



# *Needham School Committee*

*June 18, 2019*

*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**

**Broadmeadow School  
School Committee Room**

**June 18, 2019 7:00 p.m.**

**Next School Committee Meeting: Friday, July 12, 2019 1:00 p.m.**

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

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

**7:15 p.m. Superintendent's Comments**

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

1. Accept Donations

### **Discussion Items**

**7:25 p.m. Kindergarten After School Enrichment (KASE) Program Recognition**

**7:40 p.m. Race, Equity, Access & Leadership (REAL) Update**

**8:20 p.m. Portrait of a Needham Graduate Update**

**9:00 p.m. School Committee Policies: Second Reading**

- BEDH Public Participation in School Committee Meetings
- BDFB Student Advisory to School Committee

**9:20 p.m. Action Items**

Approve Contracts for Legal Services

Approve FY20 Revolving Fund Budgets

Approve Increase in Signature Authority

Approve Non-Union FY20 COLA

Vote on Superintendent's Salary and Merit Award

Approve Pollard Student Trip to Costa Rica

**9:30 p.m. School Committee Comments**

### **Information Items**

Memo of Understanding between the Needham Public Schools and the Needham Police Department

FY20 Revolving Fund Budget Requests

Disposal of Surplus Items

**Needham School Committee**  
**June 18, 2019**

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**  
**June 18, 2019**

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:

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



**Needham School Committee**  
**June 18, 2019**

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.

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Consent Agenda**

1. Accept Donations

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

**Agenda Item#:** \_\_\_\_\_ **Date:** June 18, 2019

**Item Title:** **Approve School Department Donations**

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

• The American Heart Association, Dallas, TX Jump Rope for Heart donation to benefit the Eliot School	\$300.00
• The Exchange Club of Needham, Needham, MA donation to benefit the NHS Speech & Debate Club	\$250.00
• Elizabeth Welburn, Wellesley, MA donation to benefit the Middle School Food Scholarship Program	\$100.00
• Radley Theolien, Boston, MA donation to benefit the NHS Launch Club	\$30.00
• Ryan Martin, Needham, MA donation to benefit the NHS Launch Club	\$15.00
• Joshua Batra, Needham, MA donation to benefit the NHS Launch Club	\$10.00
• Pedro Caceres, Needham, MA donation to benefit the NHS Launch Club	\$20.00
• Maria Brasoveanu, Needham, MA donation to benefit the NHS Launch Club	\$5.00
• Proceeds from a locked box fundraiser to benefit the Mitchell Elementary School Student Council	\$359.00
• Proceeds from a locked box fundraiser to benefit the High Rock School Student Council	\$768.79
• Proceeds from a cookbook sale to benefit the NHS National Honors Society Club	\$110.00
• Proceeds from a locked box fundraiser to benefit the NHS Jimmy Fund Club	\$69.00
• Proceeds from an ice cream sale to benefit the NHS Biobuilder Club	\$183.20
• Proceeds from a bake sale to benefit the NHS Gift of Life Club	\$42.01

**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**  
**June 18, 2019**

Agenda Item:     **Discussion**

**Kindergarten After School Enrichment (KASE) Program Recognition**

Background Information:

- Ms. Connie Leonard, Director of the KASE Program, will provide the Committee with highlights of the program through the years: Stretch - Explore - Discover – Flourish in action.

Person Available for Presentation:

Ms. Connie Leonard, Director of KASE

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Discussion**

**Race, Equity, Access & Leadership (REAL) Update**

Background Information:

- The REAL Coalition has met three times this year to discuss equity and inclusion in the Needham Public Schools and to address various goal areas.
- This report is an update on progress and planning and involves the voices of a student, parent, and educators.

Persons Available for Presentation:

Ms. Mary Lammi, Assistant Superintendent for Student Support Services  
Mr. Stephen Plasko, Needham High School Social Studies Department Chair  
Ms. Giulia Rozzo, Needham Graduate 2019  
Mr. Chris Giancola, Middle School Parent

# REAL Coalition

## Report to School Committee

June 18, 2019

*Equi.ty* 'e-kwə-tē noun

Just and fair access, inclusion, and participation; the practice of nurturing a learning environment in which all children are empowered to grow, create, and achieve; freedom from bias and discrimination; an understanding that each student possesses personal gifts and attributes and brings these to the classroom which strengthen learning for all; a process by which we ensure justice, engender respect, and inspire hope.

# RACE EQUITY ACCESS LEADERSHIP

The REAL Coalition provides leadership and guidance on eliminating barriers to racial equity and supporting the advancement of all learners in the Needham Public Schools. Recognizing that full community engagement is essential to access and racial equity, we are committed to engaging staff, students, families, and community members in conversations and actions that promote equitable practices for all in our community.

## Essential Questions

- ❏ *How do we engage and educate the community, staff, students and families on the importance of developing and supporting educational practices that provide equity and excellence for all students?*
- ❏ *What do we need to do in order to have an interdisciplinary approach to race and equity that becomes part of the fabric of who we are as a school system?*
- ❏ *How do we create a safe environment for having difficult conversations?*

# Communications & Community Engagement

## Goals

- Engage staff, students, families, and community members to promote equitable & inclusive practices for students, families, faculty with sensitivity to needs of traditionally marginalized youth.
- Build an inclusive parent engagement model where everyone is welcomed including Needham residents, Boston resident parents/guardians, parents/guardians of English learners, and newcomers.
- Clearly communicate vision, goals, actions for equitable & inclusive NPS educational experience

## Actions Steps

- Define “equity” – importance of language and a common understanding to support this work
- Explore and define what it means to be a METCO district
- Strengthen relationship w/ marginalized families; e.g., ease of student registration/enrollment process for all families
- Ensure language on website and written communications is inclusive
- Update staff, students, families after REAL Coalition meetings on progress toward goals
- Contact Needham Times and Needham Channel to expand reach of our communications



# Communications & Community Engagement

## Implementation

- Information included in 2018 NPS Performance Report mailed to all Needham households; plan for PR 2019 update
- Equity Audit video filmed March 2018 in NHS TV Studio; available on Needham Spotlight
- Portrait of a Needham Graduate with framework of equity in education
- District webpage (accessible from district homepage) dedicated to equity plan w/ goals, actions, successes, challenges, resources - *updated regularly*
- Update to School Committee Feb 5 and June 18, 2019
- A community forum held April 24 in partnership with Human Rights Committee, Citizens for Needham Schools, and Needham Diversity Initiative; approximately 100 participants; reviewed District progress since Equity Audit
- Partnership with Metrowest Health Foundation - team looking at social and academic inequality in the school experience and providing a safe and healthier environment for all our students; Supported by \$20,000 MetroWest grant for interventions to decrease students' psychological & biological distress associated with racial discrimination
- Preliminary discussion on communicating what it means to be a METCO District (website updates in development)
- Superintendent's Updates to faculty including steps being taken to ensure an equitable and enriching learning experience for all students (ongoing series of Superintendent's communications to staff)
- SAFE (Students Advocating for Equity) video on Needham Spotlight

# Communications & Community Engagement

## Next Steps

- Expand REAL Coalition and REAL Steering Committee to include additional school leader, district leaders, students
- Continue to support REAL Subcommittees implementation of action plans
- Continue communicating clearly and often through different modalities our vision, plans, progress, and challenges and how members of the district and community can strengthen engagement
- Collaborate with community organizations, family organizations, and all members of the community to engage in conversations and actions that promote equitable practices for all in our community
- Align Equity Plan with District Goals and th Portrait

# Culture and Climate

## Goals

- Build a system-wide culture of equity where all students and staff feel safe and respected, know that they matter, and that they add value.

## Actions Steps

- **Students will-** Be in culturally responsive classrooms, have the ability to share cultures/holidays, engage in an SEL curriculum and high school specific- lead conversations, programs and activities (training in courageous conversations with student assemblies on specific topics on race and equity).
- **Faculty will-** Post signs of safety and visuals of cultures, greet all students, ensure all cultures are celebrated, implement culturally responsive teaching, be mindful of literature, be culturally sensitive toward families, participate in recommended IDEAS courses, assist with various clubs in helping students advocate for equity.
- **Each building will give parents the opportunity to-** participate in various activities, visit schools during events (community meeting to hear from students regarding work in areas of racial equity). Participate in events in which PTCs considered equity and culture in their event and budget planning, participate in events after thoughtful setup (possible survey at beginning of the year), participate in ALL School Read Activities, communicate efficiently with staff and students (email, phone etc.)
- **Administrators in each building will-** Establish a culture and climate committee, ensure PD related to equity is in place in an ongoing manner, provide transparency and common language for parents to use at home (conversations/training), provide support to staff to purchase culturally responsive materials, evaluate staff equitably, cultural sensitivity toward families, join the conversation

# Culture and Climate

## Implementation

- Communicated purpose of subcommittee: *Provide supports to school leaders to Build a system-wide culture of equity where all students and staff feel safe and respected, know that they matter, and that they add value.*
- Surveyed and interviewed principals to gather information about culture and climate as well as practices that support equity
- Recommendations shared with principals

## Next Steps

- Strengthen cohesion of Culture and Climate Committees across each school
- Use DATA analysis to intentionally drive actions that address the needs of marginalized students
  - District Survey and Adolescent Health Risk Surveys
  - Student discipline, Over-identification of Special education, Attendance
- Provide support to school leaders on building a culture of equity using existing leverage points and developing “look fors” and other resources/tools
- Members of REAL Coalition and SEL Committee will develop guidance on Culturally Responsive SEL
- Continue to support student led efforts on equity

# Teaching & Learning: Curriculum

## Goals

- Ensure our students receive a culturally responsive curriculum in all schools from grades PreK-12.
- Build our capacity for curriculum development and instructional practices through the lense of equity and culturally responsiveness.

## Actions Steps

- Adopt the three tiered structure: “Know Yourself, Know Your Students, and Know Your Practice” to establish a common understanding of Culturally Responsive Teaching.
- Develop a “Roadmap to Becoming a Culturally Responsive Educator” that provides teachers and leaders with a common set of resources.
  - Enlist feedback from K-12 Curriculum Cabinet and School Leadership Team
- Continue to facilitate communication between the REAL Sub-committee, the K-12 Curriculum Cabinet and the SLT to ensure a thoughtful and coordinated approach.

# Teaching & Learning: Curriculum

## Implementation

- Working draft of the “Roadmap to Becoming a Culturally Responsive Educator” developed and shared with K-12 Curriculum Leaders, REAL Steering Committee, and School Leadership Team for feedback; meetings and discussion have been robust and valuable to strengthening understanding and cohesion of practices
- Use our [Lens for Instruction](#) document to guide our focus on the instructional core.
  - Identify a handful of key domains for educators to consider to increase the academic performance of underperforming students.
  - Compile strategies and practices that best bridge the gaps in content specific literacy skills .

## Next Steps

- Complete Road Map and prepare to share with district leadership team; focus on building understanding and establishing “look fors” in culturally responsive teaching
- Align Road Map to larger district framework for integrative teaching and learning
- Add a committee member from Special Education to the Curriculum Sub-committee (2019-2020)
- Learn more about the *Performance Matters* data management system and explore ways it may support our work.

# Professional Learning & Growth

## Goals

- Create a model of PD related to race, equity, and access that is sustainable and impactful, linked to evaluation and expectations, and addresses all district employees, differentiating as appropriate
- Provide professional development to all faculty members to directly overcome implicit and explicit bias that allows staff to engage consistently in difficult conversations, for example, about race, ethnicity, religion, sexual identity, gender identity, sexual orientation, language proficiency, and other matters of diversity

## Actions Steps

- Develop and implement a system-wide, evidence-based professional learning program that encompasses culturally responsive teaching, cultural proficiency, and courageous conversations
- Developing professional resources of support for staff of color (e.g. affinity groups, mentoring, etc)
- Differentiating PD offerings by interest and readiness and coordinating those efforts with building-based and district-wide PD

# Professional Learning & Growth

## Implementation

- November 21st District Professional Development Day: Racial Equity in Action (Pilot model of differentiation)
- Ongoing opportunities for professional development including:
  - Initiatives for Developing Equity and Achievement for Students (IDEAS) courses, workshops, and school consultation, METCO Conference, SRI Leadership
  - Building based trainings from Teaching Tolerance: Interrupt, Question, Educate, Echo
- District Leadership Team: Focused on Leading for Learning Through the Lens of Equity & Inclusion
- Increase focus on most-engaged, most-skilled group
- Pilot model at the NHS - self
- Provided PD for newly formed MALANA (Multi-Race, Asian, Latinx, Native American) Group
- Plans underway for summer courses, summer reading, curriculum/instruction projects



# Professional Learning & Growth

## Next Steps

- Identify and align aspects of teacher rubric that pertain to culturally responsive teaching and provide explicit training for evaluators
- Continue to implement system-wide professional learning that encompasses culturally responsive practices, courageous conversations, and effective instructional and interventions
- Assess the district's current Professional Learning and plan for a cohesive program

# Policy and Practice

## Goals

- Review policies and practices through the lens of equity and inclusion and recommend revisions where necessary; collaborate with the School Committee to ensure transparency and accountability
- Develop a system-wide process for implementation, enforcement, and reporting of disciplinary matters.
- Review the District Curriculum Accommodation Plan (DCAP) through the lens of equity and make any necessary revisions

## Actions Steps

- Update student placement procedures in student handbooks to ensure consistency
- Review student attendance, discipline, special education referrals, and related areas of concern to ensure inclusive and supportive policies and practices

# Policy and Practice

## Implementation

- Guidelines for Responding to Hate and Bias
- Guidelines for class placement and course selection
- Special education enrollment disaggregated by subgroup: ELL, raced, SES - next steps to analyze and identify trends (e.g. disproportionality of students identified into special education)
- Tiered Focus Monitoring Self Assessment completed and submitted to DESE for review.
- Draft Memorandum of Understanding (MOU) between Police Chief and Superintendent that includes language around training (e.g., cultural proficiency training) for the School Resource Officer and interaction with all students on and off campus.

## Next Steps

- Continue to review and update policies to ensure equitable practices
- Include student placement procedures in student handbooks to ensure consistency
- Review student attendance, discipline, special education referrals, and related areas of concern to ensure inclusive and supportive policies and practices

# Employment Practices

## Goals

- All students regardless of race, economic status, English language proficiency will have equitable access to diverse high quality educators and school leaders
- Leverage teacher evaluation system to clarify expectations and evaluate teacher competence with culturally proficiency and culturally responsive teaching practices

## Action Steps

- Prioritize diversification of staff
- Review and Update Hiring Practices
- Develop Retention Practices
- Training for evaluators on what to look for
- Develop tools to support process of observation

# Employment Practices

## Implementation

- Prioritize diversification of staff
  - Participated in five (5) diversity job fairs.
  - Created new recruitment materials
  - Joined the Massachusetts Partnership for Diversity in Education organization
- Review and Update Hiring Practices
  - Consistently use questions in interview process to understand candidates and experience, skills, facility and work with diverse population
- Develop Retention Practices
  - Created a working group to assist in the formation of a MALANA (Multi-racial, African American, Latinx, Native American, Asian and Native American) group
  - Established a MALANA's professional learning opportunity with the support of Dr. Maureen Walker
- Training for evaluators on what to look for
  - During three District Leadership Team meetings, the team has begun a review of those aspects of their evaluation that are directly tied to our equity work. By working in small groups we shared a dilemmas and worked in teams to develop a new perspective on the work.
- Develop tools to support process of observation
  - Support for Goals and Action Steps
  - Resources have been included in the HR Newsletter to support this work

# Employment Practices

## Next Steps

- Continue prioritizing diversification of staff, updating hiring practices, and developing retention practices
- Continue to shape “look fors” based on Portrait and the district’s evolving Roadmap for culturally and linguistically responsive instruction
- Provide support to evaluators of staff of color to build understanding and skills with culturally responsive feedback

# Questions & Comments



**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Discussion**

**Portrait of a Needham Graduate Update**

Background Information:

- District staff have worked to consider action steps for year one of the five-year plan to implement the Portrait of a Needham Graduate.
- The enclosed presentation includes proposed actions for FY20.

