supplies
06/24/2018	1,050	S & R Sport	Waterpolo net	Team - Equipment/Supplies
11/30/2017	1,000	Girls Varsity Ice Hockey	Girls ice hockey team trio to Vineyard	Team - Trip
03/20/2018	423	Andrea Fidurko	Boys Squash trip to Philly tournament	Team - Trip
03/28/2018	577	Ed Anderson	Boys Squash tricot tournament	Team - Trip
05/02/2018	324	Needham girls basketball	Trip to Vineyard for tournament	Team - Trip
06/20/2018	1,000	Amy Liss	Boys ultimate hotel rooms. approved April	Team - Trip
05/02/2018	2,000	NHS Athletics	Unified track and field	Unified Track
<b>Subtotal</b>	<b>36,379</b>			
* Select from the following				
AD - Waivers	Team - Equipment/Supplies	Unified Track		
AD - Krossover software	Team - Trips	Fan Expense (buses)		
AD - Scholarships		Indoor space (spring sports)		
AD - School Equipment				
AD - PCA				
AD - Award / Recognition				

## NEEDHAM SCHOOL COMMITTEE

Agenda Item#: \_\_\_\_\_ Date: September 6, 2018

**Item Title:            Approve School Department Donation: Direct Federal Discounted Services**

### **Item Description:**

The Needham School Department has received a proposal from Direct Federal Bank in Needham to offer a bank-at-work benefit program to school and Town employees called Direct@Work. The program, which is described on the attached flyer, offers discounts on auto loans, certificates of deposit, closing costs and other services. There are no advertising or contractual expectations on the Bank's part associated with this offer, although Needham Public Schools would be asked to sign the attached partnership form.

The Inspector General's Office and the State Ethics Commission have respectively clarified that there are neither procurement issues associated with accepting these offers, nor ethics violations for employees, provided the services are made available to all School and Town employees, equally. However, a vote of the School Committee is required to accept this donation under M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH. In addition, School Committee Policy #KGA also requires a vote of the School Committee to accept this offer, since this policy prohibits the commercial use of school buildings, property or facilities, unless the proceeds are directed entirely to the benefit of the Town of Needham, with exceptions to the policy made only by vote of the School Committee.

The Human Resources Department would like to make offers of discounted services available to employees as a benefit. The School Committee has accepted similar discounted service offers in the past from Boston Sports Club in Newton, and Koko FitClub in Needham. The School Committee now is requested to approve the discount program from Direct Federal Bank.

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation. In addition, School Committee Policy #KGA prohibits the commercial use of school buildings, property or facilities, unless the proceeds are directed entirely to the benefit of the Town of Needham, with exceptions to the policy made only by vote of the School Committee

**Recommendations/Options:** That the School Committee accept with gratitude the aforementioned donation of discounted banking services to employees of the School Department and Town of Needham from Direct Federal Bank.

**School Committee:** Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance & Operations



**DIRECT FEDERAL**  
BANKING AT THE PACE OF LIFE

Jessica Glezellis  
Direct Federal Credit Union  
50 Cabot Street  
Needham, MA 02494

July 26, 2018

School Committee  
Needham Public Schools  
1330 Highland Ave  
Needham, MA 02494

Dear School Committee:

Direct Federal Credit Union is a \$600 million-dollar asset size credit union with one branch based in Needham, MA. As a credit union, we are a not-for-profit business. That means after expenses are paid and reserves are set aside, surplus earnings are returned to the members in the form of higher dividends, lower loan rates, and free or low-cost services. Credit unions are run by a volunteer of board of directors.

Direct Federal Credit Union looks for opportunities to give back to the communities. We developed a free program in which we partner with organizations to offer a bank-at-work benefit called Direct@Work. Through our program, organizations can offer their employees the following:

- Discounts on auto loans
- Premium rates on CDs
- Reduced closing costs
- Other specials throughout the year

We would like to offer the Direct@Work program to faculty and staff of the Needham Public Schools.

I appreciate your consideration.

Sincerely,

Jessica Glezellis

50 Cabot Street, P.O. Box 9123  
Needham, MA 02494-9123  
781.455.6500 • direct.com

Equal Housing Lender 

Direct Federal Credit Union is an Equal Opportunity Lender. For more information, please contact us at 781.455.6500 or visit our website at [www.direct.com](http://www.direct.com).



**DIRECT**  
FEDERAL  
BANKING AT THE RATE OF LIFE

## DIRECT@WORK PARTNERSHIP FORM

Company Name: \_\_\_\_\_

Ambassador (Point of Contact): \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# of Employees (or volunteers): \_\_\_\_\_

Type of Business: \_\_\_\_\_

**Please select all methods of communication to be able to share information with your employees:**

- |  |  |
|--|--|
| <input type="checkbox"/> HR to email employees   | <input type="checkbox"/> Include DFCU in company newsletter                    |
| <input type="checkbox"/> Post flyer/website on intranet                                      | <input type="checkbox"/> Attach flyer to paystubs/Add to online payroll system |
| <input type="checkbox"/> Include flyer in new employee orientation package                   | <input type="checkbox"/> Display flyer/brochure in common areas                |
| <input type="checkbox"/> On-site visits (includes benefits fair, seminars, account openings) | <input type="checkbox"/> Add program to your benefits webpage                  |

Authorized by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



## NEEDHAM SCHOOL COMMITTEE

Agenda Item#: \_\_\_\_\_ Date: September 11, 2018

**Item Title:** Approve School Department Donations

**Item Description:** The following donations have been made to Needham Public Schools:

- GBK Booksellers dba Wellesley Books, Wellesley, MA donation to benefit the NPS ITS/Media Department \$459.27
- Needham Touchdown Club, Needham, MA donation to benefit the NHS Varsity Cheerleading Team \$9,732.00

**Issues:** M.G.L. Chapter 44, Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

**Recommendations/Options:** That the School Committee accept with gratitude the aforementioned donations.

**School Committee:** Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations

**NEEDHAM SCHOOL COMMITTEE**

**Agenda Item #:** \_\_\_\_\_

**Date:** September 11, 2018

**Item Title:** **FY 2018/19 Budget Transfers**

**Item Description:** Transfer of FY19 budget allocations between line items in the following amounts:

Salaries	\$0.00
Purchase of Service/Expense	\$0.00
Capital	<u>\$0.00</u>
Net Change:	\$0.00

**Issues:** Under Massachusetts General Law Chapter 71, Section 34, and School Committee Policy #DBJ, the School Committee is empowered to make changes in allocations between line items within its budget, once approved by Town Meeting. In no case may a transfer result in the aggregate Operating Budget being more than authorized by the Town. Transfers between separate, non-operating appropriations are prohibited except as permitted by law.

**Recommendation/Options:** Approve the attached line item budget transfers.

**Rationale:** The attached line item budget transfers are requested to more accurately reflect expenses to be incurred during this fiscal year.

**Implementation Implications:**

**Supporting Data:** Attached listing of requested line-item budget transfers within the FY19 Operating Budget.

School Committee (circle one)

<u>Action</u>	Information	Discussion	Consent Calendar
Central Administrator	Town Counsel	Sub-Committee: _____	

Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Anne Gulati  
Assistant Superintendent for Finance & Operations

G/L ACCOUNT #	DEPARTMENT	SCHOOL	FUNCTION	OBJECT	DEBIT	CREDIT	NET
<b><u>PURCHASE OF SERVICE &amp; EXPENSE</u></b>							
0001.3551.005.40.2330.081.99.520.030.5380.300.04	Interpretations & Translations	Needham High School	Non-Clerical Paraprofessionals & Instr Assistants	Other Purchased Services	\$108.00		\$108.00
0001.3031.040.99.1230.099.99.520.030.5580.300.05	Dir of Student Dev	Unassigned	Other District-Wide Administration	Other Supplies & Equipment		\$108.00	-\$108.00
	<b>SUBTOTAL PURCHASE OF SERVICE &amp; EXPENSE</b>				<b>\$108.00</b>	<b>\$108.00</b>	<b>\$0.00</b>
	<b>GRAND TOTAL</b>				<b>\$108.00</b>	<b>\$108.00</b>	<b>\$0.00</b>

**Needham School Committee  
September 11, 2018**

Agenda Item:     **Discussion**

**Needham High School Expansion Update**

Background Information:

- Needham High School Principal Aaron Sicotte will provide an update on the progress of the high school expansion project.

Persons Available for Presentation:

Mr. Aaron Sicotte, Needham High School Principal

**Needham School Committee**  
**September 11, 2018**

Agenda Item:     **Discussion**

**Mitchell School Modular Update**

Background Information:

- Mr. Hank Haff and Mr. Greg Bayse will provide an update on the Mitchell School Modular project.

**Persons Available for Presentation:**

Mr. Hank Haff, Town of Needham Owners Project Manager  
Mr. Greg Bayse, Mitchell School Principal

# Needham Full Day Kindergarten Study

Mitchell Elementary School – Modular Classroom Update

School Committee

September 11, 2018



# Agenda

## Full Day Kindergarten Study

- Final Findings
- Mitchell School Options & Costs
- Initial Planning Project Budget

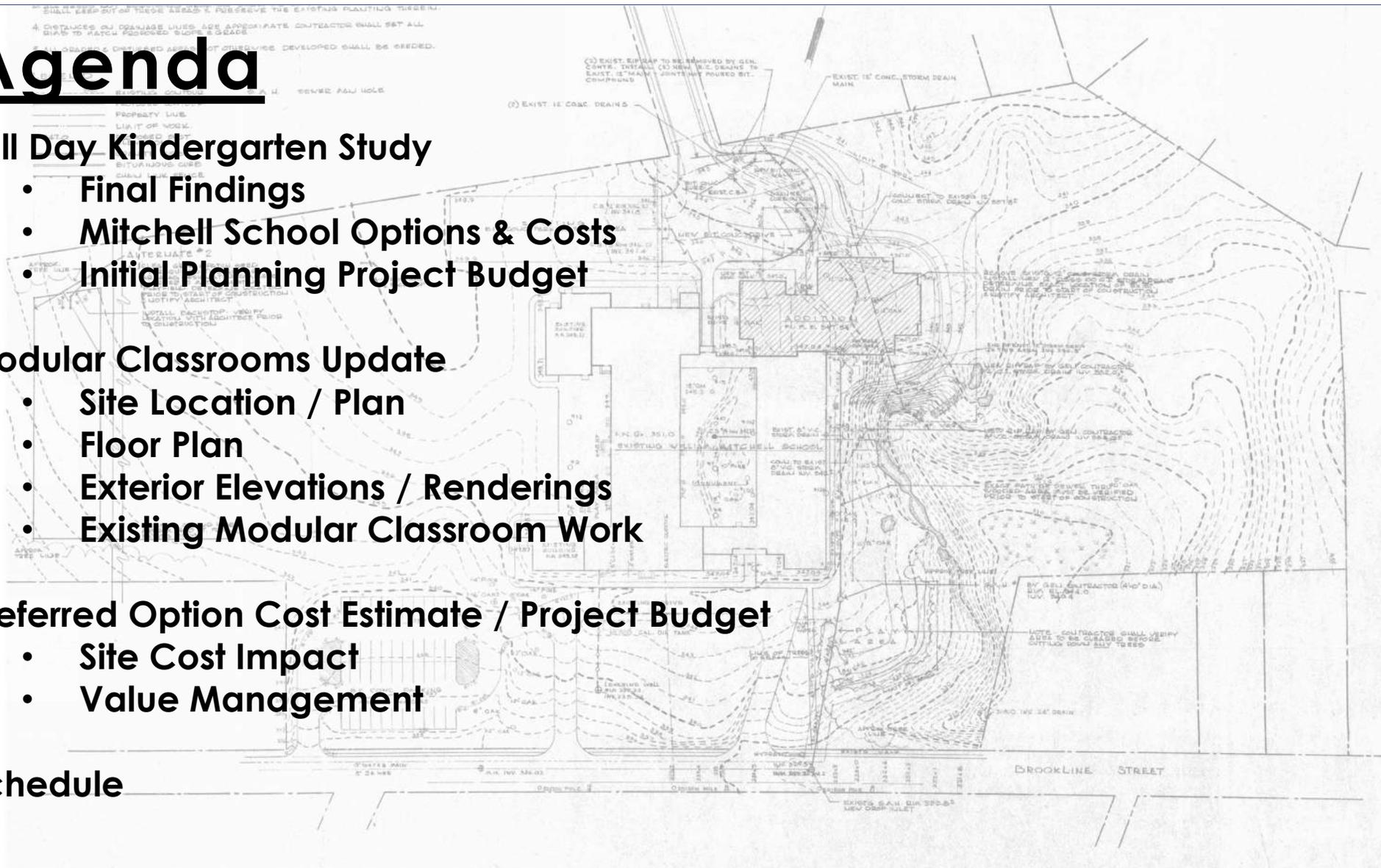
## Modular Classrooms Update

- Site Location / Plan
- Floor Plan
- Exterior Elevations / Renderings
- Existing Modular Classroom Work