Persons Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools





# FY20 DISTRICT ACTION PLAN

## YEAR 1 of Implementing our Vision: PORTRAIT OF A NEEDHAM GRADUATE

*School Committee presentation - June 18, 2019*

Continuing the District's commitment to Equity:  
Shared Vision of the Future for our *Pre-K to 12 Students*

**PREPARING *ALL* NEEDHAM PUBLIC SCHOOLS STUDENTS TO BE...**

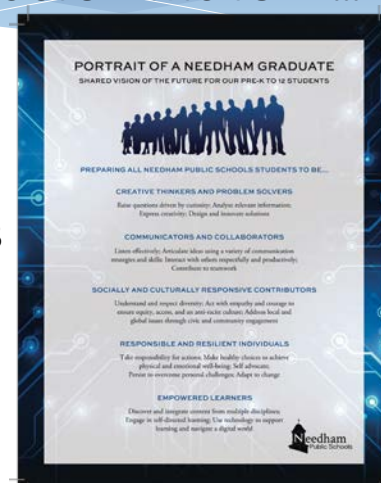
**CREATIVE THINKERS AND PROBLEM SOLVERS**

**COMMUNICATORS AND COLLABORATORS**

**SOCIALLY & CULTURALLY RESPONSIVE CONTRIBUTORS**

**RESPONSIBLE AND RESILIENT INDIVIDUALS**

**EMPOWERED LEARNERS**



## DISTRICT-WIDE APPROACH TO PORTRAIT IMPLEMENTATION

- Take Action steps over 5 years with success measured in terms of outcomes of our students (Portrait competencies)
- Start where we are now and work toward *DISTRICT PRIORITIES*:
  1. *All Students Are Drivers of Their Own Learning*
  2. *All Students Experience Integrative Teaching and Learning*
  3. *All Students Learn and Grow Within Adaptable Environments*
  4. *Infrastructure Supports Needs of All Students*

## PORTRAIT Roadmap FY20-FY25

PORTRAIT OF A NEEDHAM GRADUATE  
SHARED VISION OF THE FUTURE FOR OUR PRE-K TO 12 STUDENTS



Three years from now, we will work to **scale and optimize** the Actions for going forward.

FY22

FY23

As we refine the Actions needed four years from now and beyond, the **Portrait vision** will guide us.

In FY21, we will build on the initial year's Actions and start to **integrate** best practices and new ideas.

FY21

FY20

As we begin to implement the Portrait Plan, our focus is on the existing bright spots and foundational Actions we can take to **explore and prepare** for this work.

## **PORTRAIT Roadmap FY20-FY25**

### **1. ALL STUDENTS ARE DRIVERS OF THEIR OWN LEARNING**

Expand opportunities for student-centered learning, including independent study, career exploration, elective paths; Integrate technology to support personalized learning.

**FY22**

**FY23**

*We envision: Every student engaged in student-centered learning, with choice and voice in how they learn.*

Focus on students' opportunities for personalized learning; Identify/eliminate barriers to access.

**FY21**

**FY20**

Collect data and assess our current practices; Introduce our students to Portrait competencies.

### **Priority 1: ALL STUDENTS ARE DRIVERS OF THEIR OWN LEARNING**

#### *Strategic Objective A:*

Incorporate opportunities for student choice, independent learning, personalized pathways

#### *Strategic Objective B:*

Provide structures and experiences that enable student efficacy, leadership, and voice

#### *Strategic Objective C:*

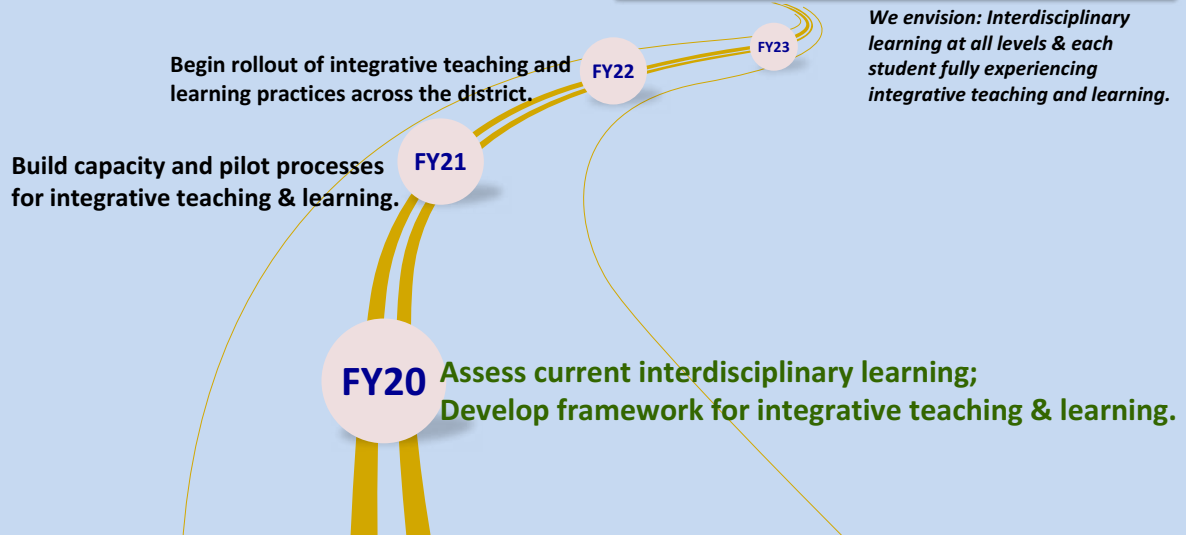
Teach students content and skills necessary for them to grow personally and academically

### ***ACTIONS for exploring & preparing in FY20:***

- Develop common understanding of student-centered learning & assess current practices
- Launch Full-Day Kindergarten and document fit with Portrait competencies
- Assess & expand existing structures/experiences for student efficacy, leadership, voice
- Continue to align Science and Social Studies curriculum and student-centered instruction to state standards
- Introduce Portrait to all students in developmentally appropriate ways
- Report results of student self-assessment on Portrait competencies

## **PORTRAIT Roadmap FY20-FY25**

### **2. ALL STUDENTS EXPERIENCE INTEGRATIVE TEACHING & LEARNING**



### **Priority 2: ALL STUDENTS EXPERIENCE INTEGRATIVE TEACHING & LEARNING**

<p><i>Strategic Objective A:</i> Extend interdisciplinary teaching and learning practices Pre-K to 12</p>	<p><i>Strategic Objective B:</i> Embed Portrait competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices</p>	<p><i>Strategic Objective C:</i> Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression</p>
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### ***ACTIONS for exploring, preparing, and bringing cohesion to our work in FY20:***

- Develop common understanding of interdisciplinary teaching and learning and assess current practices
- Support existing interdisciplinary teaching and highlight best practices
- Align and synthesize district's multiple plans, initiatives, and assessments\*
- Develop framework for integrative teaching & learning

\* Technology Strategic Plan, District Curriculum Accommodation Plan, District Framework for Social & Emotional Learning, Equity REAL Plan, multiple assessment methods, Portrait

## PORTRAIT Roadmap FY20-FY25

### 3. ALL STUDENTS LEARN & GROW WITHIN ADAPTABLE ENVIRONMENTS

Provide schedules to allow for internships & flex time;  
Expand K2 model, makerspaces, break-out rooms;  
Pilot cross-grade/multi-age classrooms, Innovation  
Cluster; Offer more accessible field trips/travel.

FY22

FY23

*We envision: Flexible spaces & schedules  
for full engagement within school, and  
learning enhanced outside with local &  
global community and in partnership  
with families.*

Continue to plan for  
providing adaptable  
environments and  
engage community  
in Portrait process.

FY 21

FY20

**Develop plans for providing adaptable environments;  
Provide Family Education on Portrait.**

### Priority 3: ALL STUDENTS LEARN & GROW WITHIN ADAPTABLE ENVIRONMENTS

#### Strategic Objective A:

Support and design classroom models  
and environments that foster  
collaboration & innovation

#### Strategic Objective B:

Provide time, schedules, and spaces  
that promote learning objectives

#### Strategic Objective C:

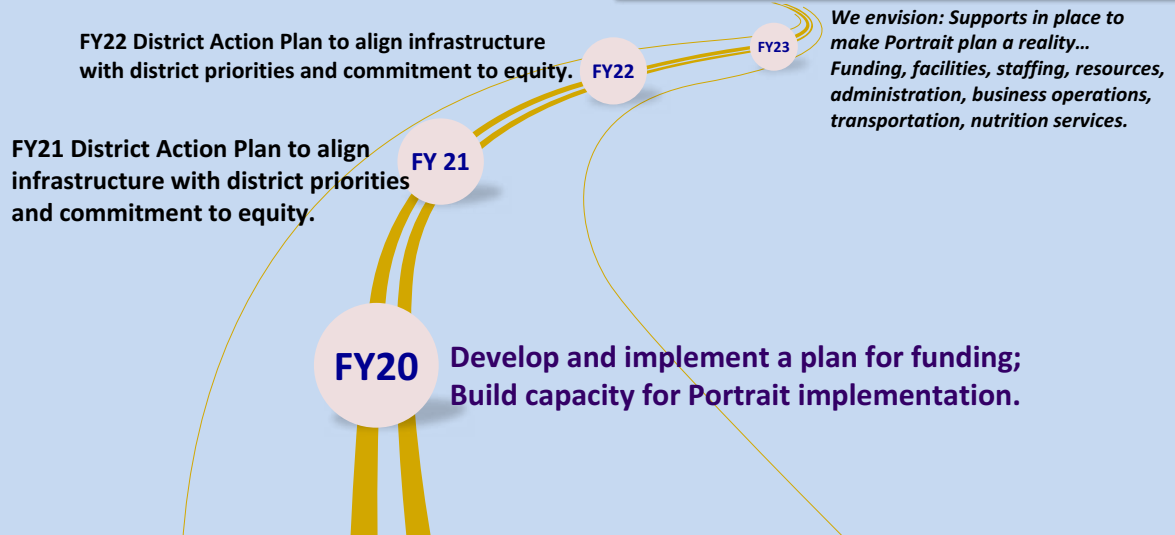
Complement instruction with accessible  
learning beyond the classroom, within  
community, and in partnership with  
families

### ***ACTIONS for exploring & preparing in FY20:***

- Plan for expansion of classroom models and environments for collaboration, innovation, cross-grade & multi-age learning experiences (e.g., Buddy classes)
- Develop plans for alternative scheduling
- Plan and prepare to adapt existing spaces within classrooms & schools to meet students' needs (e.g., creative seating, standing desks)
- Evaluate learning opportunities beyond the classroom for accessibility & Portrait alignment
- Partner with community members and businesses to plan for learning opportunities beyond the classroom (e.g., internships)
- Provide Family education on Portrait and preparing all students for their future

## PORTRAIT Roadmap FY20-FY25

### 4. INFRASTRUCTURE SUPPORTS NEEDS OF ALL STUDENTS



#### Priority 4: INFRASTRUCTURE SUPPORTS NEEDS OF ALL STUDENTS

<i>Strategic Objective A:</i> Provide staffing, facilities, and budget resources aligned to district priorities	<i>Strategic Objective B:</i> Implement recruitment, retention, and development process for staff growth and diversity	<i>Strategic Objective C:</i> Establish a professional learning structure supporting equity and the Portrait vision
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#### ***ACTIONS for exploring & preparing in FY20:***

- Prepare FY21 District Budget supporting equity and Portrait vision
- Assess potential impact of Portrait plans on the district's future organizational structure, staffing, facilities, business operations and systems, transportation, & nutrition services
- Formalize Human Resources plans and structures for recruitment and retention of diverse & qualified staff
- Assess the district's current Professional Learning and plan for a cohesive program (e.g., Portrait of A Needham Educator)

## NEXT STEPS

- ✓ School Committee approval of FY20 District Plan at July School Committee Meeting
- ✓ Systems, processes, & structures will be created to complete work outlined in this plan
- ✓ Annual District Plans over 5 years will build on FY20 actions/outcomes to integrate, scale, and optimize the implementation of our Vision
- ✓ Portrait progress will be reported as actions/outcomes of District Plan, School Improvement Plans, Department Goals, Professional Practice Goals, and Evaluations

*District's commitment to Equity: Portrait planning focuses on  
ALL our students and the impact of our actions on them*



## QUESTIONS? COMMENTS?



## FY20 DISTRICT ACTION PLAN

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Discussion**

**School Committee Policies Second Reading**

BDFB Student Advisory to School Committee  
BEDH Public Participation in School Committee Meetings

Background Information:

- This is the second reading of these policies.
- The policies will be brought back for a vote at a subsequent meeting.

Persons Available for Presentation:

Dr. Connie Barr, Policy Subcommittee Member  
Mr. Aaron Pressman, Policy Subcommittee Member  
Mr. Matt Spengler, Policy Subcommittee Member



# DRAFT 6-18-19

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

BDFB

Policy for:		Revision
STUDENT ADVISORY TO THE SCHOOL COMMITTEE		
Date Approved by School Committee:	Signature of Chair:	Page 1 of 1

The Student Advisory Committee (SAC) to the School Committee serves as a liaison between the students and the School Committee. The SAC provides information and opinion of the students' points of view pertinent to issues arising before the School Committee. The SAC brings to the School Committee specific proposals and items of concern to the student body and initiates, on behalf of the students, proposals for presentation to the School Committee.

The chair of the SAC will be an *ex officio*, non-voting member of the School Committee without the right to attend executive session unless such right is expressly granted by the School Committee.

The SAC membership and selection process will be defined by the Needham High School Student Council.

Reference: M.G.L. Chapter 71, Section 38M

# DRAFT 6-18-19

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

BEDH

Policy for:  PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS	Revision
Date Approved by School Committee:  Signature of Chair:	Page 1 of 3

In accordance with state law, all meetings of the School Committee, its subcommittees, and its advisory committees shall be open to the public, except for Executive Sessions properly convened under applicable statute. While the law grants the public the right only to observe public meetings, the Committee recognizes that meetings may provide an important opportunity for the Committee to hear the viewpoints of citizens.

## Public Comment Period

The School Committee will provide a period during each meeting, generally not to exceed ten minutes, for public statements or comments on matters within the scope of the School Committee's authority. These matters primarily include the budget for the Needham Public Schools, the educational goals and policies of the Needham Public Schools, and the performance of the Superintendent.

Members of the public planning to speak during the Public Comment Period should inform the Chair of the Committee in advance, either by e-mail or in person prior to the start of the meeting. Such advance notice is not required but is helpful. During the period allotted to public comments, the Chair of the meeting will recognize first those who have communicated in advance their desire to speak. If time allows, other individuals wishing to speak will be recognized at the discretion of the Chair.

To facilitate timely completion of the business of the meeting, public comments will not be allowed during other portions of the meeting.

# DRAFT 6-18-19

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

BEDH

Policy for:  PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS	Revision
Date Approved by School Committee:	Signature of Chair:  Page 2 of 3

## Guidelines for Public Comments

1. Public comments should be addressed to the Chair.
2. Persons making public comments must identify themselves by name and city or town of residence and any affiliation relevant to the comments to be made.
3. Comments may be either oral or written; if written, copies should be provided for the School Committee if possible.
4. Speakers will have three minutes to present their material.
5. Comments must be limited to matters that are within the scope of the School Committee's authority. Comments involving staff members or students must concern the educational goals, policies, or budget of the Needham Public Schools or the performance of the Superintendent.
6. As the time allotted to public comments is limited, large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to comment. The Chair may limit multiple statements that reiterate similar viewpoints.
7. The Chair will not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech that is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court of law to be defamatory, and/or sexually explicit comments made to appeal to prurient interests. Verbal comments may also be curtailed once they exceed the three-minute time limit set forth in the policy and/or to the extent they exceed the scope of the School Committee's authority.

# DRAFT 6-18-19

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

BEDH

Policy for:  PUBLIC PARTICPATION IN SCHOOL COMMITTEE MEETINGS	Revision
Date Approved by School Committee: Signature of Chair:	Page 3 of 3

## The School Committee's Role in Public Comment Period

The Public Comment Period is not a time for debate or response by the School Committee. Comments made during the Public Comment Period do not necessarily reflect the views or the positions of the School Committee. Because of Constitutional principles of free speech, the School Committee does not have the authority to prevent all speech that may be upsetting and/or offensive during the Public Comment Period.

## Communications to and from School Committee Members

Speaking during the Public Comment Period is only one means of communicating with the Committee. Members of the Public are encouraged to ask questions of or express opinions to the Committee by U.S. mail, e-mail, or by phone. An e-mail address is available for that purpose. Whether received through the Public Comment Period or other methods, the Chair of the Committee may summarize questions and answers of general interest at the start of a future School Committee meeting and/or may include some matters on the agenda of a future Committee meeting. Other matters may be referred to the Superintendent for administrative response.

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Approve Contracts for Legal Services**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the contracts to Stoneman, Chandler and Miller and Morgan, Brown & Joy for the period July 1, 2019 to June 30, 2022, subject to the terms as submitted.



# NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS  
ANNE GULATI, ASSISTANT SUPERINTENDENT  
1330 HIGHLAND AVENUE \* NEEDHAM, MA 02492  
781-455-0400 EXT. 206 \* 781-455-0417 (FAX)

June 11, 2019

To: Needham School Committee  
From: Anne Gulati, Director of Financial Operations  
RE: Renewal of Legal Services Agreement – Collective Bargaining & General School Law Services

The School Committee's three-year contracts for legal services with Stoneman, Chandler and Miller (SCM) and Morgan, Brown & Joy (MBJ) will expire on June 30, 2019. As you know, SCM represents the School Committee in matters of special education and general school law. MBJ represents the School Committee in collective bargaining and in matters of labor law and general school law. At this time, the Business Office proposes that you consider renewing your contracts with these firms for three additional years, covering the period July 1, 2019 – June 30, 2022.

*Stoneman, Chandler & Miller:*

Under the current contract, SCM provides representation according to the Terms of Engagement summarized in Attachment A. The hourly rate for services is \$200/hour and applies to any SCM attorney. This rate represents a \$25/hour increase over the current \$175/hour rate and is consistent with the \$200 average hourly rate paid in our comparable communities, as presented in Attachment C. In addition, SCM charges for automobile mileage expenses incurred in the performance of work at the IRS rate, as well as online research, with prior approval from school personnel. Additional charges may be incurred for parking fees, photocopying, faxing, telephone and postage. SCM will not charge for secretarial services, materials or other ordinary administrative overhead costs.

Partner Rebecca Bryant will serve as Needham's primary contact within the firm.

*Morgan, Brown & Joy:*

MBJ currently provides representation under the Terms of Engagement described in Attachment B. The new rate is: \$250/hour for Dave Connelly/partners and \$200/hour for associates, subject to a 3% annual increase, rounded to the nearest \$5 increment to reflect increased costs. This rate is less than MBJ's initial proposal of \$250 for all services, and is more in line with the \$200 average hourly rate in our comparison communities. However, it does represent a \$30/\$15 per hour increase over our current rates of \$220/hour for Dave Connelly/Keith Muntyan and \$185/hour for all other attorneys.

MBJ also charges for automobile mileage expenses at the IRS rate, and for online research with prior approval. MBJ does not charge for secretarial services, photocopying, faxing, postage, telephone, cell phone charges, materials or other such ordinary administrative overhead costs.

Partner Dave Connelly will serve as Needham's primary contact within the firm.

*Recommendation:*

The School Committee is asked to vote to approve new contracts for the FY20-22 School Years, subject to the attached terms. Legal services are exempt from the Massachusetts Uniform Procurement Act under Ch30B, s 1(b)15.

ALG/alg  
Attachment(s)

**ADDENDUM A**  
**ADDITIONAL TERMS OF ENGAGEMENT**

The following additional terms of engagement apply to Stoneman, Chandler & Miller LLP's (SCM) representation of the Needham Public Schools, effective July 1, 2019 through June 30, 2022.

- **Scope:** The School Committee will retain SCM to represent and advise it in matters of special education and general school law. Special education services include: consultation on all special education matters, both in telephone and in person; review of student records, proposed IEP's and case files; initial assessment of all potential appeals cases; research and legal opinions on all special education matters; attendance at TEAM meetings when necessary; all correspondence related to special education matters; periodic emails and advisory opinions relative to special education; in-service meetings; all other special education services (e.g., hearings before BSEA, court litigation, representation at mediation sessions when necessary and negotiating and drafting settlement agreements, etc.). General school law services include: consultation on all school law matters, either in telephone and in person; research and legal opinions on school law matters; correspondence related to school law matters; periodic emails and advisory opinions relative to school law matters; review and drafting of policy statements and routine contracts; initial consultation on student discipline cases; representation at meetings and before the school committee on school law matters; in-service meetings, attendance at school committee meetings, when necessary; and all other school law matters (e.g., hearings, investigations, representation before courts and administrative agencies.)
- **Duration:** This retention agreement will cover a three-year term, but is terminable at will at any time by either party with sixty (60) days' notice.
- **Fees:** Throughout the term of this agreement, the hourly rate for any SCM attorney will be \$200.
- **Primary contact:** Rebecca Bryant will serve as the primary contact within the firm, but this in no way limits the School Committee's access to any of other lawyers in the firm and SCM. The Contractor reserves the right to assign other attorneys within the firm to various matters as the need arises.
- **Costs:** SCM will charge for lawyers' time at the agreed rates and for automobile mileage expenses incurred in the performance of work under this contract at the IRS rate. SCM will charge for online research with prior approval from school personnel. Additional charges may be incurred for parking fees, photocopying, faxing, telephone and postage. SCM will not charge for secretarial services, materials or other ordinary administrative overhead costs.



**ATTACHMENT A**  
**TERMS OF ENGAGEMENT**  
**MORGAN, BROWN & JOY**

The following additional terms of engagement are presented to the Needham Public School Committee regarding Morgan, Brown & Joy's (MB&J) representation of the Needham Public Schools (School Committee), effective July 1, 2019 through June 30, 2020.

- **Scope:** The School Committee will retain MB&J to represent it in collective bargaining and to advise it on matters of labor/employment and general school law.
- **Duration:** This retention agreement will cover a three-year term, but is terminable at will at any time by the School Committee.
- **Fees:** \$250/hour for partners and \$200/hour for associates. Effective July first of each year, MBJ normally increases the hourly billing rates by 3%, rounded to the nearest \$5 increment to reflect increased costs.
- **Primary contact:** Dave Connelly will serve as the primary contact within the firm, but this in no way limits the School Committee's access to any of other lawyers in our office. MB&J will provide a list of lawyers who have extensive experience negotiating contracts and will provide general labor and employment law advice to the School Committee.
- **Negotiators:** Dave Connelly will make every effort to personally attend all bargaining sessions with the teachers. Mr. Connelly will try to be available to bargain the other five contracts as his schedule permits. When Mr. Connelly's schedule does not permit him to attend a course of bargaining, another MBJ lawyer will almost always be available to work with you. MB&J is mindful that there are many benefits to the Committee if there is a maximum degree of continuity in the lawyers it deals with. For this reason, Mr. Connelly will do his best to be available to the School Committee year-round. Again, however, if an emergency situation arises, in which the aforementioned attorney is not available, we have several other experienced people ready to step up to assist the School Committee in any way it needs.
- **Costs:** MB&J will charge for lawyers' time at the agreed rates and for automobile mileage expenses to and from Needham at the IRS rate. We will charge for online research with prior approval from you. We will not charge for secretarial services, photocopying, faxing, postage, telephone, cell phone charges, materials or other such ordinary administrative overhead costs.

Attachment C  
Comparable Community Rates  
2018/19

FY19	Holliston	Medfield	Needham	Newton	Walpole	Wellesley	Westwood	Avg (No NPS)
Labor Law	245	225	185/220	220	170	155	175	198
SpEd Law	190	225	175	In House	170	195	235	203
General Matters	245	225	185/220	In House	170	155	175	194

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Approve FY20 Revolving Fund Budgets**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the FY20 Revolving Funds budgets as submitted.

## ***NEEDHAM SCHOOL COMMITTEE***

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

**Date:** June 18, 2019

**Item Title:** **FY 2019/20 Revolving Funds**

**Item Description:** The attached document summarizes FY 2019/20 revolving fund fees, and program changes planned for next school year.

The School Committee previously approved the budgets and fees of the Community Education, Preschool, Athletics and Transportation on **February 5, 2019**. This agenda item is to approve the budgets and fees of the remaining revolving fund programs for FY20.

Comparable fees from other communities can be found at:  
[www.superednet.com](http://www.superednet.com).

**Recommendation/Options:** That the School Committee approve the attached fees for FY 2019/20.

**Rationale:**

**Implementation Implications:**

**Supporting Data:** Summary of FY 2019/20 Revolving Fund Fees and Program Changes.

School Committee (circle one)

Action      Information      Discussion      Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Anne Gulati  
Director of Financial Operations

## Attachment A

### FY 2019/20 Revolving Fund Summary

Revolving Fund	Fee FY19	Fee FY20	\$ Increase/(Decrease)	Description of Change/ Statutory Authority
Nutrition Services	<u>Student Prices</u> \$2.60/ Meal ES \$2.85/ Meal MS & HS \$3.60/ Gourmet MS & HS \$3.35/ Middle Salad Bar \$3.60/ HS Salad Bar \$0/ Reduced Price Lunch \$1.25/ ES Breakfast \$1.75/ MS Breakfast \$2.00/ HS Breakfast \$0/ Reduced Price B'kfast  <u>Adult Lunch Prices</u> \$3.60/ Regular \$3.83/ Elementary Gourmet \$4.30/ Secondary Gourmet \$4.30/ Secondary Salad Bar  <u>Adult Breakfast Prices</u> \$1.65/ Elementary \$2.00/ Secondary	<u>Student Prices</u> \$3.00/ Meal ES \$3.25/ Meal MS & HS \$4.00/ Gourmet MS & HS \$3.75/ Middle Salad Bar \$4.00/ HS Salad Bar \$0/ Reduced Price Lunch \$1.75/ ES Breakfast \$2.00/ MS Breakfast \$2.00/ HS Breakfast \$0/ Reduced Price B'kfast  <u>Adult Lunch Prices</u> \$4.00/ Regular \$4.23/ Elementary Gourmet \$4.70/ Secondary Gourmet \$4.70/ Secondary Salad Bar  <u>Adult Breakfast Prices</u> \$2.00/ Elementary \$2.25/ Secondary	\$0.40 \$0.40 \$0.40 \$0.40 \$0.40 \$0 \$0.50 \$0.25 \$0 \$0  \$0.40 \$0.40 \$0.40 \$0.40  \$0.35 \$0.25	Fee increase to cover program costs. No change to program structure. Chapter 548 of the Acts of 1948.
Pupil Transportation	\$415/ Rider @ 2.0 Miles, Increasing to \$465 after Registration Deadline	\$415/ Rider @ 2.0 Miles, Increasing to \$465 after Registration Deadline	\$0/ Rider	No Change to User Fee or Program Subsidy. MGL Ch. 44, s53E 1/2.

	\$840 Family Cap \$376,817 Operating Subsidy	\$840 Family Cap \$376,817 Operating Subsidy	\$0/ Family \$0/ Subsidy	
High School Athletics	<p>\$285/ Interscholastic Athlete Per Sport \$225/ Club Athlete Per Sport \$1140 Family Cap + User Fee Venue Surcharges: \$300/ Hockey &amp; Ski \$50/ Swim &amp; Dive \$175/ JV2 Hockey \$175/ Sailing, Squash, Fencing \$75/ Bowling &amp; Water Polo \$225/ Snowboarding</p> <p>Gate Fees: \$7 Adults \$5 Students/Seniors * Gate fees waived for fee-paying athletes.</p> <p><u>Middle School Sport Fees:</u> \$225/ Cross Country, Field Hockey, Track, Ultimate Frisbee + User Fee Venue Surcharges: \$25/ Co-Ed Volleyball, Basketball, Softball, Boys Volleyball, Wrestling</p>	<p>\$300/ Interscholastic Athlete Per Sport \$235/ Club Athlete Per Sport \$1140 Family Cap + User Fee Venue Surcharges: \$330/ Hockey &amp; Ski \$55/ Swim &amp; Dive \$175/ JV2 Hockey \$190/ Sailing, Squash, Fencing \$80/ Bowling &amp; Water Polo \$250/ Snowboarding</p> <p>Gate Fees: \$7 Adults \$5 Students/Seniors * Gate fees waived for fee-paying athletes.</p> <p><u>Middle School Sport Fees:</u> \$235/ Cross Country, Field Hockey, Track, Ultimate Frisbee + User Fee Venue Surcharges: \$25/ Co-Ed Volleyball, Basketball, Softball, Boys Volleyball, Wrestling</p>	<p>\$15/ Athlete  \$10/ Athlete \$0  \$30/ Athlete \$5/ Athlete \$0/ Athlete \$15/ Athlete  \$5/ Athlete \$25/ Athlete  \$0 \$0  \$10/ Athlete  \$0</p>	<p>For Fiscal Sustainability:</p> <ul style="list-style-type: none"> <li>• Increase User Fee (\$15 for Interscholastic, \$10 for Club and Middle);</li> <li>• Increase Surcharges by Approximately 10%;</li> <li>• Increase Operating Allocation by \$40,000</li> </ul> <p>Implement new Unified Sports Basketball Team</p> <p>MGL Ch 71, s47.</p>
Integrated Preschool	<p>\$4,620/ 4-Day AM &amp; PM @ 2.5 Hrs \$3,465 / 3-Day AM &amp; PM @</p>	<p>\$4,620/ 4-Day AM &amp; PM @ 2.5 Hrs \$3,465 / 3-Day AM &amp; PM @ 2.5</p>	<p>\$0  \$0</p>	<ul style="list-style-type: none"> <li>• No change to User Fees.</li> <li>• Eliminate Fee-Based Lunch Bunch for Half-</li> </ul>

	2.5 Hrs \$11,435/ 4-Day Full-Day \$8,580/ 3-Day Full-Day  Lunch Bunch \$16.50/Day for School Year  \$250 4 Two-Week Summer \$190 3 Two-Week Summer	Hrs \$11,435/ 4-Day Full-Day \$8,580/ 3-Day Full-Day  Lunch Bunch \$16.50/Day for School Year  \$250 4 Two-Week Summer \$190 3 Two-Week Summer	\$0 \$0  \$0  \$0 \$0	Day Students <ul style="list-style-type: none"> <li>Use Surplus Fund Balance to Purchase Custom Shade Shelter For Preschool Playground.</li> </ul> MGL Ch 71, s47.
Early Childcare Program	N/A	\$110/Day Infants \$100/Day Toddlers	\$110/Day Infants \$100/Day Toddlers	New Program in FY20  MGL Ch 71, s26A
KASE	\$2,040/ 2-Day Week \$2,900/ 3-Day Week \$3,540/ 4-Day Week \$4,180/ 5-Day Week	Program Disbands June 30, 2019 to Allow Implementation of Full- Day Kindergarten	N/A	Program Disbands at End of 2018/19 School Year, to Allow Implementation of Full-Day Kindergarten  MGL Ch 71, s47.
Tutoring	\$10 Tutor Registration Fee \$50/Hour Tutoring Rate Paid Directly to Tutor	\$10 Tutor Registration Fee \$50/Hour Tutoring Rate Paid Directly to Tutor	\$0 \$0	No change to program or fee structure. MGL Ch 71, s47.
NCE Elementary	Fees Range from \$15-\$225 Across 125 Planned Course Offerings.	Fees Range from \$75-\$205 Across 112 Planned Course Offerings.	Varies with Specific Course	No change to program or fee structure. MGL Ch 71, s47.
Summer School	Fees Range from \$75-\$600 Across 140 Planned Course Offerings	Fees Range from \$89-\$600 Across 140 Planned Course Offerings	Varies with Specific Course	No change to program or fees structure. MGL Ch 71, s71E.
Summer Sports Clinics	Fees Range from \$75-\$250	Fees Range from \$75-\$200	Varies with Specific Course	No change to program or fees structure. MGL Ch 71, s71E.