## Preferred Option Cost Estimate / Project Budget

- Site Cost Impact
- Value Management

## Schedule



# Final Findings

- It appears the District will be able to both implement its Full-day K program and absorb the anticipated enrollment increases for the 2019-2020 school year.
- This may require isolated repurposing of Art, Music, and Spanish as general classrooms and slightly higher than desired class sizes.
- **Eliot may experience largest enrollment impact & may require modulars beginning in 2023-2024 for Kindergarten and enough to become a fully 4 section school by 2028-2029 or require redistricting once Mitchell is reconstructed.**
- **Mitchell is deficient in PE and Special Education spaces and will require Art on a Cart beginning in 2019-2020.**
- **There may be an opportunity to redistrict toward Mitchell near the end of the forecast to help address expected enrollment increases at Eliot.**
- Other elementary schools are better positioned to absorb enrollment increase and accommodate full-day K.

# Mitchell School

## Potential Modular Location

### Option #1 (2) Total Modulares

Preliminary Project Cost = \$1.25 M

### Option #2 Fabric Gym

Preliminary Project Cost = \$1.94 M

### Option #3 Pre-engineered Gym

Preliminary Project Cost = \$2.28 M

### Option #4 Storage Space Renovation

Preliminary Project Cost = \$1.22 M

Other site considerations needing more study:

- Relocation of existing play ground
- Alternate Location of Modulares to the Northwest

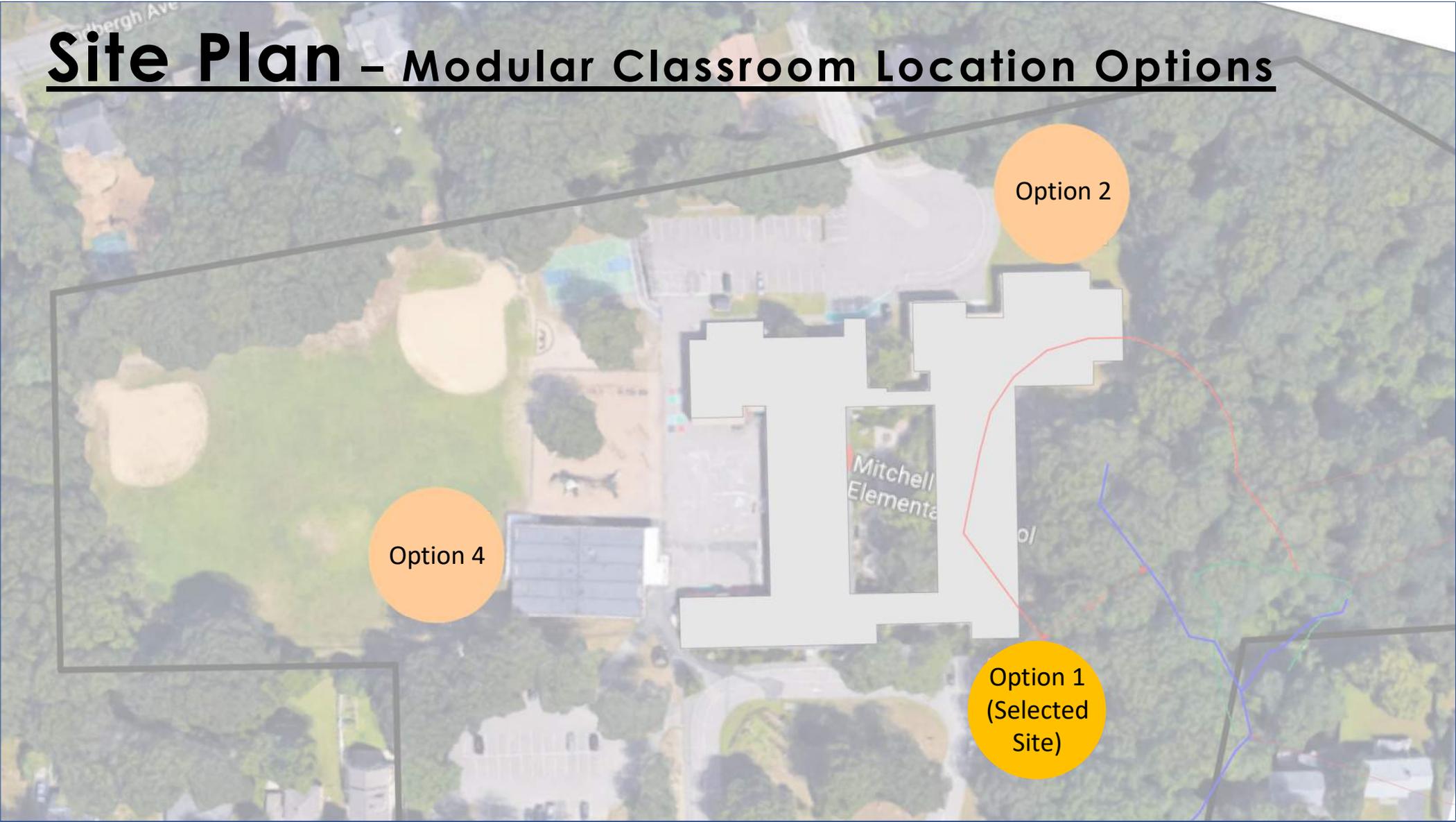


The existing four modular classrooms will be used for Kindergarten. Option #1 was selected to construct a new modular classroom building to accommodate Music and Art.

# Initial Planning Project Budget (February 2018)

Modular Cost:	\$800,000
Professional Services:	\$250,000
Other Soft Costs:	\$97,500
Contingencies:	\$104,250
Total:	\$1,251,750

# Site Plan – Modular Classroom Location Options



Option 2

Option 4

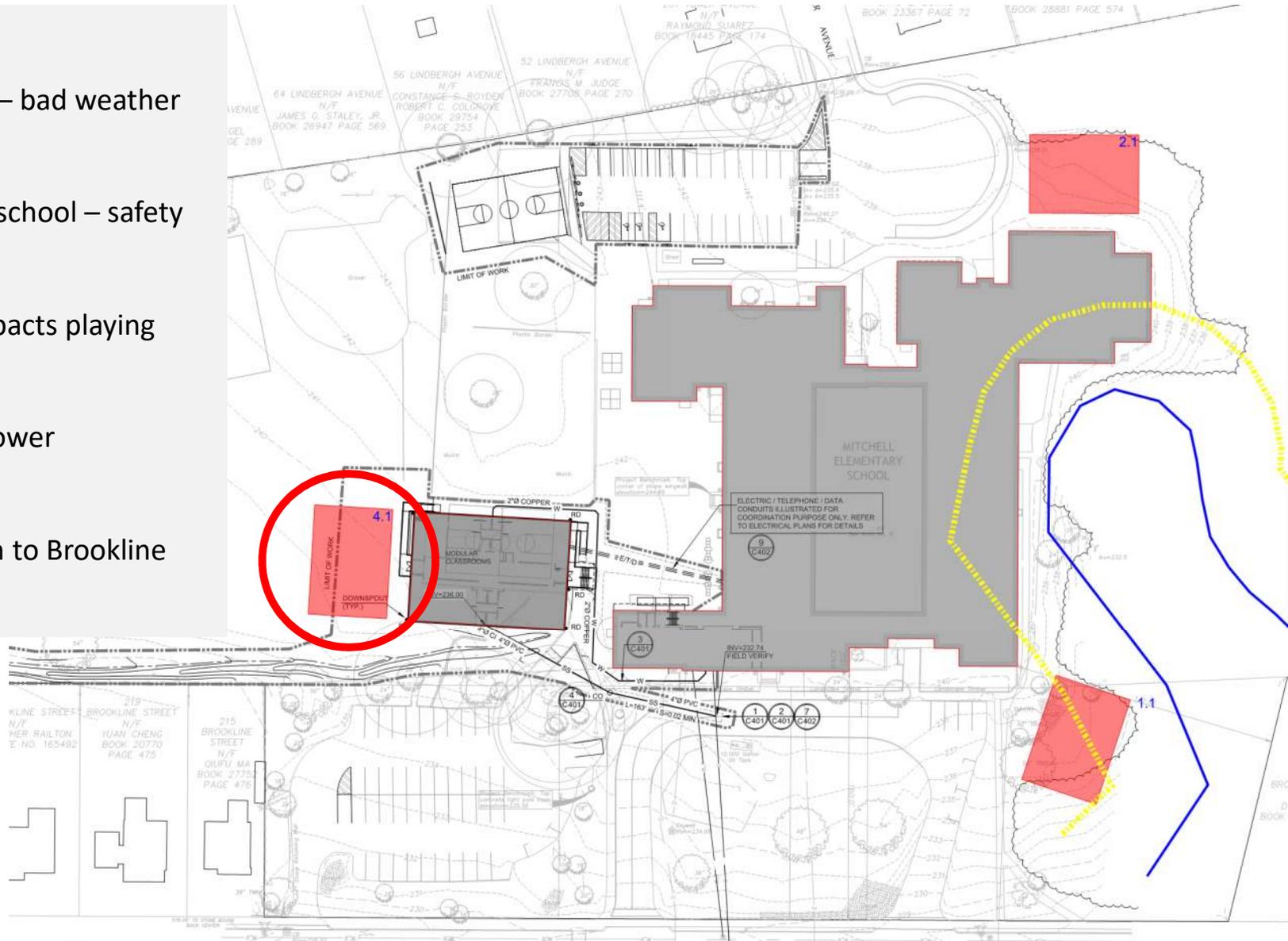
Option 1  
(Selected Site)