NCE Middle	Fees Range from \$20-\$350 Across 50 Planned Course Offerings, plus ASAP daily enrichment program.	Fees Range from \$22-\$365 Across 50 Planned Course Offerings, plus ASAP daily enrichment program.	Varies with Specific Course	No change to fee or program structure. Small fee adjustment to cover increases in overhead (credit card fees and salaries.) MGL Ch 71, s47.
Adult Education	Fees Range from \$15-\$665 Across 230 Planned Course Offerings	Fees Range from \$15-\$665 Across 250 Planned Course Offerings	Varies with Specific Course	No change to fee or program structure. Small fee adjustment to cover increases in overhead (credit card fees and salaries.) MGL Ch 71, s71E.
Science Center Afterschool Programs	Now offered through Community Education.	Now offered through Community Education.	N/A	Use of fund discontinued.
Broadmeadow School Rental Income	\$0.41/ Student Hour	\$0.41/ Student Hour	\$0	No change to program or fee. MGL Ch 71, s71E.
Eliot School Rental Income	\$0.41/ Student Hour	\$0.41/ Student Hour	\$0	No change to program or fee. MGL Ch 71, s71E.
Williams School Rental Income	\$0.41/ Student Hour	\$0.41/ Student Hour	\$0	No change to program or fee. Program formerly known as Hillside School Rental Income. MGL Ch 71, s71E.
Mitchell School Rental Income	\$0.41/ Student Hour	\$0.41/ Student Hour	\$0	No change to program or fee. MGL Ch 71, s71E.
Newman School Rental Income	\$0.41/ Student Hour	\$0.41/ Student Hour	\$0	No change to program or fee. MGL Ch 71, s71E.
Eliot Book/	\$0/ Assignment Notebook	\$1/ Assignment Notebook	\$1/ Assignment Book	Fee reinstated to cover



Equipment Sales				program costs. MGL Ch 71, s47.
Williams Book/ Equipment Sales	\$3.00/ Assignment Notebook	\$3.00/ Assignment Notebook	\$0	No fee increase or program changes. Program formerly known as Hillside Book/ Equipment Sales. MGL Ch 71, s47.
Newman Book/ Equipment Sales	\$0.00/ Assignment Notebook	\$0.00/ Assignment Notebook	\$0	No fee charged due to continued existence of accumulated fund balance to subsidize planner price. MGL Ch 71, s47.
High Rock Book/ Equipment Sales	\$0 – No Sales Planned	\$0 – No Sales Planned	\$0	No anticipated sales. MGL Ch 71, s47.
1:1 Device Purchase Program	N/A – Program ended in FY17	N/A – Program ended in FY17	N/A	No sales planned, program ended. MGL Ch 71, s47.
Pollard Book/ Equipment Sales	No Sales Planned	No Sales Planned	N/A	No sales planned. MGL Ch 71, s47.
High School Book/ Equipment Sales	\$12/ Student Planner	\$12/ Student Planner	\$0	No fee increase or program changes. MGL Ch 71, s47.
Fine & Performing Arts Sales to Students	\$11.00/ Recorder \$1.25 Neck Strap Fee \$5.00 Book Only Fee \$22/ BSO Ticket \$22/ Opera Ticket	\$11.00/ Recorder \$1.25 Neck Strap Fee \$5.00 Book Only Fee \$22/ BSO Ticket \$22/ Opera Ticket	\$0 \$0 \$0 \$0 \$0	No change to program, or to fees. MGL Ch 71, s47.
World Language Book/ Equipment Sales	\$4/ Spanish Exam \$4/ Latin Exam \$4/ French Exam \$3/ Medusa Mythology Exam \$18/ Spanish Workbooks \$16/French Workbooks \$8/ Student Novels	\$7/ Spanish Exam \$6/ Latin Exam \$9/ French Exam \$10/ Medusa Mythology Exam \$18/ Spanish Workbooks \$16/French Workbooks \$8/ Student Novels	\$3/ Exam \$2/ Exam \$5/ Exam \$7/ Exam \$0 \$0 \$0	Fee increase for exams to cover program costs. No fee increase for workbooks or novels. No program changes. MGL Ch 71, s47.

High Rock Lost Books	\$75/ Hardcover Book \$10/ Paperback Book	\$75/ Hardcover Book \$10/ Paperback Book	\$0 \$0	No fee increase or program changes. MGL Ch 44, s53.
Pollard Lost Books	\$75/ Hardcover Book \$10/ Paperback Book	\$75/ Hardcover Book \$10/ Paperback Book	\$0 \$0	No fee increase or program changes. MGL Ch 44, s53.
NHS Textbook Recovery	\$100/ Hardcover Book \$17/ Paperback Book	\$100/ Hardcover Book \$17/ Paperback Book	\$0 \$0	No fee increase or program changes. MGL Ch 44, s53.
Media Recovery	Pass-Through Replacement Fee; Varies by Book	Pass-Through Replacement Fee; Varies by Book	\$0	No increase in program or replacement cost. MGL Ch 44, s53.
School Equipment Recovery	New Pass-Through Replacement Fee; Varies by equipment	New Pass-Through Replacement Fee; Varies by equipment	N/A	No change to program or pass-through fee structure. MGL Ch 44, s53.
Curry College/ Sunita Williams Program Revolving Fund	No program in FY19	No program in FY20	\$0	Partnership with Lesley ended in FY18. New program with Curry College begins FY20 however is deferred to FY21 due to low enrollment.  Change in statutory reference to: MGL Ch. 71, s 71E (Staff Development)
High School Lockers	\$4.00/ Lock	\$7.00/ Lock	\$3.00/ Lock	Fee increase to cover lock cost. No program changes. MGL Ch 71, s47.

High School Parking	\$75/Permit per Full Year	\$100/Permit per Full Year	\$0	Fee increase to cover parking lot/traffic attendant position. Permit fees sold annually, rather than on semester basis. MGL Ch 71, s71E.
High School Testing	\$95/ AP Test Fee (\$10 Admin Fee + Pass-Thru Test Cost of \$85)	\$100/ AP Test Fee (\$15 Admin Fee + Pass-Thru Test Cost of \$85)	\$5/ Test	Increase in administrative fee (\$10 to \$15 for AP exam, \$10 to \$13 for PSAT exam), plus increase in pass-through PSAT test fee. MGL Ch 71, s47.
	\$26/ PSAT Test Fee (\$10 Admin Fee + Pass Thru Test Cost of \$16)	\$30/ PSAT Test Fee (\$13 Admin Fee + Pass Thru Test Cost of \$17)	\$4/ Test	
School Performing Groups	\$110/ Student Participation Fee (Pollard Jazz Band & Treble Choir; Elementary Honors Band, Strings and Choir; Town Orchestra; Pollard Middle School Honors Wind Ensemble) \$35 Sibling Rate	\$125/ Student Participation Fee (Pollard Jazz Band & Treble Choir; Elementary Honors Band, Strings, and Choir; Town Orchestra; Pollard Middle School Honors Wind Ensemble) \$35 Second Honors Ensemble Rate	\$15/ Student  \$0	Fee increase in student participation fee to pay new Honors Orchestra Director stipend. No changes to second ensemble fee. MGL Ch 71, s47.
Fee Based Music Instruction	Elementary Instrumental Group Lesson Fee: \$100/ Student Private Lesson Registration Fee: \$60 Private Music Instructor Fee Registration Fee: \$864/32 Weeks/30 Min	Elementary Instrumental Group Lesson Fee: \$100/ Student Private Lesson Registration Fee: \$60 Private Music Instructor Fee Registration Fee: \$864/32 Weeks/30 Min	\$0	No changes to program or fees. MGL Ch 71, s47.
			\$0	
			\$0	
Theatrical Productions (Formerly High School Musical)	\$15.00/ Adult Ticket NHS Musical	\$15.00/ Adult Ticket NHS Musical	\$0	Implement split ticket price for adults and students for the MS Musical and dramatic productions, to parallel the NHS Musical fee structure. No change to
	\$10/ Student Ticket NHS Musical	\$10/ Student Ticket NHS Musical	\$0	
	\$10.00/Ticket MS Musical	\$15.00/ Adult Ticket MS Musical \$10/ Student Ticket MS Musical	\$5/ Ticket (Adult) \$0/ Ticket (Student)	

	<p>\$10.00/Ticket MS &amp; HS Drama</p> <p>\$35.00/Student NHS Musical Costumes/Materials Fee</p>	<p>\$15.00/ Adult Ticket MS &amp; HS Drama \$10/ Student Ticket MS &amp; HS Drama</p> <p>\$35.00/Student NHS Musical Costumes/Materials Fee</p>	<p>\$5/ Ticket (Adult)</p> <p>\$0/ Ticket (Student)</p>	<p>fee for costumes/ materials.</p> <p>Increase in ticket price to ensure equity between MS and HS productions, including three new stipends: MS Set Director, MS Musical Technical Director, and MS Spring Play General Director. MGL Ch 71, s47.</p>
Graphic Arts	Prices Vary by Job Type; No Discount on In-House Orders, Except Apparel Printing	Prices Vary by Job Type; No Discount on In-House Orders, Except Apparel Printing	\$0	No changes to program or fees. MGL Ch 71, s47.
Production Center	<p>\$0.05/ Black/White Copy</p> <p>\$0.18/ Color Copy</p> <p>Pass Through/ Postage (or Bulk Rate)</p> <p>\$3.00/ Folding/Stuffing 250-piece Mailing</p> <p>\$6.00/ Folding/Stuffing 500-piece Mailing</p> <p>\$12.00/ Folding/Stuffing 1,000-piece Mailing</p>	<p>\$0.07/ Black/White Copy</p> <p>\$0.20/ Color Copy</p> <p>Pass Through/ Postage (or Bulk Rate)</p> <p>\$4.00/ Folding/Stuffing 250-piece Mailing</p> <p>\$7.00/ Folding/Stuffing 500-piece Mailing</p> <p>\$14.00/ Folding/Stuffing 1,000-piece Mailing</p>	<p>\$0.02/ copy</p> <p>\$0.02/ copy</p> <p>Pass Thru Rate Increase</p> <p>\$1.00/ 250-pieces</p> <p>\$1.00/ 250-pieces</p> <p>\$2.00/ 250-pieces</p>	<p>Fee increase to cover program costs, including machine replacement. No change to program structure. Pass-through rate for postage based on USPS rate. MGL Ch 71, s47.</p>
METCO Revolving Fund	Passes no longer sold by METCO. To be purchased from Transportation Department.	Passes no longer sold by METCO. To be purchased from Transportation Department.	N/A	Use of fund discontinued.
Science Center Professional Development	<p>\$75/Person for Professional Development Workshop + Materials</p> <p>\$600 Fee Cap for Large Group Enrollment</p> <p>\$200/Person 3-Program</p>	<p>\$75/Person for Professional Development Workshop + Materials</p> <p>\$600 Fee Cap for Large Group Enrollment</p> <p>\$200/Person 3-Program Series</p>	<p>\$0</p> <p>\$0</p> <p>\$0</p>	<p>No anticipated enrollment; No changes to program structure or fees. MGL Ch 71, s71E.</p>

	Series			
Staff Development	Fee Based on Program Offerings	Fee Based on Program Offerings	Fee Based on Program Offerings	No change to program or fees structure. MGL Ch 71, s71E.
SPED Non-Resident Tuition	No Students Anticipated	No Students Anticipated	N/A	No anticipated enrollment; fees based on share of program cost. MGL Ch 71, s71F.
SPED Agency Tuition	Fee as Established Through Settlement Agreements	Fee as Established Through Settlement Agreements. No anticipated activity.	N/A	No change to program or fees structure. MGL Ch 71, s71F
MS Non-Resident Tuition	\$12,195/ Student	\$12,960/ Student	\$765/ Student	Fee increase based on FY20 operating budget cost per pupil. No confirmed attendees for FY20. MGL Ch 71, s71F.
NHS Non-Resident Tuition	\$12,195/ Student	\$12,960/ Student	\$765/ Student	Fee increase based on FY20 operating budget cost per pupil. No confirmed attendees for FY20. MGL Ch 71, s71F.
Pollard DC Trip	\$632/ Student	\$699/ Student	\$67/ Student	Fee increase to reflect bid price per student. MGL Ch 71, s47.

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Approve Increase in Signature Authority**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the increase in signature authority of the Superintendent as submitted.

## ***NEEDHAM SCHOOL COMMITTEE***

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

**Date:** June 12, 2019

**Item Title:**           **Increase Signature Authority Threshold for Superintendent**

**Description:**           In March, 2010, the School Committee granted the Superintendent of Schools the ability to sign contracts on the School Department's behalf up to \$150,000 per year, or \$450,000 over three years.

Since that time, both the bid threshold and value of most school purchases have increased. At this time, the School Committee is asked to increase the signature authority of the Superintendent from \$150,000 to \$1,500,000 per year, or a total of \$4.5 million over three years. This revised authority excludes contracts for legal services, the lease and/or purchase of real property, and contracts in excess of the threshold amounts, which would continue to require School Committee authorization.

This change would give the Superintendent the ability to sign most school supply and service contracts, including three-year transportation contracts. (The annual yellow bus contract cost is approximately \$1,300,000, for instance.)

**Recommendation/Options:** Approval of the aforementioned request to increase the signature authority of the Superintendent from \$150,000/year (or \$450,000 for three years) to \$1,500,000/year, or \$4,500,000 over three years.

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*

Anne Gulati

Assistant Superintendent for Finance & Operations

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Approve Non-Union FY20 COLA**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the FY20 cost of living increases for non-union personnel as submitted.



# MEMORANDUM

**TO:** Daniel Gutekanst, Ed.D.  
Superintendent of Schools

**FROM:** Alexandra Montes McNeil, Ed.D.  
Assistant Superintendent for Human Resources

**DATE:** June 14, 2019

**RE:** Cost of Living Increase

**CC:** Anne Gulati

We have a number of employees who are not part of the collective bargaining agreements and those who are covered by an individual contract.

I am requesting that we increase the salaries for these employees for the 2019-2020 school year, effective August 28, 2019, for most employees and July 1, 2019, for those with an 11 or 12-month contract, as follows:

Position	FY19 Rate	FY20 Rate	Percent Increase included in FY20 Budget	Number of People	Funding Source
Metco Coordinators	\$58,838/yr- \$72,942/yr	\$61,192/yr- \$82,942/yr	4%	2 people	Metco Grant
Central Office Administrative Staff	\$67,513/yr- \$96,608/yr	\$70,212/yr- \$100,471/yr	4%	4 people	Operating
Home Hospital Tutors	\$39.04/hr	\$39.76/hr	1.85%	Varies	Operating
Private Music Instructors	\$53.04/hr	\$54.02/hr	1.85%	20 people at various times	Revolving
Music Accompanist	\$21.57/hr	\$21.97/hr	1.85%	5 people	Operating & Revolving
Technology Staff	\$78,381/yr- \$129,359/yr	\$95,294/yr- \$134,434	4%	4 people (was 5 people in FY19)	Operating
Bus Drivers	\$23.38/hr- \$25.80/hr	\$23.73/hr- \$26.19/hr	1.5%	3 people	Operating
Van Drivers	\$17.62/hr- \$18.99/hr	\$18.06/hr- \$19.46/hr	2.5%	6 people	Operating
Van Monitor	\$14.12/hr- \$15.67/hr	\$14.47/hr- \$16.06/hr	2.5%	3 people	Operating
Director of Nutrition Services	\$107,250/yr	\$111,540/yr	4%	1 person	Revolving
Part-Time Nutrition Outreach Coordinator	\$37,880/yr	\$39,395/yr	4%	1 person	Revolving
Director of Transportation	\$87,610/yr	\$91,114/yr	4%	1 person	Revolving
Community Education	\$45,760/yr- \$73,914/yr	\$47,590/yr- \$65,407/yr	4%	5 people	Revolving & Operating
Director of Community Planning, Communication and Community Education	\$127,422/yr	\$132,540/yr	4%	1 person	Revolving & Operating

Lead Payroll Supervisor	\$71,783/yr	\$70,720/yr	4%	1 person (Turnover)	Operating & Grant
Lead Accountant	\$79,013/yr	\$82,174/yr	4%	1 person	Operating & Grant
School Business Operations Coordinator	\$90,326/yr	\$93,940/yr	4%	1 person	Operating
Assistant Director of Financial Operations	\$101,670/yr	\$105,735/yr	4%	1 person	Operating
Assistant Director of Human Resources	\$88,400/yr	\$91,936/yr	4%	1 person	Operating
Human Resources Specialist	\$65,242/yr	\$67,852/yr	4%	1 person	Operating & Grant
Assistant Athletic Director and Club Sports Coordinator	\$60,833/yr	\$63,266/yr	4%	1 person	Operating and Revolving
Substitute Teachers	\$117.30/day	\$119.47/day	1.85%	Approximately 150	Operating
Substitute Teachers with 5+ years of service to Needham	\$119.60/day	\$121.81/day	1.85%	6-7	Operating
Permanent Substitutes	\$119.60/day	\$121.81/day	1.85%	2	Operating
School Nurse Substitutes	\$18.94/hr	\$19.29/hr	1.85%	Approximately 6 on-call nurses	Operating
Long Term Sub Rate	< 20 days \$117.30/day  20 – 92 days \$161.57/day  93 – 183 days \$247.11/day	\$119.47/day  \$164.56/day  \$251.68/day	1.85%  1.85%  1.85%	Varies	Operating
Student Media Assistants	\$9.76/hr- \$16.97/hr	\$9.94/hr- \$17.28/hr	1.85%	4 students who work approximately 40 hours in a school year	Operating
Science Lab Assistants	\$9.35/hr	\$9.52/hr	1.85%	3 people average 2 hours/week for school year	Operating
Student Summer Printing	\$10.14/hr- \$15.21/hr	\$10.33/hr- \$15.49/hr	1.85%	5 students	Revolving
Science Center Animal Care Giver	\$17.00/hr	\$17.17/hr	1%	1 person	Operating
ESY Nurse	\$38.52/hr	\$39.23/hr	1.85%	3 people	Operating
ESY Teacher, Tutor, Counselor	\$38.52/hr	\$39.23/hr	1.85%	29 people	Operating
ESY Teaching Assistant	\$16.16/hr- \$22.76/hr	\$17.04/hr- \$22.87/hr	1%	37 people	Operating
ESY Speech Pathologist	\$53.57/hr	\$54.56/hr	1.85%	4 people	Operating
ESY OT/PT	\$54.38/hr	\$55.39/hr	1.85%	4 people	Operating
ESY BCBA	\$51.49/hr	\$52.44/hr	1.85%	1.5 people	Operating
ESY Onsite Coordinator	\$41.41/hr	\$42.18/hr	1.85%	1 person	Operating

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Vote Superintendent's Salary and Merit Award**

Action Recommended:

The School Committee will consider action on the Superintendent's FY20 salary and FY19 merit award.

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Action**

**Approve Pollard Middle School Student Service Learning Trip to Costa Rica**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the Pollard Middle School Student Service Learning Trip to Costa Rica on June 25<sup>th</sup> to July 3, 2020 as submitted.



# Pollard Middle School

**Ms. Megan Bonomolo**  
**Grade 7 Assistant Principal**

**Ms. Tamatha Bibbo**  
**Principal**

**Mr. Jeremy Greenwood**  
**Grade 8 Assistant Principal**

## MEMO

**TO: Dan Gutekanst**  
**FROM: Kelly Robinson**  
**Tamara Keough**  
**DATE: June 10, 2019**  
**RE: Costa Rica Service Learning Proposal June 2020**

\*\*\*\*\*

**Who:** Kelly Robinson (Engineering Design Teacher at Pollard), Tamara Keough (Grade 6 Science Teacher at High Rock) & 7-14 students from Pollard Middle School

**What:** Service Learning

**Where:** Costa Rica

**When:** ~June 25 - July 3, 2020

**Why:** To provide students with an opportunity to travel internationally for their *SERVICE LEARNING* project while reinforcing their *SCIENCE* content, partaking in *CULTURAL* experiences and recreational activities.

**Price:** ~\$2600/participant

### Price includes:

- International airfare
- Naturalist guide
- Private in country transportation
- Accomodations
- Meals
- Purified water for bus rides
- Activites
- Entrance fees
- Tips related to activities

### Price does NOT include:

- Personal expenses

- Tips for guide & driver

Experiences:

- Local family stay
- Learn about the community
- Reforestation Project
- Turtle Conservation
  - Night turtle patrol
  - Volunteer work
  - Turtle Charla (talk) with biologist
  - Boat ride in canals to spot wildlife
- Hiking in the Cahuita National Park
- Visit to Kekoldi BriBri Community
- School visit
- Butterfly Farm
- Beach
- Zip line
- White water rafting

### Relevant Standards & Competencies

Event / Activity (from Costa Rica Itinerary)	POG Student Competencies (from District Documents)	<u>Science Standards</u> (Massachusetts Frameworks)	<u>NYLC Service Learning Standards</u> (National Youth Leadership Council)
<p><b>Science &amp; Service Work</b></p> <ul style="list-style-type: none"> <li>- Reforestation Project</li> <li>- Turtle Conservation               <ul style="list-style-type: none"> <li>- Night turtle patrol</li> <li>- Volunteer work</li> <li>- Turtle Charla (talk) with biologist</li> <li>- Boat ride in canals to spot wildlife</li> </ul> </li> <li>- Hiking in the Cahuita National Park</li> <li>- Butterfly Farm</li> <li>- Beach</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Creative Thinkers &amp; Problem Solvers <i>(students will be monitoring turtle populations &amp; nesting areas, as well as planting trees to prevent erosion in deforested areas)</i></li> <li><input type="checkbox"/> Empowered Learners <i>(students will integrate their understanding of ecology and engineering through an action based restoration project).</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> S&amp;E Practices (data collection/analysis)               <ul style="list-style-type: none"> <li>• <i>Analyzing and Interpreting Data</i></li> <li>• <i>Constructing Explanations &amp; Designing Solutions</i></li> </ul> </li> <li><input type="checkbox"/> Content Standards</li> <li>7-LS2-1 Ecosystem resources &amp; populations</li> <li>7-LS2-2 Relationships among organisms</li> <li>7-LS2-3 Matter &amp; energy (flows and conservation) in an ecosystem</li> <li>7-LS2-4 Disruptions to an ecosystem (&amp; resulting shifts)</li> <li>7-LS2-5 Design Solutions for protecting an ecosystem</li> <li>7-LS2-6 Impact of a changed biodiversity in an ecosystem</li> </ul> <p><i>(the skills and content areas cited above relate strongly to this portion of the itinerary)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Meaningful Service:</b> Service-learning actively engages participants in meaningful and personally relevant service activities</li> <li><input type="checkbox"/> <b>Link to Curriculum:</b> Service-learning is intentionally used as an instructional strategy to meet learning goals and/or content standards.</li> <li><input type="checkbox"/> <b>Reflection:</b> Service-learning incorporates multiple challenging reflection activities that are ongoing and that prompt deep thinking and analysis about oneself and one's relationship to society.</li> </ul> <p><i>(the service learning standards cited above will be explicitly connected to the student experience during this portion of the trip)</i></p>

Event / Activity (from Costa Rica Itinerary)	Additional POG Student Competencies (from District Documents)
<p><i>Family &amp; Community Engagement (relationships &amp; culture):</i></p> <ul style="list-style-type: none"> <li>- Local family stay</li> <li>- Learn about the community</li> <li>- Visit to Kekoldi BriBri Community</li> <li>- School visit</li> </ul>	<p><input type="checkbox"/> Socially and Culturally Responsive Contributors</p> <p><i>(through several interactions, students will be fully immersed in family life, community activities during travel, and school structure &amp; culture)</i></p>
<p><i>Recreation / active learning:</i></p> <ul style="list-style-type: none"> <li>- Zip line</li> <li>- White water rafting</li> </ul>	<p><i>Though we believe these competencies are evident throughout the entire trip, these activities provide specific opportunities for:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible and Resilient Individuals</li> <li><input type="checkbox"/> Communicators and Collaborators</li> </ul> <p><i>(kids will take risks, and rely on one another for successful achievement of new challenges)</i></p>



# Costa Rica

## Service Learning Trip



## Conservation



## Recreation



Kelly Robinson  
Tamara Keough  
Pollard Middle School  
2020

# Who?



- ❑ Kelly Robinson  
(Engineering & Design teacher at Pollard)
- ❑ Tamara Hosford  
(Grade 6 Science teacher at High Rock)
- ❑ Pollard Middle School students (7-14 students)

# What?



- Investigation
- Preparation & Planning
- Action through direct service
- Reflection
- Demonstration

# Where?

Costa Rica



# When?

~ June 25th - July 3rd



# Why?

To provide students with an opportunity to travel internationally for their *SERVICE LEARNING* project while reinforcing their *SCIENCE* content, partaking in *CULTURAL* experiences and recreational activities.





# Trip Price

~ \$2015/participant

## Price includes:

- Bilingual Naturalist Guide
- Private in-country transportation
- Accommodations
- Meals
- Activities (white water rafting & zip lining)
- Entrance fees
- Tips for activities
- Purified water available on the bus



# Trip Price

Price does NOT include:

- ❖ International airfare
- ❖ Tips for EcoTeach guide & driver  
(recommended \$10/day for guide & driver to split)
- ❖ Personal expenses





# Relevant Standards & Competencies



*Itinerary provides connections to the following:*

- K-12 Science Learning Standards
- Portrait of a Needham Graduate Competencies
- National Youth Leadership Council (NYLC)  
Service Learning Standards



# Experiences

## *Science & Service Work:*

- Reforestation Project
- Turtle Conservation
  - Night turtle patrol
  - Volunteer work
  - Turtle Charla (talk) with biologist
  - Boat ride in canals to spot wildlife
- Hiking in the Cahuita National Park
- Butterfly Farm
- Beach



# Experiences

## ***Family & Community Engagement (relationships & culture):***

- Local family stay
- Learn about the community
- Visit to Kekoldi BriBri Community
- School visit



# Experiences

## ***Recreation (active learning):***

- Zip line
- White water rafting





# Eco Teach

*Established in Costa Rica since 1994*

- All-inclusive pricing
- Customized itineraries
- Your own group
- Smaller groups and more guides
- Personal service
- The chance to make a *difference*



**Needham School Committee**  
**June 18, 2019**

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:

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

**Needham School Committee**  
**June 18, 2019**

Agenda Item:     **Information Items**

- Memo of Understanding between the Needham Public Schools and the Needham Police Department
- FY20 Revolving Fund Budget Requests
- Disposal of Surplus Items



**Daniel E. Gutekanst, Ed. D.  
Superintendent of Schools**

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June 13, 2019

To: Needham School Committee

From: Daniel Gutekanst, Superintendent

Re: Memo of Understanding (MOU) Between the Needham Public Schools and the Needham Police Department

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Recent changes to state law around criminal justice, particularly regarding youthful offenders and juveniles, prompted the Attorney General to ask Towns and School Districts to update agreements or Memorandum of Understandings (MOU) between local police chiefs and school superintendents.

Needham Police Chief John Schlittler and I have been working with area superintendents, police chiefs, the District Attorney's Office, and Town Counsel to review, revise, and update our MOU. The revised MOU includes much of the same language from the original we signed a few years ago, and it also includes extensive language around the deployment and training of the School Resource Officer (SRO) in our schools.

I will invite the Chief and the SRO to a future School Committee meeting to update you and the community around our continued and collaborative work to support Needham's young people and their families.





## **MEMORANDUM OF UNDERSTANDING BETWEEN NEEDHAM PUBLIC SCHOOLS AND THE NEEDHAM POLICE DEPARTMENT**

**Needham, Massachusetts**

### **I. Purpose**

The Needham Public Schools and the Needham Police Department agree to coordinate their efforts to promote a safe, healthy, and nurturing learning environment within the school community.

The purpose of this Agreement is to formalize and clarify the partnership between the District and the Police Department to implement programs in order to promote school safety; help maintain a positive school climate for all students, families, and staff; enhance cultural understanding between students and law enforcement; promote school participation and completion by students; facilitate appropriate information-sharing; and inform the Parties' collaborative relationship to best serve the school community.

This memorandum is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter.

### **II. Designated Liaisons and Communication**

In order to facilitate prompt and clear communications between the school and police personnel and to ensure compliance with student privacy and records regulations, the Parties agree to identify individuals on their respective staffs who will function as Designated Liaisons:

- The Needham Public Schools designated liaisons are: Superintendent, Assistant Superintendent of Support Services, Assistant Superintendent of Human Resources, Director of Guidance, School Principals, Assistant Principals.
- The Needham Police Departments designated liaisons are: Needham Police Chief, Police Lieutenants, School Resource Officer, Community Service Officer, School Attendance Officer, Detective Sergeant, and Shift Supervisor.

- The Needham Police Department is considered the Needham Public School's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. -1232g and 34 CFR § 99).
- The Needham Police Department's School Attendance Officer, who is a professional employed by the Needham School Committee as the Supervisor of Attendance and is guided by the requirements of MGL C 76, Sections 19 & 20, will be considered "authorized school personnel" as defined in 603 CMR 23.00 and eligible for access to the records of students to whom he/she provides services.
- The Needham Police Department's School Resource Officer(s) (SRO), who is a professional employed by the Police Department, will work collaboratively with the designated school liaisons and other school personnel as described in this MOU.
- The Superintendent of Schools and the Chief of Police agree to maintain regular and consistent communication between their offices, designated liaisons, and departments. The Superintendent and Police Chief will meet regularly to share appropriate information pertinent to the health, safety, and wellbeing of students and members of the community. From time to time and as necessary, the Superintendent and Police Chief will issue joint reports, press releases, or statements to the community and public regarding the security, safety, and wellbeing of students and staff, and to share pertinent information that will benefit the schools and community.

### **III. Mission Statement and Guiding Principles**

The mission of the Partnership is to support and foster the safe and healthy development of all students in the District through strategic and appropriate use of law enforcement resources and with the mutual understanding that school participation and completion is indispensable to achieving positive outcomes for youth and public safety.