Mitchell  
Elementary

Stribergh Ave

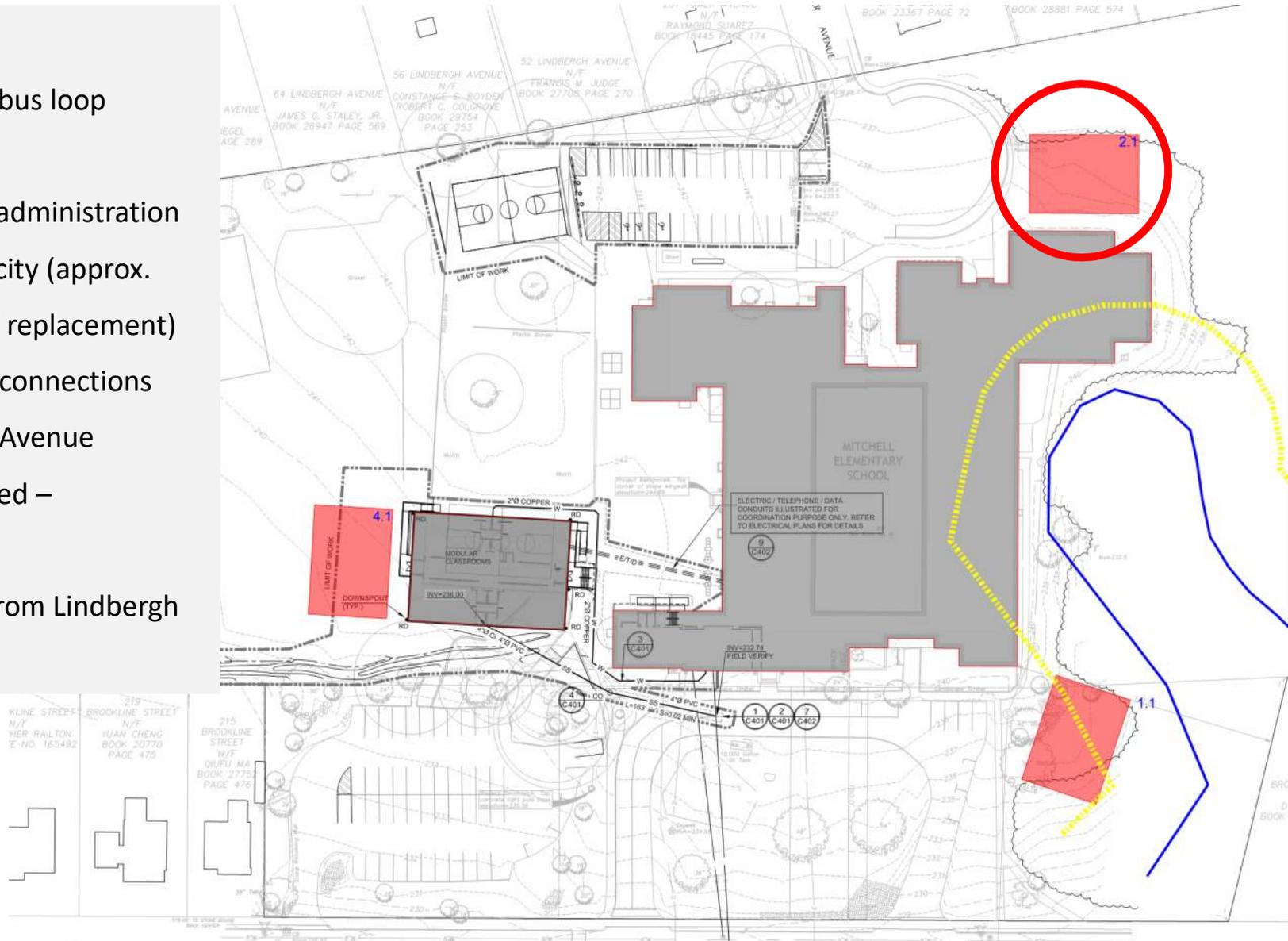
## Option 4

- Most remote location – bad weather access concern
  - Not visible from main school – safety concern
  - Open location, but impacts playing field
  - Short connection to power
  - Proximity to abutter
  - New sewer connection to Brookline Street required
- Street required



## Option 2

- Near back entrance & bus loop
- Open location
- Limited visibility from administration
- Poor soil bearing capacity (approx. \$80k for soil removal / replacement)
- New sewer and water connections required to Lindbergh Avenue
- Sewer pumping required – maintenance issue
- New power required from Lindbergh Avenue

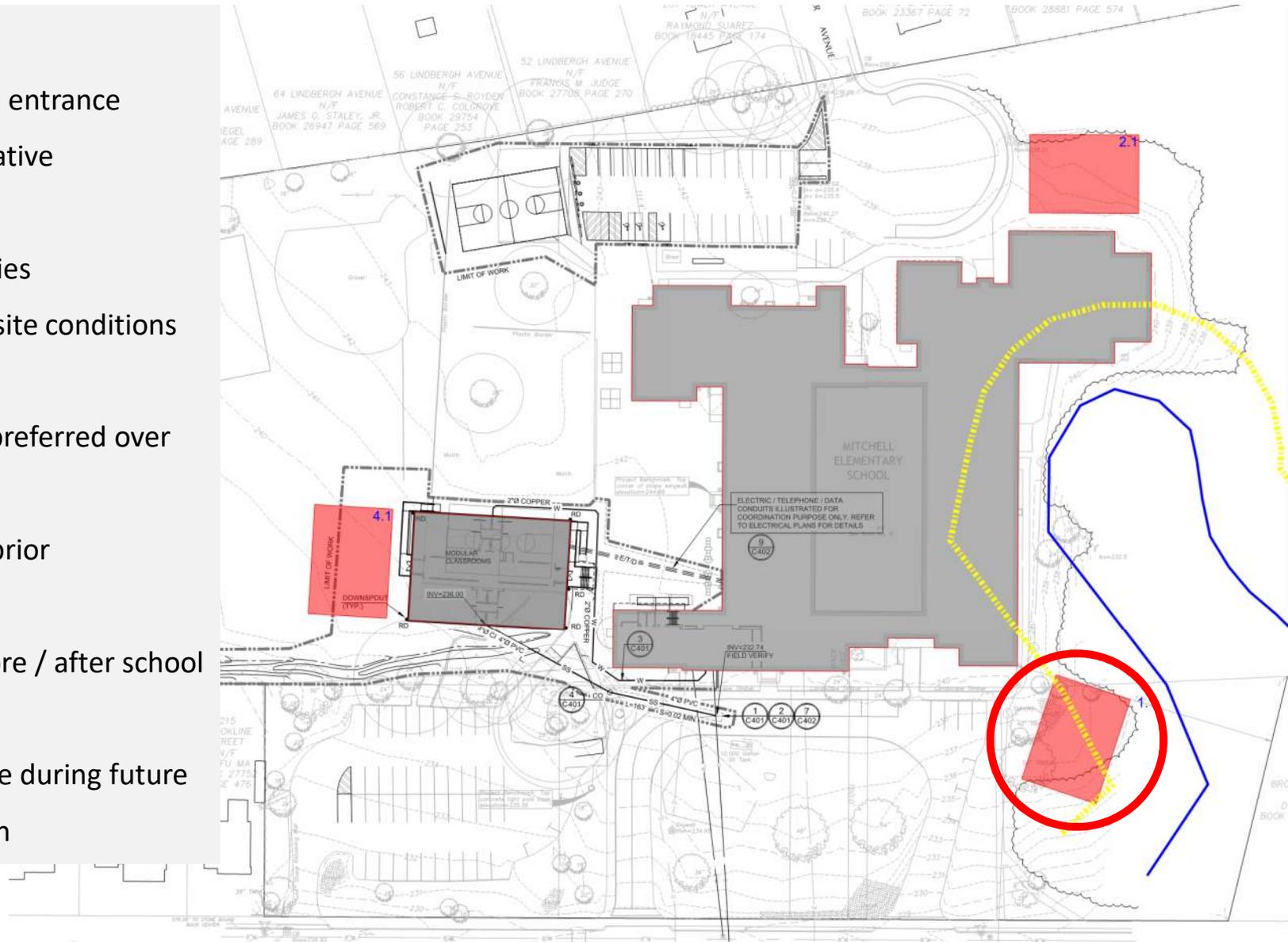


## Option 1

- Best proximity to main entrance
- Best site for administrative surveillance
- Best proximity to utilities
- Increased cost due to site conditions (ledge and trees)
- Noted by Geotech as preferred over

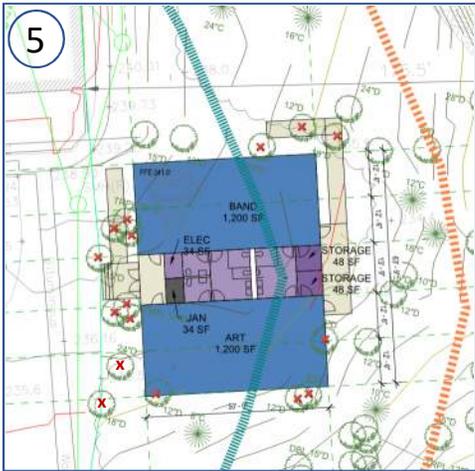
## Option 2

- Plateau created from prior construction fill
- Ease of access for before / after school programs
- Construction trailer use during future Mitchell reconstruction