The following principles shall guide the collaboration and work of the Needham Police and Needham Public Schools:

- 1) The promotion of a safe and supportive school environment that allows all students to learn and flourish regardless of race, religion, national origin, immigration status, gender, disability, sexual orientation, gender identity, and socioeconomic status;
- 2) The promotion of a strong partnership and lines of communication between school and police personnel which clearly delineate roles and responsibilities;
- 3) The establishment of a framework for principled conversation and decision-making by school and police personnel regarding student misbehavior and students in need of services;

- 4) Clearly defined roles for school personnel, SRO, and the Student Attendance Officer in responding to student misbehavior and truancy and that school administrators are responsible for the District's code of conduct and routine disciplinary violations;
- 5) Minimizing the number of students unnecessarily out of the classroom, arrested at school, or court-involved;
- 6) The encouragement of relationship-building by the SRO such that students and community members see the SRO as a facilitator of needed supports as well as a source of protection;
- 7) The provision of requirements and guidance for training including SRO training required by law and consistent with best practices, and training for school personnel as to when it is appropriate to request SRO intervention;
- 8) The involvement of the Police, the SRO and school personnel in various initiatives, including violence prevention and intervention, sexual assault, and emergency management planning;
- 9) The opportunity for presentations and programming to the school focusing on criminal justice issues, community and relationship building, and prevention, health, and safety topics.
- 10) The ongoing communication of appropriate information, subject to applicable statutes and regulations governing confidentiality, that may affect the safety or well being of students, faculty, or administrative personnel.

#### **IV. Roles and Responsibilities of School and Police Liaisons, including the SRO**

The Parties agree that school officials and the SRO play important and distinct roles in responding to student misbehavior to ensure school safety and promote a positive and supportive learning environment for all students.

The SRO will not serve as a school disciplinarian, as an enforcer of school regulations, or in place of school-based mental health providers, and the SRO will not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

The principal or designee shall be responsible for student code of conduct violations and routine disciplinary violations. The SRO shall be responsible for investigating and responding to criminal misconduct. The Parties acknowledge that many acts of student misbehavior that may contain all the necessary elements of a criminal offense are best handled through the school's disciplinary process. The SRO shall read and understand the student code of conduct for both the District and the school.

The principal or designee and the SRO shall use their reasoned professional judgment and discretion to determine whether SRO involvement is appropriate for addressing student misbehavior. In such instances, the guiding principle is whether misbehavior rises to the level of criminal conduct that poses (1) real and substantial harm or threat of harm to the physical or psychological well-being of other students, school personnel, or members of the community or (2) real and substantial harm or threat of harm to the property of the school.

In instances of student misbehavior that do not require a law enforcement response, the principal or designee shall determine the appropriate disciplinary response. The principal or designee should prioritize school or community-based accountability programs and services, such as peer mediation, restorative justice, and mental health resources, whenever possible.

For student misbehavior that requires immediate intervention to maintain safety (whether or not the misbehavior involves criminal conduct), the SRO may act to deescalate the immediate situation and to protect the physical safety of members of the school community. To this end, school personnel may request the presence of the SRO when they have a reasonable fear for their safety or the safety of students or other personnel. To the extent it is practical, school personnel may, at the request of the police and SRO, assist with interpretation for a student for whom English is not the primary language.

When the SRO or other Police Department employees have opened a criminal investigation, school personnel shall not interfere with such investigation or act as agents of law enforcement. To protect their roles as educators, school personnel shall only assist in a criminal investigation as witnesses or to otherwise share information consistent with Section V, except in cases of emergency. Nothing in this paragraph shall preclude the principal or designee from undertaking parallel disciplinary or administrative measures that do not interfere with a criminal investigation.

A student shall only be arrested on school property or at a school-related event as a last resort or when a warrant requires such an arrest. The principal or designee shall be consulted prior to an arrest whenever practicable, and the student's parent or guardian shall be notified as soon as practicable after an arrest. In the event of an investigation by the SRO that leads to custodial questioning of a juvenile student, the SRO shall notify the student's parent or guardian in advance and offer them the opportunity to be present during the interview.

In accordance with state law, the SRO shall not take enforcement action against students for Disturbing a School Assembly (G.L. c. 272, § 40) or for Disorderly Conduct or Disturbing the Peace (G.L. c. 272, § 53) within school buildings, on school grounds, or in the course of school-related events.

The Student Attendance Officer will supervise all student attendance activities and work cooperatively with school administrators, families, and students to ensure that all students within the school district attend school on a regular basis and in accordance with laws relative to school attendance.

It shall be the responsibility of the District to make teachers and other school staff aware of the distinct roles of school administration and police, including the SRO in addressing student misbehavior.

## **V. Sharing and Reporting Information between Designated Liaisons, including SRO**

The Schools and Police acknowledge the benefit of appropriate information sharing for improving the health and safety of students but also the importance of limits on the sharing of certain types of student information by school personnel. The Schools and Police also acknowledge that there is a distinction between student information shared for law enforcement purposes and student information shared to support students and connect them with necessary educational, mental health, community-based, and related services.

### **A. Compliance with FERPA and Other Confidentiality Requirements**

At all times, school officials must comply with FERPA. This federal statute permits disclosures of personally identifiable information about students contained in educational records ("Student PII"), without consent, only under specific circumstances.

When the District "has outsourced institutional services or functions" to the SRO consistent with 34 C.F.R. § 99.31(a)(1)(i)(B) of FERPA, the SRO qualifies as a "school official" who can access, without consent, Student PII contained in education records about which the SRO has a "legitimate educational interest."

Consistent with 34 C.F.R. §§ 99.31(10) and 99.36 of FERPA, the SRO (or other Police Department employee identified in Section V.A.) may gain access, without consent, to Student PII contained in education records "in connection with an emergency if knowledge of the [Student PII] is necessary to protect the health or safety of the student or other individuals."

These are the *only* circumstances in which an SRO may gain access, without consent, to education records containing student PII (such as IEPs, disciplinary documentation created by a school, or work samples).

FERPA does not apply to communications or conversations about what school staff have observed or to information derived from sources other than education records.

In addition to FERPA, the Parties agree to comply with all other state and federal laws and regulations regarding confidentiality, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and state student record regulations at 603 C.M.R. 23.00. The Parties agree to collect only that student information necessary and relevant to fulfilling their respective roles, to share such information with each other only where required or allowed under this Agreement, and not to share such information beyond the sharing contemplated in this Agreement unless required to be shared by state or federal law. The Parties shall not collect or share information on a student's immigration status except as required by law.

## **B. Information Sharing by School Personnel**

### **1. For Law Enforcement Purposes**

Where the principal or designee learns of misconduct by a student for which a law enforcement response may be appropriate (as described in Section IV), he or she should inform the SRO. If a teacher has information related to such misconduct, he or she may communicate this information directly to the SRO but only after communicating such information to the principal or designee. The Parties agree that the sharing of such information shall not and should not necessarily require a law enforcement response on the part of the SRO but shall and should instead prompt a careful consideration of whether the misconduct is best addressed by law enforcement action, by a school disciplinary response, or by some combination of the two.

Notwithstanding the foregoing, if student information is obtained solely during a communication with school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed with proper consent or if the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others). Additionally, if such student information is gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders," such information shall only be disclosed pursuant to the requirements of G.L. c. 71, § 97.

The Parties acknowledge that there may be circumstances in which parents consent to the disclosure of student information for law enforcement purposes (e.g., Needham Youth Diversion Program agreement) and that the sharing of information under such circumstances does not violate this Agreement.

The Parties also acknowledge that, from time to time, an emergency situation may arise that poses a real, substantial, and immediate threat to human safety or to property with the risk of substantial damage. School personnel having knowledge of any such emergency situation should immediately notify or cause to be notified both the Police Department (or the SRO if appropriate to facilitate a response) and the principal or designee. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Nothing in this section or this Agreement shall prevent the principal or designee from reporting possible criminal conduct by a person who is not a student.

### **2. For Non-Law Enforcement Purposes**

Based on their integration as part of the school community, SRO may periodically require access to student information for purposes that fall outside of the SRO's law enforcement role outlined in Section IV.

Student PII received by the School Attendance Officer or SRO (or other Police Department employee) that is not related to criminal conduct risking or causing substantial harm shall not be used to take law enforcement action against a student but may be used to connect a student or family with services or other supports. Prior to such a disclosure, whenever possible, the principal or designee shall notify the parent, the student, or both, when such information will be shared with the SRO.

### **C. Information Sharing by the Designated Police Liaison or SRO**

Subject to applicable statutes and regulations governing confidentiality, the Designated Police Liaison or SRO shall inform the principal or designee of any arrest of a student, the issuance of a criminal or delinquency complaint application against a student, or a student's voluntary participation in any diversion or restorative justice program if:

- The activity involves criminal conduct that poses a (present or future) threat of harm to the physical or psychological well-being of the student, other students or school personnel, or to school property;
- The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., because of the Police Department's involvement with a student's family, the student may need or benefit from supportive services in school); or
- The activity involves actual or possible truancy.

The Designated Police Liaison or SRO shall provide such information whether the activity takes place in or out of school, consistent with the requirements of G.L. c. 12, § 32 (Community Based Justice information-sharing programs) and G.L. c. 71, § 37H (setting forth potential disciplinary consequences for violations of criminal law).

When the SRO observes or learns of student misconduct in school for which a law enforcement response is appropriate (as described in Section IV), the SRO shall convey to the principal or designee as soon as reasonably possible the fact of that misconduct and the nature of the intended law enforcement response, and when the SRO observes or learns of student misconduct that does not merit a law enforcement response, but that appears to violate school rules, the SRO shall report the misconduct whenever such reporting would be required for school personnel

Once a Designated Police Liaison or SRO has been made aware of the arrest of any student, or that a complaint application has been filed against any student, they are to share information concerning the matter with the Designated School Liaison subject to applicable statutes and regulations governing confidentiality. The Needham Police will also share any information that the court imposes as a condition of release, probation, etc.

The Designated Police Liaison or SRO may also share information about any non-criminal activity involving a student if the officer believes that the activity:

- 1) Poses a serious and imminent threat to the student's safety
- 2) Poses a threat to the safety of other students, or
- 3) By making such a report the officer would facilitate supportive intervention by school personnel on behalf of the student.

Subject to applicable statutes and regulations governing confidentiality and student records (e.g., FERPA) surveillance video shall be available to the Needham Police Department for any criminal investigation involving the safety and security of Needham Public Schools' facilities, grounds, students, faculty, or staff.

## **VI. Processes for Selecting, Supervising, and Training SRO & Integrating SRO into the School Community**

1. **Selecting the SRO** In accordance with state law, the Police Chief shall assign an officer whom the Chief believes would foster an optimal learning environment and educational community and shall give preference to officers who demonstrate the requisite personality and character to work in a school environment with children and educators and who have received specialized training in child and adolescent cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.
2. **Supervising the SRO** The Chief of Police, or designee, will supervise the SRO. As appropriate, the Superintendent will provide feedback about the role of the SRO within the school community, and the school administration will review over the course of the school year relevant operational needs.
3. **Training the SRO** The Police Chief is responsible for the training and supervision of the SRO. The Parties acknowledge that the SRO may benefit from participating in certain professional development and trainings offered to school personnel. Additionally, in accordance with state law, the SRO shall receive ongoing professional development in: child and adolescent development, conflict resolution, and diversion strategies. Additional areas for continuing professional development may include, but are not limited to:
  - Restorative practices
  - Implicit bias and disproportionality in school-based arrests based on race and disability
  - Cultural competency in religious practices, clothing preferences, identity, language awareness, and other areas
  - Mental health protocols and trauma-informed care
  - De-escalation skills and positive behavior interventions and supports
  - Training in proper policies, procedures, and techniques for the use of restraint
  - Teen dating violence and healthy teen relationships
  - Understanding and protecting civil rights in schools



- Special education law
- Student privacy protections and laws governing the release of student information
- School-specific approaches to topics like bullying prevention, cyber safety, emergency management and crisis response, threat assessment, and social-emotional learning

Where practicable, the District shall also encourage school administrators to undergo training alongside the SRO to enhance their understanding of the SRO's role and the issues encountered by the SRO.

4. **Integrating the SRO into the School Community** The Parties acknowledge that proper integration of the SRO can help build trust, relationships, and strong communication among the SRO, students, and school personnel.

The District shall be responsible for ensuring that the SRO is formally introduced to the school community, including students, families, and staff. The introduction shall include information about the SRO's background and experience, the SRO's role and responsibilities, what situations are appropriate for SRO involvement, and how the SRO and the school community can work together, including how and when the SRO is available for meetings and how and when the school community can submit questions, comments, and constructive feedback about the SRO's work. The introduction for families shall include information on procedures for communicating with the SRO in languages other than English.

The SRO shall regularly be invited to and attend staff meetings, assemblies, and other school convenings. The SRO shall also be invited to participate in educational and instructional activities, such as instruction on topics relevant to criminal justice, student safety, health, and wellbeing, and public safety issues.

## **VII. Data Collection and Reporting**

In accordance with state law, the Police Chief, SRO, and school administrators will work together to ensure the proper collection and reporting of data on school-based arrests, citations, and court referrals of students, consistent with regulations promulgated by the Department of Elementary and Secondary Education.

## **VIII. Implementation and Duration**

The Superintendent and Police Chief agree to implement this agreement, provide training to Designated School Liaisons and other appropriate staff as necessary, and implement necessary procedures to ensure a successful program.

A. The Needham Public Schools and the Needham Police Department agree to provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

B. The Police Chief will develop Standard Operating Procedures that will be consistent with the MOU and include appropriate measures, in accordance with the law, that allow for proper implementation of the SRO Program.

C. Annually, the Police Chief and Superintendent will review the success and effectiveness of the MOU, including the School Attendance Officer and School Resource Officer Programs, and, as necessary, modify the terms of this MOU.

D. Effective date and duration of this agreement: The provisions of this Memorandum of Understanding, including the accompanying Standard Operating Procedures (Attachment 1), shall be effective as of the date indicated below and will remain in full force and effect until amended or rescinded by the Parties.

**For the Needham Public Schools:**



Daniel E. Gutekanst  
Superintendent of Schools

Date

6/13/19

**For the Needham Police Department:**



John Schlittler  
Chief of Police

Date

6-13-19

## **ATTACHMENT 1**

### **STANDARD OPERATING PROCEDURES REGARDING THE SCHOOL RESOURCE OFFICER PROGRAM IN THE NEEDHAM PUBLIC SCHOOLS**

#### **PURPOSE**

Close cooperation and communication between the schools and police and a mutual understanding of and respect for the important role that each plays in connection with our children and youth are essential to the success of the mission of both institutions. Whenever it is necessary for the police to be present on school property, they will conduct themselves according to accepted legal practices, recognizing the responsibility and authority of school officials to manage the school environment, and work with school officials to minimize any impact their actions might have on that environment.

Pursuant to MGL Ch. 71, § 37P, the Chief of Police of the Needham Police Department in consultation with the Superintendent of the Needham Public Schools has established the following Standard Operating Procedures (SOP) regarding the community's School Resource Officer (SRO) Program.

In addition, the SRO shall abide by all policies and procedures established by the Needham Police Department.

#### **UNIFORM AND SCHEDULE**

The SRO will wear a soft patrol uniform. More formal attire (regulation patrol uniform) may be worn when the SRO is participating in various school activities.

The SRO normally will work 7:00 AM to 3:00 PM Monday through Friday, with Saturday and Sunday off. The SRO may adjust his/her work schedule in order to accommodate school activities and requests.

#### **CHAIN OF COMMAND**

The SRO shall report to a supervisor within the Needham Police Department as designated by the Chief of Police. The SRO will collaborate with school personnel as outlined in the Memorandum of Understanding (MOU).

#### **INFORMATION SHARING**

Information shared between the SRO, police department, schools, and parent(s)/guardian(s) will be done in accordance with the Memorandum of Understanding as well as state and federal law.