# Option #1: Refined Location

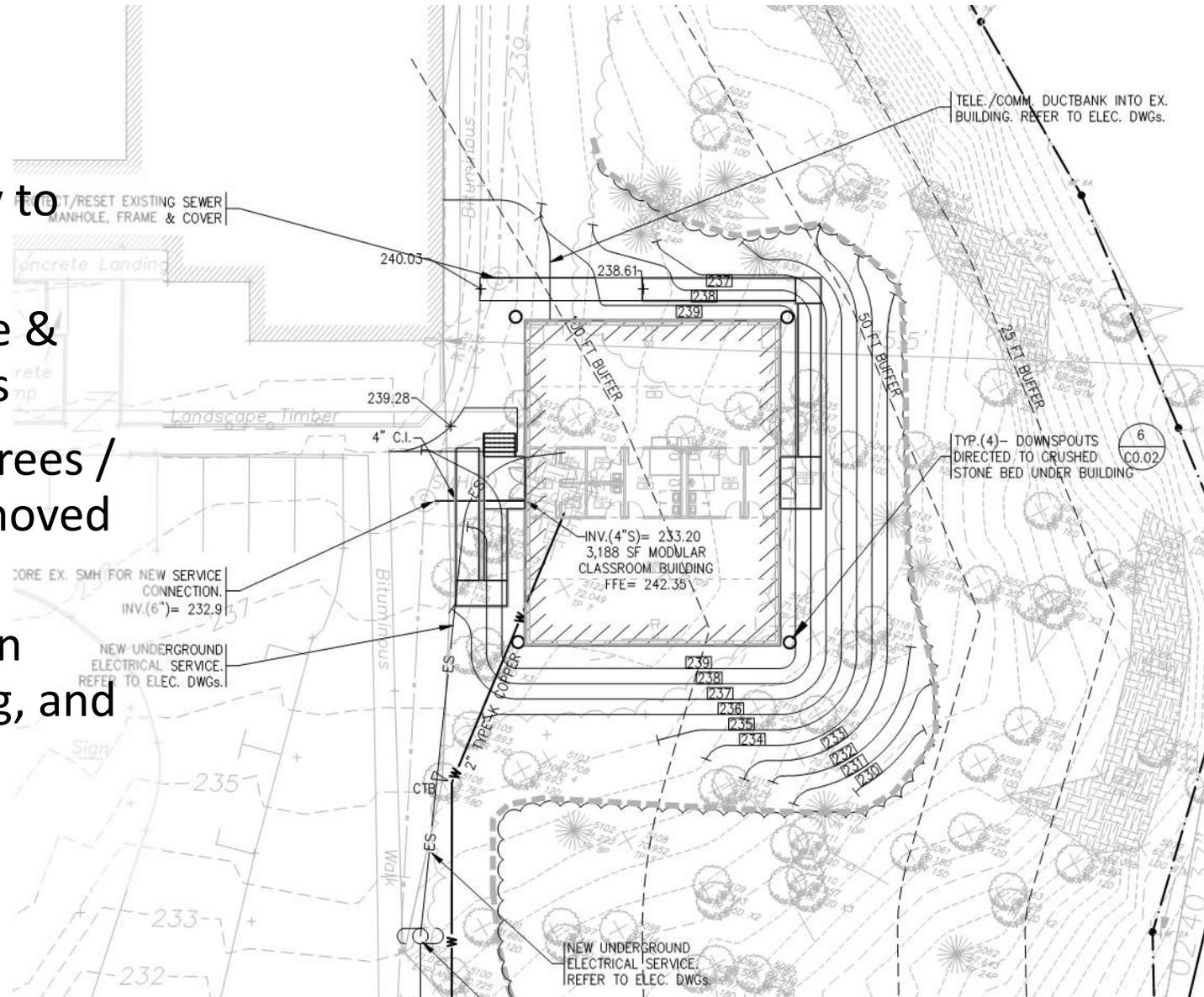
Selected Option





# Site Plan

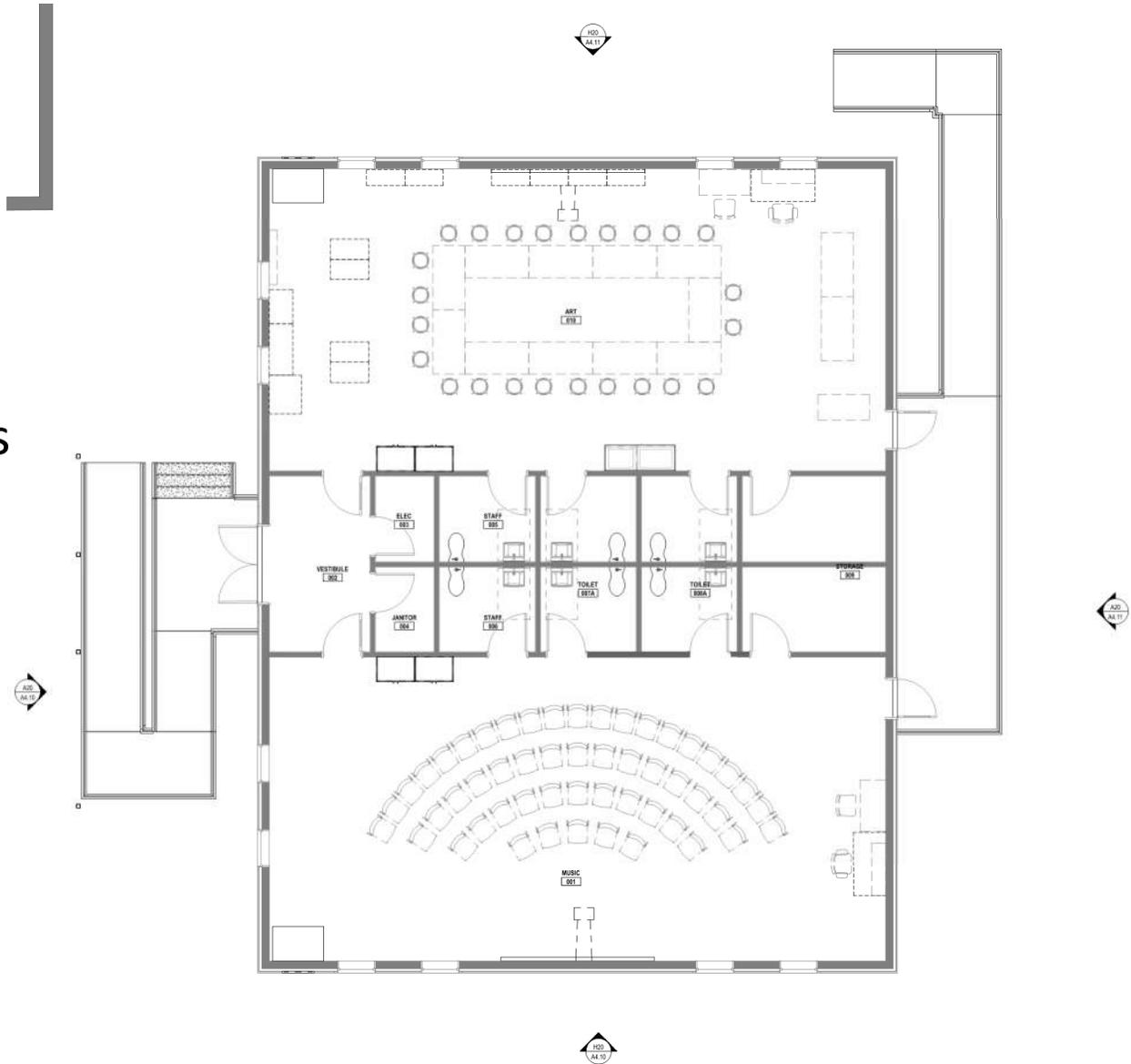
- Easy access / visibility to front door
- Best option for before & after school programs
- Replanted wetlands trees / shrubs to replace removed trees
- Requires Conservation Commission, Planning, and ZBA approval



# Floor Plan

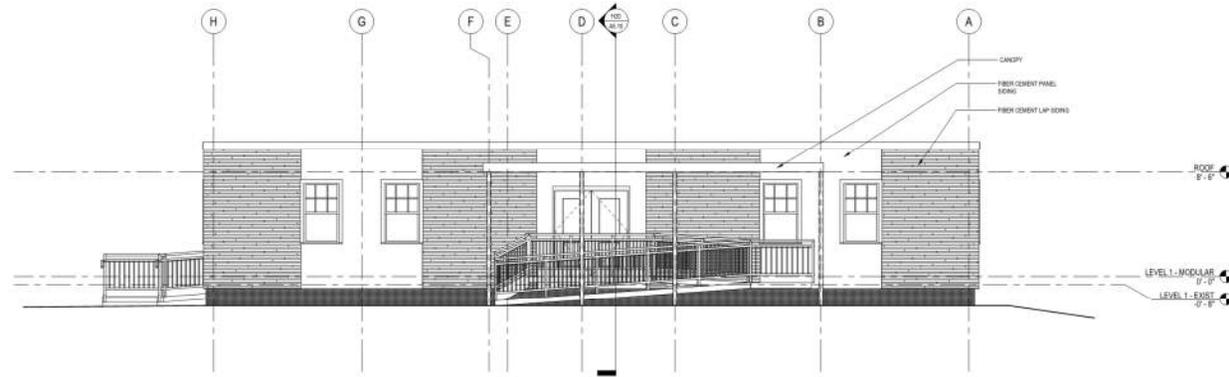
Updates:

- All single user toilets
- Rear vestibule recaptured as storage
- Ramps updated to coordinate with proposed grading

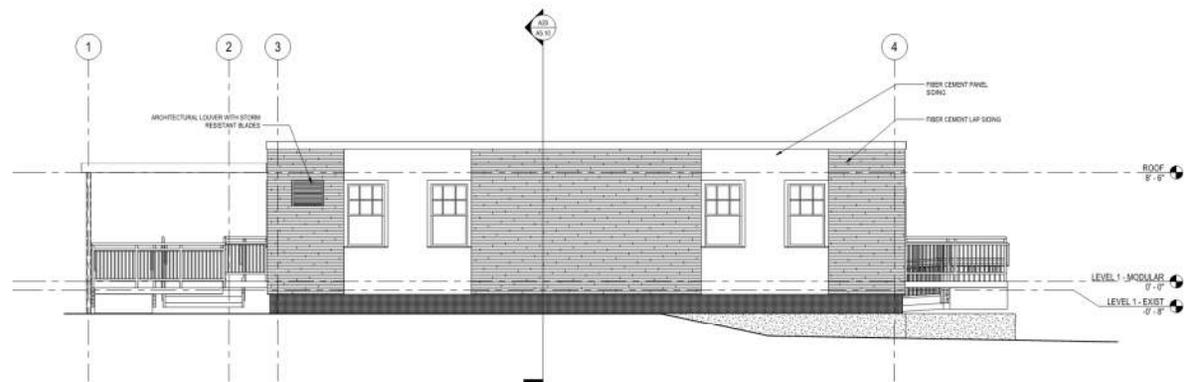


# Exterior Elevations

- Color and materials to match previous modular classrooms
- Canopy over front ramp and steps



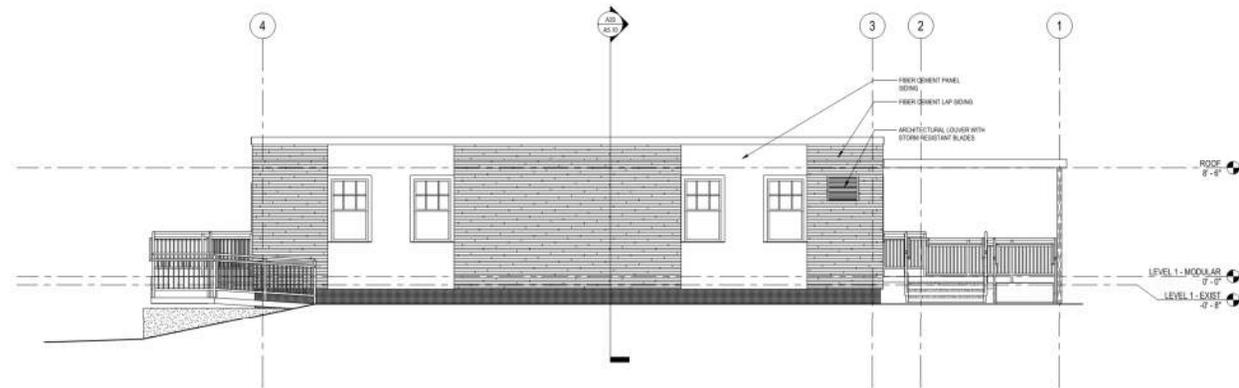
A20 EXTERIOR ELEVATION - WEST  
1/4" = 1'-0"



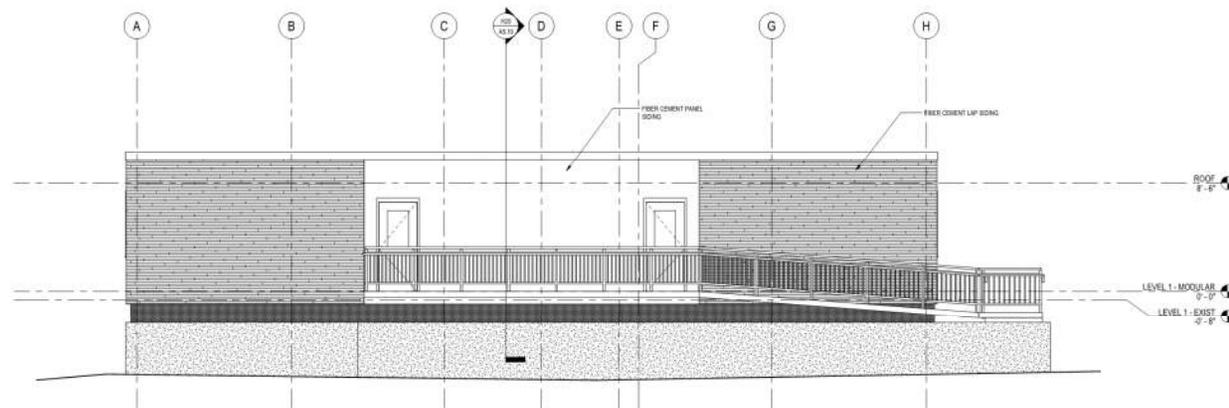
H20 EXTERIOR ELEVATION - SOUTH  
1/4" = 1'-0"

# Exterior Elevations

- Color and material to match previous modular classrooms
- Canopy over front ramp and steps



H20 EXTERIOR ELEVATION - NORTH  
1/4" = 1'-0"

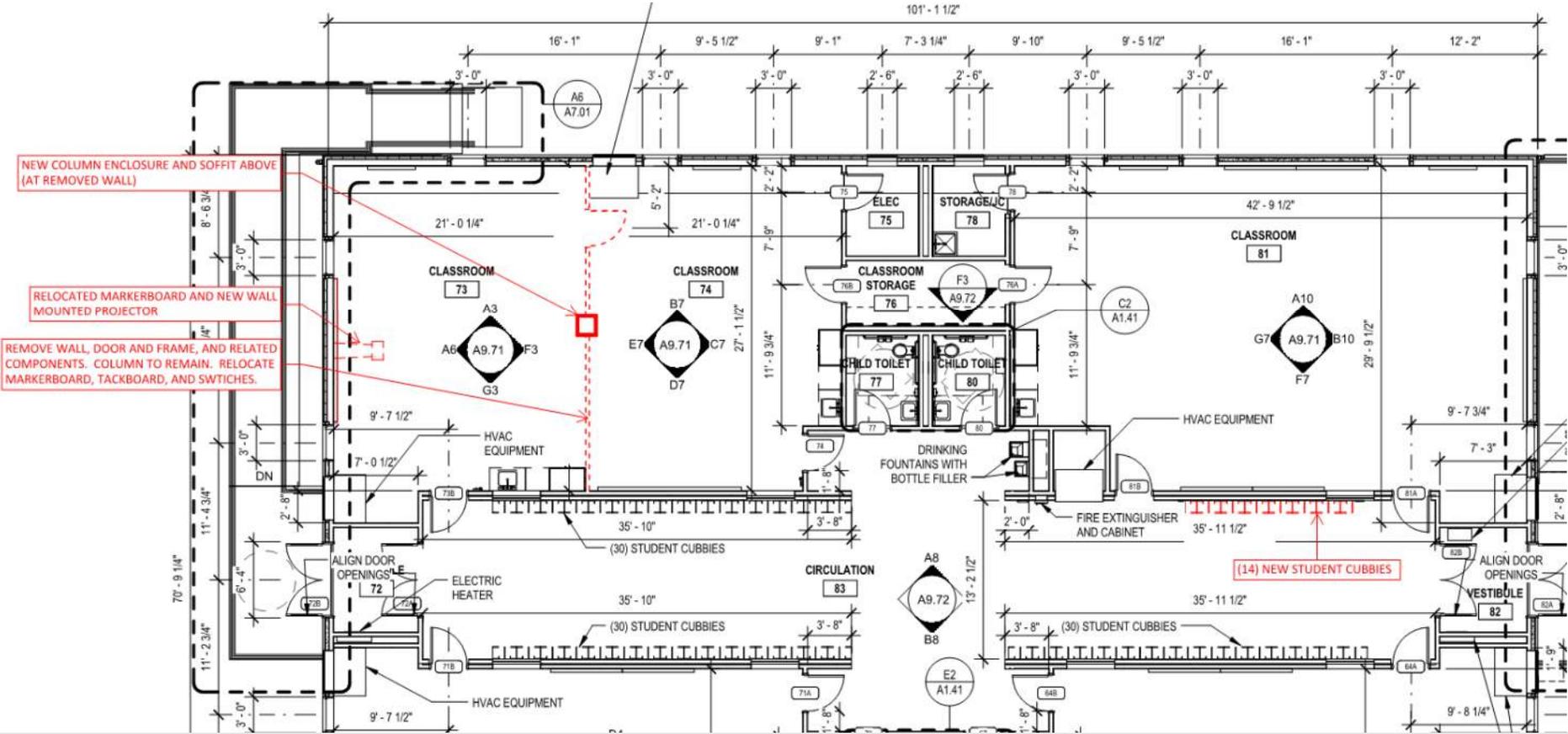


A20 EXTERIOR ELEVATION - EAST  
1/4" = 1'-0"

# Exterior Rendering



# Existing Modular Classroom Renovations for Kindergarten



# Cost Estimate / Project Budget

Modular Cost:	\$1,098,559*
Professional Services:	\$257,500
Other Soft Costs:	\$95,500
Contingencies:	\$109,856
Total:	\$1,561,415

\*construction cost includes concrete retaining wall and reduced tree removal / replacement



# Site Cost Impact – Value Management

Concrete Retaining Wall; direct cost of wall = approx. \$78,000

Segmented Block Retaining Wall; (5) additional trees replaced @ 2:1 ratio, additional fill, segmented block wall = approx. \$52,000 (\$26k savings)

No Retaining Wall; (8) additional trees replaced @ 2:1 ratio, additional fill = approx. \$33,000 (\$45k savings)

\*Costs are estimated and include 30% markup for overhead, GC fees, escalation, etc.

# schedule

8/13/18	Design Review Board – Initial Meeting
8/17/18	Documents out for Cost Estimation
8/20/18	PPBC update
8/27/18	Cost Estimate
9/04/18	PPBC update
9/17/18	Design Review Board
9/27/18	Conservation Commission
10/02/18	Town Meeting
10/09/18	Planning Board
10/18/18	Zoning Board
10/22/18	PPBC update
11/15/18	Documents Released for Bid
11/29/18	Filed Sub-Bid Opening (if needed)
12/13/18	Bid Opening
12/17/18	PPBC Contract Award

**Needham School Committee  
September 11, 2018**

Agenda Item:     **Action**

**Approve FY2019-2020 Budget Guidelines**

Action Recommended:

Upon recommendation of the Chair, that the Needham School Committee approves the FY2019-2020 budget guidelines as submitted.

## **Introduction**

---

The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects applicable state and federal mandates, as well as the priorities and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved at the Annual Town Meeting. The purpose of this document is to outline the roles and responsibilities associated with the budget process, to identify a timeline for budget development and to outline assumptions and priorities that will guide the School Committee in its deliberations and interactions with other Town boards during the budget process. The budget for Fiscal Year 2019/20 (FY20) will begin on July 1, 2019.

## **Budget Roles & Responsibilities**

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The School Committee, Finance Committee, School department's administrative staff, Town Manager's office, and others have various roles and responsibilities in the budget development process:

- a) The Future School Needs Committee– Assists with identifying criteria for development of enrollment estimates and projections by professional demographer; reviews draft enrollment projections and provides guidance and feedback to demographer.
- b) Town Meeting – Town legislative body responsible for approving the annual Town-wide operating budget.
- c) The Town Manager – Provides guidelines for developing Town-wide budget requests, develops revenue projections, reviews the budget requests of Town Departments and makes a balanced budget recommendation to the Finance Committee.
- d) The Finance Committee (FinCom) - Reviews departmental spending requests, the Town Manager's recommended budget and the School Committee's budget proposal and makes budget recommendations to Town Meeting.
- e) The School Committee (SC) – Establishes School Department budget policy and priorities, reviews the Superintendent's initial budget request and presents the School Committee's final budget recommendation to the Town Manager, FinCom and Town Meeting.
- f) The School Department's Central Administration (CA) – Utilizes Town Manager's budget guidelines and School Committee priorities to guide budget development; develops the District-wide salary budget; reviews and evaluates building and department-based budget requests; develops the Superintendent's system-wide budget request and develops enrollment projections with the assistance of a professional demographer.
- g) Principals and Directors - Generate detailed cost-center budgets for non-salary line items, within budget guidelines.

## Budget Process & Calendar

<b>Date</b>	<b>Activity</b>
July 1, 2018	<ul style="list-style-type: none"> <li>Start of Fiscal Year 2018/19</li> </ul>
July 24	<ul style="list-style-type: none"> <li>Facility Financing Update Presented to Board of Selectmen</li> </ul>
Aug 1	<ul style="list-style-type: none"> <li>Town Manager Releases Capital Plan Guidelines</li> </ul>
Aug 23 (3:00 pm, Thurs, High Rock Library)	<ul style="list-style-type: none"> <li>Draft FY 2019-20 Budget Guidelines Presented to School Committee for Discussion</li> </ul>
TBD (Early Sept)	<ul style="list-style-type: none"> <li>School Administration Meets with Future School Needs Committee to Identify Criteria Necessary for Development of Enrollment Projections</li> </ul>
Sept 11	<ul style="list-style-type: none"> <li>School Committee Votes FY 2019-20 Budget Guidelines</li> <li>Town Manager Budget Consultation with Board of Selectmen</li> <li>October 2018 Special Town Meeting Warrant Closes</li> </ul>
Oct 2	<ul style="list-style-type: none"> <li>School Committee Reviews &amp; Discusses FY20-24 School Capital Requests</li> <li>School Committee Engages in Special Town Meeting Prep</li> </ul>
Oct 9	<ul style="list-style-type: none"> <li>Town Manager Budget Consultation with Board of Selectmen</li> </ul>
Oct 10	<ul style="list-style-type: none"> <li>2018 Special Town Meeting</li> </ul>
Oct 16	<ul style="list-style-type: none"> <li>School Committee Prioritizes and Votes FY20-24 School Capital Requests</li> </ul>
Nov 1	<ul style="list-style-type: none"> <li>3:00 - 5:30 (Town Hall, Great Plain Room) - School Capital Request Review with Town Manager</li> </ul>
Nov 5 - 30	<ul style="list-style-type: none"> <li>Central Administration Meets with Principals &amp; Directors to Review Budget Requests, Finalizes Budget Recommendation</li> </ul>
Nov 13	<ul style="list-style-type: none"> <li>Town Manager Budget Consultation with Board of Selectmen</li> </ul>
Nov 20	<ul style="list-style-type: none"> <li>School Committee Reviews &amp; Discusses FY20-24 Five-Year Forecast</li> <li>School Committee Reviews 2018-19 Class Size Reports</li> </ul>
TBD (MID NOV)	<ul style="list-style-type: none"> <li>School Department Reviews Draft Enrollment Projections with FSNC</li> </ul>
Dec 11	<ul style="list-style-type: none"> <li>School Committee Receives Superintendent's FY20 Budget Request (Due to FinCom &amp; Town Manager by Second Wed in Dec)</li> <li>School Committee Budget Discussion – Summary Overview &amp; Highlights</li> <li>School Committee Reviews and Discusses FY20-35 Enrollment Projections</li> </ul>
Dec 12 (Wed)	<ul style="list-style-type: none"> <li>Departmental Spending Requests Due to FinCom from the Town Manager and School Superintendent</li> <li>School Committee/FinCom School Budget Workshop</li> </ul>
Dec 18	<ul style="list-style-type: none"> <li>Board of Selectmen Votes FY20-24 Capital Improvement Recommendation</li> <li>School Committee Budget Discussion – Student Support Services</li> </ul>
Jan 8, 2018	<ul style="list-style-type: none"> <li>School Committee Budget Discussion - Secondary, Technology &amp; Other Program Improvement Requests</li> <li>Town Manager Releases FY20-24 Capital Improvement Plan (Capital Budget Due to FinCom from Town Manager)</li> </ul>

Jan 15	<ul style="list-style-type: none"> <li>• School Committee Budget Discussion</li> <li>• School Committee Budget Public Hearing</li> <li>• School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool &amp; Community Education)</li> <li>• School Committee Reviews 2019 ATM Warrant Article Requests, if Applicable (SPED Stabilization Fund)</li> <li>• Town Manager Budget Consultation with School Committee</li> </ul>
Jan 22	<ul style="list-style-type: none"> <li>• School Committee Votes FY20 Budget Request</li> <li>• School Committee Votes Selected Revolving Fees (Transportation, Athletics, Preschool &amp; Community Education)</li> <li>• School Committee Votes 2019 ATM Warrant Article Requests, if Applicable (SPED Stabilization Fund)</li> </ul>
Jan 23	<ul style="list-style-type: none"> <li>• FY20 Governor’s Budget Recommendation Due (4<sup>th</sup> Wed in January)</li> <li>• Summary of School Committee Budget Vote Sent to Town Manager</li> <li>• Summary of School Committee Budget Recommendation Sent to Principals &amp; Directors</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• Finance Committee Budget Hearing (Operating &amp; Capital)</li> </ul>
Jan 31	<ul style="list-style-type: none"> <li>• Town Manager’s Balanced Budget Recommendation (Including Voted School Committee Request) Due to FinCom</li> </ul>
Feb 5	<ul style="list-style-type: none"> <li>• 2019 ATM Warrant Articles Due to Board of Selectmen</li> </ul>
Feb 22	<ul style="list-style-type: none"> <li>• FinCom’s FY20 Draft Budget Due to Town Manager</li> </ul>
Mar 1 - June 4	<ul style="list-style-type: none"> <li>• School Committee Reviews FY20 Revolving Fund Budgets (as Needed)</li> </ul>
Mar 15	<ul style="list-style-type: none"> <li>• FinCom’s FY20 Budget Recommendation Due for Inclusion in ATM Warrant</li> </ul>
April 10	<ul style="list-style-type: none"> <li>• Annual Town Election</li> </ul>
April 23	<ul style="list-style-type: none"> <li>• School Committee Annual Town Meeting Preparation</li> </ul>
TBD	<ul style="list-style-type: none"> <li>• League of Women Voters’ Warrant Meetings</li> </ul>
May 6	<ul style="list-style-type: none"> <li>• 7:30 pm (Town Hall, Powers Hall) May 2019 Annual Town Meeting Begins</li> </ul>
May 8	<ul style="list-style-type: none"> <li>• 2019 Special Town Meeting Begins</li> </ul>
May 21	<ul style="list-style-type: none"> <li>• School Committee Budget Update</li> </ul>
June 18	<ul style="list-style-type: none"> <li>• School Committee Votes FY20 Revolving Fund Budgets &amp; Fees</li> </ul>
July 1, 2019	<ul style="list-style-type: none"> <li>• Start of FY 2019/20</li> </ul>