## **STUDENTS' LEGAL RIGHTS**

### **1. Searching Students**

- a. All searches and seizure by the SRO and School Administrators must comply with the 4th Amendment of the United States Constitution and Article 14 of the Massachusetts Declaration of Rights.
- b. In order for the police to conduct a warrantless search of a student's person, possessions, or locker, both probable cause and exigent circumstances must exist to justify the search. At the time of the search, the SRO must establish that there is probable cause to believe that evidence of a crime is or will be in a particular location and the circumstances must be so exigent, urgent, and unforeseeable that obtaining a warrant is impracticable.
- c. The SRO shall inform the School Administrators before conducting a warrantless search of a student or their belongings where practicable.
- d. The SRO shall not ask School Administrators to search students or their belongings for law enforcement purposes nor shall School Administrators act as an agent of the SRO.

### **2. Interviewing Students**

- a. The SRO Program strives to provide students with positive role models, to develop collaborative relationships between the school community (including students) and law enforcement, and to identify and provide preventive help and services to at-risk students and families. In carrying out these responsibilities, SROs necessarily will – and should – interact and communicate with students for non-law enforcement purposes.
- b. When the SRO and/or police officer wishes to detain or question a student on school property for law enforcement purposes, the following shall occur unless exigent circumstances exist or such notification would potentially jeopardize student, school staff, or officer safety:
  - i. The officer shall contact the appropriate school official or his/her designee first and, to the degree possible, explain the nature of the police business and the need to meet with the student in question.
  - ii. If possible, the student shall not be publicly contacted by the officer in the school setting.
  - iii. The school official or his/her designee may be present during the student interview or questioning at the discretion of the police upon consideration of voluntariness and privacy issues.

## **USE OF FORCE**

The Needham Police Department places the highest value on the sanctity of life, safety of its officers, protection of the public, and respecting individual dignity. Because of their law enforcement and peacekeeping role, an SRO will be required at times to use reasonable physical force to enable them to fully carry out their responsibilities. The

degree of force used is dependent upon the facts surrounding the situation the officer encounters.

It is the policy of the Needham Police Department that the SRO use only the force that is reasonably necessary to accomplish lawful objectives such as to make a lawful arrest, to place a person into protective custody, to effectively bring an incident under control, or to protect the lives or safety of the officer and/or others.

## **ARREST, CITATION, COURT REFERRAL ON SCHOOL PROPERTY**

In accordance with the MOU, the SRO shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals. The SRO also shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior except, as asked or needed, to support school staff in maintaining a safe school environment.

The manner in which each incident is handled by the SRO, the Principal or his/her designee, and/or the criminal justice system is dependent upon the many factors unique to each student, including, but not limited to, present circumstances, behavioral history, disciplinary record, academic record, general demeanor and disposition toward others, disability or special education status, and mental health history.

1. "Delinquent child" / Juvenile Court Jurisdiction (MGL Ch. 119, § 52 as amended):
  - a. A child under the age of 12 years old cannot be charged with a crime.
  - b. Delinquency proceeding can be initiated against a child between the ages of 12 and 18 years old who commits an offense against the laws of the Commonwealth except as provided below.
  - c. Delinquency proceedings cannot be initiated for the following offenses:
    - i. Civil infractions;
    - ii. A violation of a municipal ordinance or town by-law;
    - iii. A first offense of a misdemeanor for which the punishment is a fine and/or imprisonment for not more than six month;
    - iv. Disturbing an assembly (MGL Ch. 272, § 40 as amended) if committed by an elementary or secondary student within school buildings, on school grounds, or in the course of school-related events; or
    - v. Disorderly person or disturbing the peace (MGL Ch. 272, § 53 as amended) if committed by an elementary or secondary student within school buildings, on school grounds, or in the course of school-related events.
2. Summons/ Court Referral
  - a. If the SRO determines that a delinquency or criminal complaint needs to be filed with the Juvenile or District Court, a summons, rather than an arrest is the preferred method of bringing the student to court. Prior to filing the complaint, the complaint must be reviewed by the SRO's supervisor to ensure that a Diversion Program would not be appropriate.

### 3. Arrest

- a. Offenses that constitute serious or violent felonies if committed by an adult generally, but not always, result in an arrest in accordance with state law and the existence of probable cause.
- b. As a general rule, the police should avoid making arrests on school grounds when the arrest may be made effectively elsewhere. Whenever possible, the police shall work with school officials to make the appropriate arrangements for taking a student into custody off school grounds. Working with school officials, the police will arrange for the least disruptive way to take the student into custody.
- c. On occasion, an arrest of a student must be made during school hours on school grounds or at school sanctioned activities. When this is necessary, best efforts will be made to notify the SRO to respond if not already at the scene. When possible a police supervisor shall respond. In the event an SRO is unavailable, another police officer will go to the scene to consult with school officials and take appropriate action. Students shall not be removed from school property or school sanctioned events without the police making notification to school officials or his/her designee, unless exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest.

### 4. Diversion Protocols

- a. Diversion Programs offer an alternative to formal prosecution. These programs seek to treat at-risk students, not as criminals, but as children and youth in need of aid, encouragement, and guidance. The goal of such programming is to address the root causes of the student's offense and to work with the student to make better choices while minimizing any life-altering negative consequences.
- b. Evaluation for referral to a Diversion Program and, if accepted, the development of a remedial plan involves a consideration of multiple factors, including:
  - i. Factual review and determination of whether the offense is program eligible;
  - ii. Any past criminal conduct;
  - iii. Willingness to participate and engage in a remedial program; and/or
  - iv. Input from the police and, where appropriate, from the victim and/or parties involved with the student such as schools, parent(s)/guardian(s), or other youth-involved agencies.
- c. Remedial plans may include referral to community-based supports and providers, assignment to an educational program, community service, letter of apology, restitution, essay writing, curfew, and/or other case-specific conditions.

## **PERFORMANCE EVALUATION STANDARDS**

The success and effectiveness of the SRO Program will be reviewed, modified, and amended as outlined in the MOU. Additionally, a review of the Data Collection and Reporting information outlined in the MOU will be conducted on a regular basis by the SRO's Supervisor, or other Designated Police Liaison, and school officials.

## **IMPLEMENTATION**

This document shall be effective as of the date of signing of the accompanying Memorandum of Understanding. It should be reviewed at least annually (before the start of the school year) in consultation with the Superintendent of the Needham Public Schools and amended as necessary. This document will remain in full force and effect until amended or rescinded by the Chief of Police.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Staff Development Revolving Fund (2553-3111)</b>
<b>Fund Manager:</b>	<b>Assistant Superintendent for Human Resources</b>
<b>Executive Summary:</b>	<b>Fee Based on Program Offerings</b>

### Fund Description:

This accounts funds voluntary fee-based staff development activities for teachers and other Needham Public School staff. A Professional Development Handbook is published each year, which offers a wide variety of workshops and courses for professional staff. Fees are charged for those activities, which are voluntary (e.g., not required), and offset the cost of providing the professional development activity.

### Enabling Legislation:

MGL Chapter 71, Section 71E.

### Critical Issues:

Optional courses for teachers can be provided on a fee-basis from the revolving fund, or free of charge from the operating budget. The goal for fee-based courses is for course revenues to fully cover course expenses. For the past several years, the cost of providing the Responsive Classroom courses (regular and advanced) has been subsidized by the operating budget; fees charged to participants have not fully covered course expenses. In addition, these courses have been run regardless of program enrollment, meaning that some classes have operated at a deficit.

The FY20 budget assumes that the Responsive Classroom courses run in Summer 2019 will continue to be subsidized, although the courses offered starting Summer 2020 will be fully paid from fees collected. In addition, the Summer 2019 Responsive Classroom Courses will only be offered if a minimum enrollment of 20 paying in-district students is achieved. This will ensure that the amount of the subsidy for the Responsive Classroom course does not exceed \$1,000 and the amount of the subsidy to the Responsive Classroom - Advanced course does not exceed \$1,900.

Going forward, Human Resources will set fees and attendance thresholds for each course, to ensure that all fee-based courses are designed to cover course expenses.

### Support for District Vision, Mission, Goals, Objectives:

This program supports District Goal 3, related to providing high-quality professional development opportunities to staff.

### Description of Revenues:

**Responsive Classroom Course for Elementary Teachers (3 Credit):** In-District participant fee of \$80/person, out of District participant fee of \$450/person. The course will be offered in July of 2019. A minimum enrollment of twenty (20) in-District students is required to run the course. Five (5) out-of-District participants also have enrolled. Total projected revenue is \$3,850.



**Advanced Responsive Classroom Course for Elementary Teachers (3 Credit):** In-District participant fee of \$80/person, out of District participant fee of \$450/person. The course will be offered in July of 2019. A minimum enrollment of twenty (20) in-District students is required to run the course. Three (3) out-of-District participants also have enrolled. Total projected revenue is \$2,950.

**Research Ready (1 Credit):** In-District participant fee of \$80/person. The course will be offered in Summer, 2019. A minimum enrollment of fifteen (15) in-District students is required to run the course. Total projected revenue is \$1,200.

**Research Design (1 Credit):** In-District participant fee of \$80/person. The course will be offered in Summer, 2019. A minimum enrollment of fifteen (15) in-District students is required to run the course. Total projected revenue is \$1,200.

Additional courses are added as needed throughout the year. Fees for these courses will be set as follows:

- In-District participant fee of \$85/person/credit hour. (A three-credit course is \$225/course.)
- Out-of-District participant fee of \$150/person/credit hour. (A three-credit course is \$450/course.)
- A pass-through materials fee may be assessed when students wish to keep their workbooks. Sales tax is collected on the sale of materials for private use and remitted to the state.

### **Staffing:**

No permanent staff members are paid from this fund. The revolving fund pays temporary wages for course instructors, who earn \$1,200 per credit hour. The FY20 budgeted wages are \$6,700, reflecting two Responsive Classroom instructors paid \$3,600/each (three-credit course) and the Research Ready/Design instructors earning \$1,200/each (one-credit course.) The \$6,700 budget reflects the fact that the Operating Budget will subsidize \$2,900 in program wages.

### **Expenses:**

Expenses for this fund total \$9,125, including the aforementioned wages, plus \$1,600 for materials and \$825 in custodial charges for the for the Responsive Classroom courses.

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	Staff Development Revolving Fund
Revolving Fund Contact:	Director of Personnel

													FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget	
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2553	3111	080	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$5,994	\$5,149	\$3,650	\$1,391	\$3,284	\$1,759
Current Year Revenue Collections																			
2553	3111	080	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Teacher Collections	\$5,455	\$5,110	\$6,330	\$5,900	\$2,400	\$9,200
Revenue Collected for Next Fiscal Year																			
2553	3111	080	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$11,449	\$10,259	\$9,980	\$7,291	\$5,684	\$10,959	
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
2553	3111	080	10	1230	099	99	520	010	5110	553	01	District	Central Admin/ Salary	\$0	\$3,600	\$3,600	\$3,600	\$2,400	\$6,700
2553	3111	080	10	2110	099	99	520	010	5110	553	01	District	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2120	099	99	520	010	5110	553	01	District	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2220	099	99	520	010	5110	553	01	District	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2305	099	99	520	010	5110	553	01	District	Certified Classroom Teacher/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2310	099	99	520	010	5110	553	01	District	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2315	099	99	520	010	5110	553	01	District	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2320	099	99	520	010	5110	553	01	District	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	010	5110	553	01	District	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2325	099	99	520	010	5110	553	03	District	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2330	099	99	520	010	5110	553	03	District	Instr. Asst - Paraprofessional/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2353	099	99	520	010	5110	553	01	District	Prof Dev Summer/Aft School/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2355	099	99	520	010	5110	553	03	District	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	010	5110	553	01	District	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2110	099	99	520	010	5110	553	02	District	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2120	099	99	520	010	5110	553	02	District	Secy to Dep Head (Non Sup)/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2210	099	99	520	010	5110	553	02	District	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2220	099	99	520	010	5110	553	02	District	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	1420	099	99	520	010	5110	553	02	District	Human Resources & Benefits/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4110	099	99	520	010	5110	553	03	District	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	5200	099	99	520	010	5110	553	99	District	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4220	099	99	520	020	5241	553	04	District	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4210	099	99	520	020	5241	553	04	District	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2451	099	99	520	020	5255	553	04	District	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2420	099	99	520	020	5247	553	04	District	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	5350	099	99	520	020	5270	553	04	District	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	020	5300	553	04	District	Professional Technical/ Services	\$4,182	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5330	553	04	District	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5341	553	04	District	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5345	553	04	District	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5346	553	04	District	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5380	553	04	District	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2110	099	99	520	030	5420	553	05	District	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4220	099	99	520	030	5430	553	05	District	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4110	099	99	520	030	5450	553	05	District	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	4210	099	99	520	030	5460	553	05	District	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	3400	099	99	520	030	5490	553	05	District	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5510	553	05	District	Educational Supplies	\$0	\$0	\$1,304	\$1,242	\$0	\$1,600
2553	3111	080	10	2415	099	99	520	030	5512	553	05	District	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2410	099	99	520	030	5517	553	05	District	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2420	099	99	520	030	5522	553	05	District	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2453	099	99	520	030	5523	553	05	District	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2455	099	99	520	030	5524	553	05	District	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2451	099	99	520	030	5525	553	05	District	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5580	553	05	District	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5710	553	06	District	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5720	553	06	District	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5730	553	06	District	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5780	553	06	District	Other Expenses	\$0	\$3,008	\$1,792	\$825	\$1,524	\$825
2553	3111	080	10	7300	099	99	520	200	5850	553	99	District	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	7500	099	99	520	200	5851	553	99	District	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	7350	099	99	520	200	5856	553	99	District	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	7300	099	99	520	200	5870	553	99	District	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	010	5110	553	99	District	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	020	5300	553	99	District	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	030	5580	553	99	District	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2357	099	99	520	030	5710	553	99	District	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2553	3111	080	10	2440	099	99	520	030	5780	553	99	District	Other Expenses	\$2,118	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$6,300	\$6,608	\$6,697	\$5,667	\$3,924	\$9,125	
Anticipated Ending Fund Bal.													\$5,149	\$3,650	\$3,284	\$1,624	\$1,759	\$1,834	

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>School Equipment Recovery (2350-3134)</b>
<b>Fund Manager:</b>	<b>Assistant Superintendent for Financial Operations</b>
<b>Executive Summary:</b>	<b>Pass-Through Fee</b>

### **Fund Description:**

This pass-through account funds the replacement cost of lost school equipment, excluding media materials. This account includes the recovery of lost or damaged digital learning devices, science equipment, document cameras and other school equipment. This account was established in FY18.

### **Enabling Legislation:**

MGL Chapter 44, Section 53. The Municipal Modernization Act expanded the language of MGL Chapter 44, Section 53, the statute authorizing the recovery of school books and industrial arts equipment, to additionally include “sums recovered from pupils in the public schools for loss of or damage to school books, materials, electronic devices or other learning aids provided by the school committee, or paid by pupils for materials used in the industrial arts projects...” Under the Act, these funds may be used by the School Committee for the restoration or replacement of such books or materials without specific appropriation.

### **Critical Issues:**

Historically, the school department has not had the ability to recover funds for loss or damage to school equipment, outside of textbooks and industrial arts equipment. This revolving fund expands the recovery program to include other school equipment, including digital learning devices.

The Business Office has had some difficulty in collecting fees from families for lost/damaged equipment. Of the \$1,203 billed in FY19, only \$437 has been received to date.

### **Description of Revenues:**

Revenues represent pass-through funds collected from students to replace lost or damaged equipment. The \$1,200 revenue projection for FY20 is a potential estimate of funds to be collected, based on current year billings for lost/damaged equipment.

### **Staffing:**

No salaries are paid from this fund.