### **State and Local Budget Requirements and Applicable Laws**

The school budget process is governed by State law, the Town’s By-Laws and School Committee policy. Needham’s By-Laws require that the Town Manager issue budget guidelines and instructions for all departments to use in preparing their spending requests for the ensuing fiscal year. The Town Manager must consult with the Finance Committee prior to issuing the guidelines and throughout the budget process. The Town Manager and School Superintendent must provide the Finance Committee with copies of their respective departmental spending requests on or before the

second Wednesday in December. After receiving these spending requests, the Finance Committee begins its consideration of the budget, including holding budget hearings. After consultation with the Board of Selectmen and School Committee, the Town Manager then presents a balanced budget proposal to the FinCom no later than January 31, which includes the spending priorities of all Town departments, and in addition thereto, the voted School Committee budget, if different from that contained in the balanced budget proposal. The Town Manager's executive budget recommendation is not binding on the Finance Committee. (*Town By-Laws, Section 2.2.1*) The Commonwealth of Massachusetts further requires that the final, recommended budget be submitted to the Finance Committee not less than 10 days before the end of the calendar year, or not less than 90 days prior to the date of the start of Annual Town Meeting, which ever is later. (*MGL Ch 41, s. 59*) (In Needham, the Annual Town Meeting is held during the first week in May.) The Finance Committee's recommendation on the operating budget is considered the Main Motion to be acted upon by Town Meeting. The Finance Committee's draft budget is due to the Town Manager by February 22, and a final recommendation for inclusion in the Annual Town Meeting warrant is due by March 15 under Section 1.11.3 of the Town's By-Laws. The budget is adopted by the voters of the Town of Needham at the Annual Town Meeting, prior to June 30. The fiscal year for all towns in the Commonwealth begins on July 1st and ends the following June 30th. (*MGL Ch 44, Sect. 56*)

The School Committee in each city and town is required to review and approve the budget for public education in the district. (*MGL Ch 71 Sect. 37*) A public hearing on the proposed school budget is required, and must be advertised at least one week prior in a newspaper of general circulation. A copy of the proposed budget also must be made available to the public at least 48 hours prior to the scheduled public hearing. (*MGL Ch 71, Sect. 38N*) Additionally, School Committee policy requires the public hearing to be held in January or earlier and to be conducted by a quorum of the School Committee. After a review of the proposed budget, the School Committee shall approve its final budget request for presentation to the Annual Town Meeting on or before January 31, so that the voted budget request may be included in the Town Manager's Budget Recommendation. (*School Committee Policy #DB.*)

School Committee Policy #DB further specifies that the School Committee shall issue budget guidelines on or before its first meeting in November that articulate the general framework to be used in developing the budget. The guidelines shall be consistent with state law, the Town's By-Laws and the Town Manager's guidelines, and must include a budget calendar, assumptions and priorities for the ensuing fiscal year. Principals and department heads must use these guidelines to develop their budget requests. These departmental requests and a preliminary budget recommendation are to be presented to the School Committee and the Finance Committee on or before the second Wednesday in December. In addition, following approval, the School Committee will send a copy of its proposed budget to all Town Meeting members at least seven days prior to Annual Town Meeting.

The budget is adopted by Town voters at the Annual Town meeting before June 30 for the fiscal year beginning July 1. Subsequent to Town meeting approval, the School Committee votes to adopt the corresponding budget detail budget by category of expenditure for implementation purposes. If the budget adopted by Town Meeting is less than or more than that requested by the School Committee, the budget shall be appropriately adjusted and voted by the School Committee. The Superintendent shall prepare an annual budget document, which represents the completed financial plan for the ensuing fiscal year. (*School Committee Policy #DB*) The adopted budget of the School Department,

in combination with the expenditures from other municipal departments on behalf of the School District, shall meet anticipated Chapter 70 Net School Spending Requirements (*School Committee Policy #DB, MGL Ch70 s. 6.*)

School Committees may receive grants or gifts for educational purposes, which are held in separate accounts, and, once accepted, may be expended without further appropriation. (*MGL Ch 71 Sect. 37A, MGL Ch. 44 s. 53A*) The School Committee also may charge fees or receive monies in connection with certain other school activities, the receipts of which also are held separately (in revolving funds) and may be spent without further appropriation. (*MGL C40 s3, C44 s53, C44 s17a, C44 s53e1/2, C71 s26c, C71 s47, C71 s71c, C71 s71e, C71 s71f, C71B s12, C548 of Acts of 1948*)

## Guidelines for Budget Requests

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There are two levels of funding requests within the School Committee's budget: Level Service budget requests and Program Improvement budget requests.

The **Level Service Budget** assumes the same level of service to the schools from the FY19 budget to the FY20 budget, including the current school programs, staffing levels, class sizes, and services. The base budget includes:

- i. The total FY19 budget appropriation (net of turnover savings);
- ii. Statutory or regulatory mandates;
- iii. Personnel step, longevity and collective bargaining increases (including cost of living);
- iv. Increases under other existing contracts;
- v. Significant inflationary or enrollment increases (inflationary increase in the cost of student supplies, additional teachers needed to maintain student-teacher ratios, etc.)  
These requests should include:
  - Specific dollar increase by line item; and
  - Purpose of the requested increase; and
- vi. Other items considered necessary and recommended by the Superintendent.

The **Program Improvement Budget** includes both the Level Service Budget, plus additional funds for new or expanded programs of the Needham Public Schools. The Program Improvement Budget is the budget mechanism the School Committee will use to invest in service and program improvements for the Needham Public Schools. The Program Improvement Budget is not a wish list; rather it reflects the need to grow and improve the schools in a way consistent with the mission, values, and goals of the Needham Public Schools and the high expectations of the Needham community. Program Improvement Budget requests must be listed in order of priority and include:

- i. Specific dollar amount;
- ii. Purpose of request;
- iii. Projected impact of request on service delivery;
- iv. Identification of grants or other outside sources of revenues.
- v. Reflect the district's values and goals.

## School Committee Budget Assumptions

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The budget is developed with certain assumptions and priorities established by the School Committee. For example, the budget reflects the assumption that the School District will meet all federal, state, and local mandated programs and requirements.

Thus, the budget should include sufficient resources and funding to meet contractual obligations and mandated programs. These mandated programs include, but are not limited to:

(a) Education Reform Act

- a. *The Education Reform Act* of 1993 (MERA, St. 1993, c. 71) required the state to develop academic standards in core subjects, setting forth the "skills, competencies and knowledge" to be possessed by all students, with high expectations for student performance, otherwise known as the 'curriculum frameworks.' To help districts meet these standards, the Act also established a school finance system designed to make available an adequate level of resources to each school district, irrespective of each community's fiscal capacity.
- b. "Common Core" competency standards have been developed state-wide for ELA/Literacy (2017), Mathematics (2017), Science and Technology/Engineering (2016), Digital Literacy and Computer Science (2016) and History and Social Science (2018.)
- c. In implementing the Common Core requirements, Needham will:
  - i. Provide MCAS support and continue to close the achievement gap for minority, English Language Learners, economically challenged, and special education students, as well as for the group of lowest performing students.
  - ii. Comply with state financial, pupil and student reporting requirements, including providing the financial resources need to meet minimum state per student funding requirements under M.G.L. Ch. 70.
  - iii. Implement MCAS 2.0, the next generation of student assessments that improved upon the existing tests in ELA and Math to better measure the critical skills students need for success in the 21st Century. Changes in the content and format of the assessments have been made for Grades 3-8, as well as Grade 10 in ELA and Math, and reflect a curriculum that is aligned to the MA Common Core. Beginning in Spring, 2019, students in Grade 10 will begin taking the Next Generation MCAS test in ELA and Math.
    1. The new format of the Next Generation MCAS will include ELA and Math assessments that must be administered online in Grades 3-8 and Grade 10 in Spring 2019. It is essential that the technology infrastructure is in place, sufficient up-to-date computers are available, and adequate staffing is available to support and administer the new assessments.
    2. Implement the new 2017 MA Common Core Frameworks in ELA and Mathematics for all grades.
    3. Ensure that the existing science curriculum is aligned to the new 2016 Massachusetts Science and Technology/Engineering Standards that will be assessed in the Science MCAS at Grades 5 and 8 in Spring 2019.

(b) Massachusetts School and District Accountability System

- a. On December 10, 2015, President Obama signed the *Every Student Succeeds Act (ESSA)* into law, reauthorizing the federal *Elementary and Secondary Education Act of 1965 (ESEA)* and replacing the most recent reauthorization of ESEA, the *No Child Left Behind Act of 2001 (NCLB)*. With a few exceptions, ESSA took effect at the beginning of the 2017-18 school year. The law includes provisions to help ensure improved outcomes for all students receiving an elementary and secondary education.
- b. Meet Massachusetts Department of Elementary and Secondary Education regulations related to accountability and assistance for school districts and schools. 603 CMR 30 established the Massachusetts Comprehensive Assessment System (MCAS) and standards for competency determination. 603 CMR 2 holds districts accountable for the educational services they provide: it governs the overview of public school programs and the assistance provided to districts to improve them; identifies the circumstances under which a school may be declared underperforming.
- c. While the Massachusetts School and District Accountability System (2012) currently meets most of the ESSA requirements, some modifications will be required. Indicators used to determine accountability ratings for Grades 3-8 will continue to be academic achievement and academic progress for all students as a whole, and for all previously determined subgroups. New for 2018 will be: progress made by students in attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years), and chronic absenteeism (percentage of students missing 10% or more of the school year.) For high schools, in addition to all of the above, accountability indicators will include: four-year cohort graduation rate, extended engagement rate (five-year cohort graduation rate), annual dropout rate, and percentage of 11<sup>th</sup> & 12<sup>th</sup> graders completing advanced coursework. A new indicator introduced in 2018 at all grade levels in the ELA and Math assessments will be the performance of the lowest performing 25% of the students in each school and the district as a whole.
- d. The goal of reducing proficiency gaps is a cornerstone of the Massachusetts School and District Accountability System and will continue. All districts, schools, and subgroups will be expected to make progress toward reducing the proficiency gap in ELA and Math. Based on 2017 test results, initial gap setting targets will be set for 2018 and long-term targets established once additional longitudinal data is available.

(c) Student Learning Time

- a. Meet Massachusetts Department of Elementary and Secondary Education (DESE) regulations, which establish the minimum length for a school day and the minimum number of days in a school year for Massachusetts public schools (603 CMR 27.)

(d) Non-Discrimination

- a. Meet DESE regulations around non-discrimination against students, which ensure that public schools do not discriminate against students on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability, and ensure that all students have equal rights of access to the opportunities, privileges, advantages, and courses of study (603 CMR 26.)

(e) Chapter 766: Special Education (Sp.Ed.)

- a. Meet the federal requirement under the *Individuals with Disabilities Education Act (IDEA)* and state statutes under (M.G.L. c71B) to provide a free and appropriate public education to students with disabilities in the least restrictive environment. (34 CFR s300.24(b)(15.)) This often means creating programs to retain students ‘in-district,’ whenever possible;
  - i. Priority is given, whenever possible, to providing in-district special education programs to students;
  - ii. Where out-of district programming is required,
    1. Provide for special education out-of-district tuition costs;
    2. Provide for special education transportation; and
    3. Implement and maintain systems for complying with monitoring, procedural review and paperwork requirements.
  - iii. Developing in-district programs for special education will include a cost benefit analysis.
- b. Meet DESE regulations related to special education (603 CMR 28, amended March 27, 2018, with recent amendments July 1, 2018.)
- c. Meet DESE regulations related to program and safety standards for approved public or private day and residential special education school programs (603 CMR 18, effective July 2, 2016.)

(f) Student Discipline

- a. Meet DESE regulations (603 CMR 53) related to student discipline, including the requirement to provide every student who is expelled or suspended with the opportunity to receive education services to make academic progress during the period of suspension or expulsion.

(g) English Language Learners (ELL)

- a. Meet the federal (Title VI, Civil Rights Act) and state (M.G.L. c71A) bilingual statutes that require districts to provide limited English Proficient (LEP) students with support services until they are proficient enough to participate meaningfully in the regular educational program. The DESE has developed regulations pertaining to the education of English learners under 603 CMR 14. These requirements:
  - b. Provide academic support and English language instruction for all LEP students;
  - c. Implement, coordinate and maintain systems for student identification, assessment, support and student data reporting; and
- a. Provide training in sheltered English immersion practices to teachers with LEP students in their classrooms.
  - i. Recently, Massachusetts implemented the Rethinking Equity and Teaching for English Language Learners (RETELL) initiative. This initiative implemented Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 14.07 and 603 CMR 7.15 (9)(b)), related to teacher and supervising administrators of English Language Learners. Both teachers and administrators are required to hold the Sheltered English Endorsement (SEI).

- (h) Section 504 and Americans with Disabilities Act (34 CFR s104.37)
  - a. Meet the federal requirement to provide reasonable accommodations so that all people (students, faculty and community) can participate in activities in our schools, regardless of disability. These accommodations can include building modifications, specialized equipment, instructional or testing changes, or care from a nurse or other staff member.
  
- (i) McKinney Vento Homeless Education Act (as amended by the *Every Student Succeeds Act (ESSA) of 2015*)
  - a. This law allows homeless students to continue their education in their schools of origin (the school in which they were enrolled at the time of homelessness) for the remainder of the academic year in which they become permanently housed. Districts must provide transportation to students for the duration of their homelessness and through June of the year they become permanently housed.
  
- (j) Prevention of Physical Restraint
  - a. Meet DESE regulations (603 CMR 46.00,) effective January 2, 2016, which require that physical restraint of students be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. This regulation also requires the development and implementation of a written policy, staff training, student data review and reporting.
  
- (k) Bullying Prevention
  - a. Meet Massachusetts requirements related to bullying prevention and intervention. (Chapter 86 of the Acts of 2014, which amended M.G.L. Ch. 71 s370, the ‘anti-bullying statute.’) This law requires each school district to develop and implement a plan to address bullying prevention and intervention. The DESE has developed regulations under 603 CMR 49.00 addressing a principal’s duties under on of the ten required elements of the prevention and intervention plan, namely notification to parents or guardians of the target and the aggressor of bullying or retaliation and the action taken to prevent further bullying, and notification to law enforcement that the aggressor’s conduct may result in criminal charges.
  
- (l) Student Discipline
  - a. Meet Massachusetts requirements related to student discipline (603 CMR 53, effective July 1, 2014.) These regulations limit the use of long-term suspension as a consequence for student misconduct, promote the engagement of parents in the discussion of student misconduct, assure that expelled or suspended students have an opportunity to receive the services and make academic progress, and keep school safe and supportive for students while ensuring fair and effective disciplinary practices.
  
- (m) Educator Licensure & Evaluation
  - a. Promote the growth and development of District administrators and teachers, using multiple measures of student learning.
  - b. Meet state law (MGL Ch. 71 s.38G) and DESE regulations (603 CMR 35) related to

- educator evaluation.
  - c. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 44) related to educator license renewal.
  - d. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 7) related to educator licensure and preparation programs, approved on June 27, 2017, with recent amendments effective July 28, 2017.
- (n) Criminal History Checks
- e. Meet DESE regulations (603 CMR 51) related to both national and state criminal history checks for school employees.
- (o) Education Personnel Information Management System (EPIMS)
- a. Meet DESE requirements collect individual educator data, from all public school districts and charter schools. The data collected is linked with the licensure data, which the Department currently maintains in ELAR, the Educator Licensure and Recruitment database. This information is used to comply with state and federal requirements, and to perform analysis on the state's educator workforce that, over time, will identify high need areas, evaluate current educational practices and programs, and assist districts with their recruiting efforts.
  - b. The DESE has developed the Educational Personnel Information Management System (EPIMS), a state-wide database that collects demographic data and work assignment information on individual public school educators.
- (p) Massachusetts Equal Pay Act (MEPA)
- a. Meet Massachusetts requirements related to preventing gender-based wage discrimination, as established by *An Act to Establish Pay Equity* (M.G.L. Ch. 177 of the Acts of 2016,) which became effective July 1, 2018. This law requires Massachusetts employers to ensure that all employees are paid a salary or wage that is no less than rates paid to employees of a different gender for comparable work.
- (q) Educational Finance
- b. Meet Massachusetts regulations under 603 CMR 10, pertaining to school and school district financial record keeping and reporting of information used to determine compliance with state and federal education statutes and regulations. These regulations also provide for the computation of school spending requirements and annual state aid allocations, and evaluate progress toward meeting the objectives of the Education Reform Act of 1993 (St. 1993, C.71.)

## **School Committee Priorities**

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The School Committee budget should reflect certain priorities that address the needs of the Needham Public Schools. These priorities should provide direction to administrators and guide staff in developing budget recommendations. The priorities also should guide the School Committee in its deliberations and the budget planning process.

The budget should reflect the following priorities, in relative order. The School Committee may

sometimes choose to fund items addressing the lower priorities over items that may claim a higher priority. While not done lightly, such choices must sometimes be made to ensure that no priority is neglected.

- The District’s mission, vision, values, and goals;
  - The need for highly qualified staff teaching within established student/teacher ratio guidelines;
  - The ongoing refinement of curriculum, instruction, and assessment practices; and
  - The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals.
- (a) The District’s mission, vision, supporting assumptions, core values, goals and objectives are:
- a. **Mission Statement:** A school and community partnership that creates excited learners, inspires excellence, and fosters integrity.
  - b. **Vision Statement:** We envision all students engaged and fulfilled in their learning, committed to their community and willing to act with passion, integrity, and courage.
  - c. **Core Values:**
    - i. **Scholarship:** Learning. Every student engaged in dynamic and challenging academic experiences that stimulate thinking, inquiry and creativity; identify and promote the development of skills, talents, and interests; and ensure continued learning and wellness. Staff improving their practice in an environment that supports a high level of collaboration and instruction that is focused on helping every student learn and achieve.
    - ii. **Citizenship:** Contributing. An environment that nurtures respect, integrity, compassion, and service. Students and staff acknowledge and affirm responsibilities they have toward one another, their schools, and a diverse local and global community.
    - iii. **Community:** Working together. A culture that encourages communication, understanding, and is actively anti-racist. Sharing ideas and valuing multiple perspectives ensures a caring community committed to the promotion of human dignity.
    - iv. **Personal Growth:** Acting courageously. All students developing skills and confidence through personalized educational experiences that build on student strengths and emphasize reflection, curiosity, resilience, and intelligent risk taking.
  - d. 2017/18 Approved District-wide Goals and Objectives (approved October 17, 2017):
    - i. District Goal #1: Advance Learning for All Students - To refine and continue to put into practice a system of curriculum, instruction, and assessment that empowers each student to be engaged in challenging, creative and rigorous learning

experiences that are grounded in clearly defined standards.

1. Objective 1.1: All students will grow and achieve as a result of experiencing curriculum and programs that are innovative, aligned to state standards, and coherent within and between all grade levels and courses.
  2. Objective 1.2: All students experience student-centered instructional practices that: reflect current research on best practice; are responsive and differentiate to meet individual learning needs; incorporate 21st century skills; and promote active, innovative and interdisciplinary learning.
  3. Objective 1.3: All students participate in a range of opportunities to demonstrate learning through formative and summative assessments that generate meaningful data for teachers to analyze.
  4. Objective 1.4: Educators and administrators engage in high quality professional learning experiences that enable them to: implement effective curriculum; understand and use a range of research-based instructional practices; and collaborate with colleagues to analyze data to inform instruction.
- ii. District Goal #2: Develop Social, Emotional, Wellness and Citizenship Skills - To ensure students develop the knowledge, skills and mindset that empower healthy, resilient, and culturally proficient citizens who contribute to others with integrity, respect, and compassion.
1. Objective 2.1: Students will acquire social emotional knowledge and skills as a result of curriculum, instruction, and practices that are culturally sensitive, evidence-based, and aligned to the District's Framework for student social and emotional learning (SEL.)
  2. Objective 2.2: Assessments of students' growth and development of SEL competencies are used to inform instruction, enabling students to develop skills they need to be successful in school, career and life.
  3. Objective 2.3: Educators engage in a range of high quality professional learning experiences that enable them to incorporate culturally proficient and social emotional learning practices for all students.
- iii. District Goal #3: Ensure Infrastructure Supports Learning Goals -To implement a sustainable plan for financial, capital improvement, technological and personnel resources that supports learning for students.
1. Objective 3.1: School leaders engage in long-range planning that strengthens school operations and infrastructure.
  2. Objective 3.2: Staff implement efficient information systems and training

programs to enhance learning, manage school and district operations, improve communication, and ensure student safety.

3. Objective 3.3: Educators and administrators collaborate to strengthen school programs and elevate student learning.

- (b) The need for highly qualified staff teaching within established student/teacher ratio guidelines.
  - a. Provide competitive wages for teachers and administrators by funding collective bargaining agreements and contractual obligations. The Units A and B contracts for FY 2019/20 - 2021/22 will be negotiated during the 2018/19 School Year. Contracts for Units C, D and E are settled for the FY 2019/20 School Year.
  - b. Develop and retain “highly qualified” teaching staff through professional development and licensing; and Maintain student/teacher ratios at within established guidelines:
    - i. Class sizes should be within the guidelines set forth in SC Policy #IHB. These guidelines specify class sizes of 18-22 in Grades K-3, 20-24 in Grades 4-5, and ‘reasonable class size’ in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.
    - ii. Student/Teacher ratios should target the median of Needham’s comparison communities.
    - iii. For FY20, the following new personnel and classroom costs should be assumed:

Level	Position	Days	Hrs/Day	Hours	Rate	FTE	Salary	Gr/St
All Levels	Teacher	183.00	7.00	1281.00	N/A	1.00	61,677	AA3 4
Elem & PreK	SpEd Teaching Assistant	203.50	7.00	1424.50	18.03	1.00	25,685	ASA 3
Middle School	SpEd Teaching Assistant	203.50	6.67	1356.67	18.03	1.00	24,462	ASA 3
High School	SpEd Teaching Assistant	203.50	6.50	1322.75	18.03	1.00	23,850	ASA 3
Elem & PreK	SpEd Program Specialist	203.50	7.00	1424.50	27.36	1.00	38,969	ASF 3
Middle School	SpEd Program Specialist	203.50	6.67	1356.67	27.36	1.00	37,113	ASF 3
High School	SpEd Program Specialist	203.50	6.50	1322.75	27.36	1.00	36,185	ASF 3
Elementary	Library Program Specialist	203.50	7.31	1487.11	27.36	1.00	40,682	ASD 3
Middle School	Library Program Specialist	203.50	6.97	1419.28	27.36	1.00	38,826	ASD 3
High School	Library Program Specialist	203.50	6.81	1385.36	27.36	1.00	37,898	ASD 3
Elementary	Media Program Specialist	211.50	7.00	1480.50	27.36	1.00	40,501	ASB 3
Middle School	Media Program Specialist	211.50	6.67	1410.00	27.36	1.00	38,572	ASB 3
Elementary	Media Program Specialist	211.50	6.50	1374.75	27.36	1.00	37,608	ASB 3
Elementary	Science Ctr. Program Specialist	213.50	7.48	1595.91	28.15	1.00	44,926	ASE 3
All Levels	10 Mo. School Aide	214.00	7.00	1498.00	18.89	1.00	28,297	AR1 3
All Levels	10 Mo. Secretary	214.00	7.00	1498.00	23.22	1.00	34,784	AR2 3
All Levels	11 Mo. Secretary	236.00	7.00	1652.00	23.22	1.00	38,359	AR2 3
All Levels	12 Mo. Secretary	260.00	7.00	1820.00	23.22	1.00	42,260	AR2 3
All Levels	AV/Computer Technician	260.00	8.00	2080.00	30.02	1.00	62,442	AR6 3

Needham Public Schools  
 Operating Budget Guidelines  
 For the Fiscal Year Ending June 30, 2020 (FY20)

Level	Unit (As Needed)	Supply Type	Cost
All Levels	New Support Staff	Desktop Computer	1,600
All Levels	New Administrator	Laptop Computer	1,300
Elementary	New Teacher	Laptop Computer	1,300
Middle	New Teacher	Laptop Computer & Ipad	1,850
High School	New Teacher	Laptop Computer	1,300
All Levels	New Employee	Office/Instructional Supplies	500
Elementary	New Classroom	Math/Literacy/Science Materials (K-3)	10,250
Elementary	New Classroom	Math/Literacy/Science Materials (4-5)	9,900
Elementary	New Classroom	Technology (K-2)/ Specials/ SpEd (6 iPads)	3,300
Elementary	New Classroom	Technology (3-5) (6 Chromebooks)	1,500
All Levels	New Classroom	Interactive Whiteboard	5,000
All Levels	New Classroom	Document Camera	400
All Levels	New Classroom	Audio Sound Field	1,300
Middle	New Student	1:1 iPad	550
High School	New Student	1:1 Chromebook	250
Secondary	New Classroom	Instructional Supplies	5,000
All Levels	New Classroom (SpEd)	Instructional Supplies	5,000
All Levels	New Classroom	Furniture	5,000

- iv. The FY20 base salary budget resets FTE's to the FY19 Annual Town-Meeting appropriation.
  
- (c) The ongoing refinement of curriculum, instruction, and assessment practices. High priority is given to the elements that insure the continuance, renewal, revision, delivery and management of curriculum and instruction. These include:
  - a. Professional development for teachers and administrators;
  - b. Regular curriculum review, revision and development;
  - c. Implementation of new programs to increase student achievement, growth and development. In FY 2019/20, the School Department plans to implement Full Day Kindergarten on a compulsory basis for students, which will be reflected in the FY 2019/20 Operating Budget.;
  - d. Developing innovative instructional programs that support and extend learning beyond the classroom;
  - e. Purchase and replacement of paper and/or electronic textbooks, consumable material and curriculum-related resources, management and assessment tools, supplies and materials
  
- (d) The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals:
  - a. Teacher and Administrative Supplies
    - i. Provide for the acquisition and replacement of instructional and administrative technology, software, online services, supplies and other equipment;

- ii. Provide for student and classroom supplies;
    - iii. Provide for office administrative and teacher supplies; and
    - iv. Provide for maintenance, licensing, online services and contractual agreements.
  - b. Equipment/ Capital Outlay
    - i. Provide for the opening of the Sunita L. Williams Elementary School, the relocation of Hillside Elementary School staff and students to the new school, and the closure of the Hillside School as an occupied school building.
    - ii. Provide for the regular replacement of copiers, and other instructional equipment, optimally within the capital budget;
    - iii. Provide for administrative, financial and personnel systems, computers, interactive whiteboards, projectors and other administrative and instructional equipment consistent with the Technology Plan and efficient school operations;
    - iv. Provide school buildings and physical and technology infrastructure that adequately support the educational program and promote student safety; and
    - v. Plan proactively for future technology needs and the evolving impact of technology on the school budget.
  - c. Administrative Support Staff
    - i. Provide a sufficient number of trained and competent instructional and technical support staff to support the work of teachers and administrators throughout the District.
- (e) The need to ensure that fee-based extracurricular programs reflect School Committee budget guidelines and that student fees are set to recover the cost of providing associated services, without restricting student participation or becoming unaffordable for families.
- a. Set student fees to recover the cost of providing associated services, unless the fiscal impact on families is determined to be excessively burdensome or has the potential to limit student participation. If the latter, the School Committee may subsidize the program budget from other operational resources.
  - b. Develop and approve annual operating budgets for fee-based programs, according to the same general guidelines as used to develop the regular School Operating budget.
  - c. Authorize student fees and fee-based program budgets annually by vote of the School Committee.

## **School Committee Budget Document Contents**

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The School Committee's recommended budget document should include the following information and features (School Committee Policy #DB):

- (a) A budget message describing the important features of the budget and major changes from the preceding fiscal year.
- (b) Summary revenue and expenditure information, including: prior year actual, current year budget and next fiscal year requests. This information should be provided by:
  - (a) Program level (District, Elementary, Middle, and High);
  - (b) Major category (salary, purchase of services, expenses, capital outlay, revenue type);
  - (c) Functional area/department (Administration, Transportation, Other General Services, K-12 Regular Instruction, Guidance & Psychology, K-12 Sp.Ed. Services, SPED Tuitions, Technology & Media, Physical Education & Health, Fine & Performing Arts, World Languages)
  - (d) Line item.
- (c) Budget assumptions and fiscal strategies used to develop the budget.
- (d) The budget calendar.
- (e) Multi-year FTE summary for all staff categories (administrators, teachers, instructional support and non-instructional staff.)
- (f) Charts and tables to show where each budget line item appears on the system-wide reports.
- (g) Highlights of revolving fund budget requests and operating budget impacts.
- (h) Highlights of grant budget requests and program operating budget impacts.
- (i) Highlights of capital budget requests and operating budget impacts.
- (j) Relationship of priorities to district-wide goals and objectives.
- (k) Five-year financial forecast.

**Needham School Committee**  
**September 11, 2018**

Agenda Item:     **Action**

Endorse October 2018 Special Town Meeting Warrant Article Request: Emery Grover Feasibility Study

Action Recommended:

Upon recommendation of the Chair, that the Needham School Committee endorses the October 2018 Special Town Meeting Warrant Article X for the Emery Grover Feasibility Study as submitted.



# NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS  
ANNE GULATI, ASSISTANT SUPERINTENDENT  
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September 5, 2018

To: Needham School Committee  
From: Anne Gulati, Assistant Superintendent for Finance & Operations  
RE: Endorse October 2018 Special Town Meeting Warrant Article Request for Emery Grover Feasibility Study

The Board of Selectmen are expected to propose the following October 2018 Special Town Meeting Warrant Article to conduct a feasibility study of renovating the Emery Grover School Administration Building:

## **ARTICLE X: APPROPRIATE FOR EMERY GROVER FEASIBILITY**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$110,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$10,000 be transferred from Article 39 of the May 2015 Annual town Meeting, and that \$100,000 be transferred from Article 4 of the May 8, 2017 STM; or take any other action relative thereto.

INSERTED BY: Board of Selectmen  
FINANCE COMMITTEE RECOMMENDS THAT:

The Community Preservation Committee had inserted a similar article at the May 2018 Special Town Meeting, which was not approved. This article increases the amount of funding for the study from \$70,000 to \$110,000 in order to allow for various scenarios to be developed and the engagement of a contractor with expertise in historical renovation. The scenarios are expected to include: full renovation and addition, complete demolition and new construction, and the preservation of one or more facades with new construction behind.

At this time, the School Committee is asked to provide its endorsement for the aforementioned feasibility study. The Special Town Meeting warrant closes September 11, 2018.

ALG/alg

**Needham School Committee**  
**September 11, 2018**

Agenda Item:     **School Committee Comments**

Background Information:

- Members of the School Committee will have an opportunity to report on events, information, and matters of interest not on the agenda.

Members of the School Committee available for comment:

Aaron Pressman, Chair  
Michael Greis, Vice-Chair  
Connie Barr  
Heidi Black  
Andrea Longo Carter  
Susan Neckes  
Matthew Spengler

**Needham School Committee  
September 11, 2018**

Agenda Item:     **Information Item**

2018-2019 School Committee Assignments

### **School Committee Assignments**

	<b>Assignment</b>	<b>2017-18</b>	<b>2018-19</b>
	School Committee Chair	Heidi Black	Aaron Pressman
	School Committee Vice Chair	Aaron Pressman	Michael Greis
	Superintendent Evaluation	Heidi Black	Aaron Pressman
	Grievance Subcommittee	Heidi Black Aaron Pressman	Aaron Pressman Michael Greis
<b>Finance &amp; Budget</b>	Finance Committee	Michael Greis Susan Neckes Andrea Longo Carte	Michael Greis Susan Neckes Andrea Longo Carte
	Negotiations	Michael Greis Connie Barr Andrea Longo Carte	Michael Greis Connie Barr Andrea Longo Carte
	Executive Compensation	Heidi Black Aaron Pressman	Aaron Pressman Michael Greis
	Technology Advisory Board	Mark Messias	Mark Messias
<b>Facilities</b>	PPBC		
	- NHS	Heidi Black, Aaron Sicotte	Susan Neckes, Aaron Sicotte
	- Williams	Heidi Black, Susan Neckes/ Michael Kascak	Susan Neckes, Michael Kascak
	- FDK/Mitchell Modulars	Heidi Black, Susan Neckes	Matt Spengler, Greg Bayse
<b>Strategy, Policy &amp; Planning</b>	Future School Needs	Heidi Black Susan Neckes Anne Gulati	Heidi Black Susan Neckes Anne Gulati
	Needham 2025 Working Group		Heidi Black Susan Neckes Anne Gulati
	Policy Subcommittee	Connie Barr Matt Spengler Aaron Pressman	Connie Barr Matt Spengler Aaron Pressman
	REAL Coalition (Race Equity Access & Leadership)		Susan Neckes
<b>Community &amp; Wellness</b>	Commission on Disabilities Liaison	Patrice Snellings	Patrice Snellings

### School Committee Assignments

Assignment	2017-18	2018-19
Community Preservation Comm. L	Michael Greis	Aaron Pressman
Council on Aging	TBD	Helen Gregory
School Health Advisory Committee	Andrea Longo Carter Mary Lammi	Andrea Longo Carter Mary Lammi
School Safety Committee		
Special Education Parent Advisory Council	Matt Spengler Mary Lammi	Matt Spengler Mary Lammi
Suicide Prevention Coalition	Susan Neckes	Susan Neckes
Youth Commission	Shayran Raza Jack Cruickshank <i>David Bookston</i>	Shayran Raza Annie Stein <i>David Bookston</i>
NEF		Aaron Pressman
<b>Schools</b>		
Broadmeadow	Matt Spengler	Susan Neckes
Eliot	Susan Neckes	Aaron Pressman
Mitchell	Michael Greis	Heidi Black
Hillside	Andrea Longo Carter	Michael Greis
Newman	Heidi Black	Connie Barr
Pollard/High Rock	Connie Barr	Matt Spengler
High School	Aaron Pressman	Andrea Longo Carter
<b>External Organizations</b>		
Legislature		
Minuteman	Heidi Black Mary Lammi	Heidi Black Mary Lammi
TEC Board of Directors	Matt Spengler Dan Gutekanst	Matt Spengler Dan Gutekanst
Accept Board of Directors	Dan Gutekanst	Dan Gutekanst
<b>Project Based</b>		
Curriculum Program Review - Portrait of a Graduate		Aaron Pressman Andrea Longo Carter
Technology Strategic Plan	Andrea Longo Carter Aaron Pressman	Andrea Longo Carter Aaron Pressman
Full-day Kindergarten Planning	Connie Barr Susan Neckes	Susan Neckes Mary Lammi