### **Expenses:**

Expenses are the cost of replacement of lost or damaged equipment. The \$1,200 expenditure projection for FY20 is based on current year billings for lost/damaged equipment.

### **District's Vision, Mission, Goals and Objectives:**

This program supports the District's infrastructure goal (Goal 3.)

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name: **School Equipment Recovery Revolving Fund**  
 Revolving Fund Contact: **Asst. Superintendent of Financial Operations**

													FY16	FY17	FY18	FY19	FY19	FY20	
Revenues													Actual	Actual	Actual	Budget	Proj	Budget	
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3134	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$0	\$0	\$0	\$0	\$79	\$0
Current Year Revenue Collections																			
2350	3134	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collectio	\$0	\$0	\$321	\$2,000	\$450	\$1,200
Revenue Collected for Next Fiscal Year																			
2350	3134	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$0	\$0	\$321	\$2,000	\$529	\$1,200	
Expenditures													FY16	FY17	FY18	FY19	FY19	FY20	
Fund	Dept	Pgm	Bldg	DOE	Subj	Gr	Act	TM	Object	SchA	Ext	Building	Object Code Description	Actual	Actual	Actual	Budget	Proj	Budget
				Fun					Code		Obj								
2350	3134	090	10	2455	099	99	520	030	5524	350	05	District	Instructional Software	\$0	\$0	\$92	\$0	\$0	\$0
2350	3134	090	10	2451	099	99	520	030	5525	350	05	District	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$529	\$1,200
2350	3134	090	21	2453	099	99	520	030	5523	350	05	Broadmeadow	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	21	2451	099	99	520	030	5525	350	05	Broadmeadow	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	22	2420	099	99	520	030	5522	350	05	Eliot	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	22	2453	099	99	520	030	5523	350	05	Eliot	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	22	2451	099	99	520	030	5525	350	05	Eliot	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	23	2420	099	99	520	030	5522	350	05	Hillside	Instr. Equipment/ Supplies	\$0	\$0	\$150	\$0	\$0	\$0
2350	3134	090	23	2453	099	99	520	030	5523	350	05	Hillside	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	23	2451	099	99	520	030	5525	350	05	Hillside	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	24	2420	099	99	520	030	5522	350	05	Mitchell	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	24	2453	099	99	520	030	5523	350	05	Mitchell	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	24	2451	099	99	520	030	5525	350	05	Mitchell	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	25	2420	099	99	520	030	5522	350	05	Newman	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	25	2453	099	99	520	030	5523	350	05	Newman	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	25	2451	099	99	520	030	5525	350	05	Newman	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	26	2420	099	99	520	030	5522	350	05	High Rock	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	26	2453	099	99	520	030	5523	350	05	High Rock	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	26	2451	099	99	520	030	5525	350	05	High Rock	Instructional Tech. Supplies	\$0	\$0	\$0	\$500	\$0	\$0
2350	3134	090	30	2420	099	99	520	030	5522	350	05	Pollard	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	30	2453	099	99	520	030	5523	350	05	Pollard	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	30	2451	099	99	520	030	5525	350	05	Pollard	Instructional Tech. Supplies	\$0	\$0	\$0	\$500	\$0	\$0
2350	3134	090	30	2440	099	99	520	030	5580	350	05	Pollard	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	40	2420	099	99	520	030	5522	350	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	40	2453	099	99	520	030	5523	350	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	40	2451	099	99	520	030	5525	350	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$1,000	\$0	\$0
2350	3134	090	50	2420	099	99	520	030	5522	350	05	Preschool	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	50	2453	099	99	520	030	5523	350	05	Preschool	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3134	090	50	2451	099	99	520	030	5525	350	05	Preschool	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$0	\$0	\$242	\$2,000	\$529	\$1,200	
Anticipated Ending Fund Bal.													\$0	\$0	\$79	\$0	\$0	\$0	

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Production Center (2350-3142)</b>
<b>Fund Manager:</b>	<b>Assistant Superintendent of Financial Operations</b>
<b>Executive Summary:</b>	<b>Increased Service Rates: \$0.02 Black/White Copy (\$0.05 to \$0.07/page); \$0.02 Color Copy (\$0.18 to \$0.20/page); \$1.00-\$2.00 Folding/Stuffing/Sorting Services (\$3.00 to \$4.00/ 250-Pieces; \$6.00 to \$7.00/ 500-Pieces; \$12.00 to \$14.00/ 1,000-Pieces.) Pass-Through Postage Expense.</b>

### Fund Description:

This revolving account collects fees to reimburse the School Department for photocopying and processing postal mail from fee-based programs such as Food Services, Transportation, and Community Education, as well as school partner organizations such as the PTCs.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

In January 2019, the US Postal Service increased the price of First-class stamps from \$0.50 to \$0.55 and the price of First-class metered mail from \$0.47 to \$0.50. The price of each additional ounce for letters was reduced from \$0.21 to \$0.15. The price of postage charged by the Production Center will reflect these pass-through postage prices, and any prospective rate adjustments by the U.S. Postal Service.

The prices for copy and folding/stuffing/sorting services have lagged behind the actual cost of providing the services, including the replacement cost of production center equipment, as evident in the chart below. The FY20 budget proposes to adjust service prices to fully recover these costs.

Services:	Per Unit Fee	Per Unit Svc. Cost
Black/White Copy	\$0.05	\$0.07
Color Copy	\$0.18	\$0.20
Fold/Stuff - 250 Piece Mailing	\$3.00	\$4.00
Fold/Stuff - 500 Piece Mailing	\$6.00	\$7.00
Fold/Stuff - 1,000 Piece Mailing	\$12.00	\$14.00

### Description of Revenues:

The revenues from the Production Center revolving account are used to reimburse the School Department for the cost of making copies, folding/stuffing/sorting services, and posting mail for fee-based programs, as well as replacing production center equipment.

The current rate for copying and folding/stuffing/ sorting services is presented in the chart above. Based on the current cost of providing each service a rate increase for FY20 is proposed:

Rates	2015	2016	2017	2018	2019	2020
Black/White Copy	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.07
Color Copy	\$0.08	\$0.12	\$0.15	\$0.18	\$0.18	\$0.20
Fold/Stuff - 250 Piece Mailing	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$4.00
Fold/Stuff - 500 Piece Mailing	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00
Fold/Stuff - 1,000 Piece Mailing	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00

The FY20 proposed copy prices remain well below commercial prices, as evident from the chart below:

Comparison Copy Rates*	Staples	Office Max	Fedex
Standard Color, Letter (1-499)	\$0.41	\$0.71	\$0.69
Standard Black/White, Letter	\$0.12	\$0.16	\$0.21

\*Rate Survey June 2019, Copy Center Services

Additionally, the Production Center charges the pass-through cost of postage for First-class and bulk mail, based on the prevailing rates set by the U.S. Postal Service.

FY20 budget revenues represent a 15% increase over prior year collections (of \$30,000), or \$34,500, due to the proposed rate increase.

### **Staffing:**

No staff members are paid from this fund.

### **Expenses:**

The expenses of this fund include postage, copy supplies and copy center equipment replacement. The FY20 budget expenses will total \$34,500 to cover supplies and postage, as well as \$4,500 toward the replacement cost of new color copy machine.

### **District's Vision, Mission, Goals and Objectives:**

This program supports all District goals and objectives.

### **FY20 Proposed Budget:**

Attached

Revolving Fund Name:	Production Center Revolving Fund
Revolving Fund Contact:	Assistant Superintendent for Finance & Operations

														FY16	FY17	FY18	FY19	FY19	FY20
Revenues														Actual	Actual	Actual	Budget	Proj	Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3142	080	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$10,005	\$705	\$4,659	\$1,659	\$1,990	\$2,000
Current Year Revenue Collections																			
2350	3142	080	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$30,607	\$33,954	\$29,331	\$33,000	\$27,171	\$34,500
Revenue Collected for Next Fiscal Year																			
2350	3142	080	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$40,612	\$34,659	\$33,990	\$34,659	\$29,161	\$36,500
Expenditures														FY16	FY17	FY18	FY19	FY19	FY20
Fund	Dept	Pgm	Bldg	DOE	Subj	Gr	Act	TM	Object	SchA	Ext	Building	Object Code Description	Actual	Actual	Actual	Budget	Proj	Budget
2350	3142	080	10	1230	099	99	520	010	5110	350	01	District	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2110	099	99	520	010	5110	350	01	District	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2120	099	99	520	010	5110	350	01	District	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2220	099	99	520	010	5110	350	01	District	Curr Ldr/Academic Dept Head/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2305	099	99	520	010	5110	350	01	District	Certified Classroom Teacher/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2310	099	99	520	010	5110	350	01	District	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2315	099	99	520	010	5110	350	01	District	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2320	099	99	520	010	5110	350	01	District	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	010	5110	350	01	District	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2325	099	99	520	010	5110	350	03	District	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2330	099	99	520	010	5110	350	03	District	Instr. Asst - Paraprofessional/ Salai	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2353	099	99	520	010	5110	350	01	District	Prof Dev Summer/Aftr School/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2355	099	99	520	010	5110	350	03	District	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2357	099	99	520	010	5110	350	01	District	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2110	099	99	520	010	5110	350	02	District	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2120	099	99	520	010	5110	350	02	District	Secy to Dep Head (Non Sup)/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2210	099	99	520	010	5110	350	02	District	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2220	099	99	520	010	5110	350	02	District	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	1420	099	99	520	010	5110	350	02	District	Human Resources & Benefits/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4110	099	99	520	010	5110	350	03	District	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	5200	099	99	520	010	5110	350	99	District	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4220	099	99	520	020	5241	350	04	District	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4210	099	99	520	020	5241	350	04	District	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2451	099	99	520	020	5255	350	04	District	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2420	099	99	520	020	5247	350	04	District	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	5350	099	99	520	020	5270	350	04	District	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5300	350	04	District	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5330	350	04	District	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5341	350	04	District	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5345	350	04	District	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5346	350	04	District	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	020	5380	350	04	District	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2110	099	99	520	030	5420	350	05	District	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4220	099	99	520	030	5430	350	05	District	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4110	099	99	520	030	5450	350	05	District	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	4210	099	99	520	030	5460	350	05	District	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	3400	099	99	520	030	5490	350	05	District	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2430	099	99	520	030	5510	350	05	District	Educational Supplies	\$31,774	\$30,000	\$32,000	\$30,000	\$27,161	\$30,000
2350	3142	080	10	2415	099	99	520	030	5512	350	05	District	Teaching Aids/ Clsrn Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2410	099	99	520	030	5517	350	05	District	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2420	099	99	520	030	5522	350	05	District	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2453	099	99	520	030	5523	350	05	District	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2455	099	99	520	030	5524	350	05	District	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2451	099	99	520	030	5525	350	05	District	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	030	5580	350	05	District	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2357	099	99	520	030	5710	350	06	District	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2357	099	99	520	030	5720	350	06	District	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2357	099	99	520	030	5730	350	06	District	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	2440	099	99	520	030	5780	350	06	District	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	7300	099	99	520	200	5850	350	99	District	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$4,500
2350	3142	080	10	7500	099	99	520	200	5851	350	99	District	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	7350	099	99	520	200	5856	350	99	District	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3142	080	10	7300	099	99	520	200	5870	350	99	District	Repl. Equipment> \$5000 Per Unit	\$8,133	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$39,907	\$30,000	\$32,000	\$30,000	\$27,161	\$34,500
Anticipated Ending Fund Bal.														\$705	\$4,659	\$1,990	\$4,659	\$2,000	\$2,000

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Eliot Book &amp; Equipment Sales (2350-3222)</b>
<b>Fund Manager:</b>	<b>Eliot Principal</b>
<b>Executive Summary:</b>	<b>Fee of \$1.00 Per Assignment Notebook</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of assignment notebooks to students in Grades 3 through 5. The notebooks are purchased in July for the convenience of students in September.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

In past years, the fund had an excessive fund balance, which allowed the Eliot School to purchase the assignment notebooks at no charge to students. At this point, the excess fund balance has been largely depleted. Students will be charged a fee of \$1.00/notebook in FY20 to cover the cost of purchasing the books.

### Description of Revenues:

In FY20, students will be charged a fee of \$1.00 for each notebook (a price of \$0.94, plus sales tax of 0.06/book.) Total revenues are \$200, or 200 students paying \$1.00 each.

### Staffing:

No salaries are paid from this fund.

### Expenses:

Program expenses represent the anticipated cost of purchasing the notebooks for FY20, which is \$1.06/student or \$212.00.

### District's Vision, Mission, Goals and Objectives:

The Eliot Book & Equipment Sales fund supports District Goal 1, related to advancing standards based learning.

### FY20 Proposed Budget:

Attached.



Revolving Fund Name: Eliot Book/Equipment Sales  
Revolving Fund Contact: Eliot Principal

														FY16	FY17	FY18	FY19	FY19	FY20
Revenues														Actual	Actual	Actual	Budget	Proj	Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3222	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$696	\$199	\$484	\$454	\$454	\$237
Current Year Revenue Collections																			
2350	3222	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$540	\$285	\$302	\$200	\$0	\$200
Revenue Collected for Next Fiscal Year																			
2350	3222	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$1,235	\$484	\$786	\$654	\$454	\$437
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE	Subj	Gr	Act	TM	Object	SchA	Obj	Building	Object Code Description	FY16	FY17	FY18	FY19	FY19	FY20
				Fun					Code					Actual	Actual	Actual	Budget	Proj	Budget
2350	3222	090	22	1230	090	99	520	010	5110	350	01	Eliot	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	010	5110	350	01	Eliot	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2120	090	99	520	010	5110	350	01	Eliot	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2220	090	99	520	010	5110	350	01	Eliot	Curr Ldr/Academic Dept Head/ Sali	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2305	090	99	520	010	5110	350	01	Eliot	Certified Classroom Teacher/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2310	090	99	520	010	5110	350	01	Eliot	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2315	090	99	520	010	5110	350	01	Eliot	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2320	090	99	520	010	5110	350	01	Eliot	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	010	5110	350	01	Eliot	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2325	090	99	520	010	5110	350	03	Eliot	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2330	090	99	520	010	5110	350	03	Eliot	Instr. Asst - Paraprofessional/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2353	090	99	520	010	5110	350	01	Eliot	Prof Dev Summer/Aft/ School/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2355	090	99	520	010	5110	350	03	Eliot	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	010	5110	350	01	Eliot	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	010	5110	350	02	Eliot	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2120	090	99	520	010	5110	350	02	Eliot	Secy to Dep Head (Non Sup)/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2210	090	99	520	010	5110	350	02	Eliot	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2220	090	99	520	010	5110	350	02	Eliot	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	1420	090	99	520	010	5110	350	02	Eliot	Human Resources & Benefits/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4110	090	99	520	010	5110	350	03	Eliot	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	5200	090	99	520	010	5110	350	99	Eliot	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4220	090	99	520	020	5241	350	04	Eliot	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4210	090	99	520	020	5241	350	04	Eliot	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2451	090	99	520	020	5255	350	04	Eliot	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2420	090	99	520	020	5247	350	04	Eliot	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	5350	090	99	520	020	5270	350	04	Eliot	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5300	350	04	Eliot	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5330	350	04	Eliot	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5341	350	04	Eliot	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5345	350	04	Eliot	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5346	350	04	Eliot	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5380	350	04	Eliot	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	030	5420	350	05	Eliot	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4220	090	99	520	030	5430	350	05	Eliot	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4110	090	99	520	030	5450	350	05	Eliot	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4210	090	99	520	030	5460	350	05	Eliot	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	3400	090	99	520	030	5490	350	05	Eliot	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2430	090	99	520	030	5510	350	05	Eliot	Educational Supplies	\$1,036	\$0	\$326	\$217	\$217	\$212
2350	3222	090	22	2415	090	99	520	030	5512	350	05	Eliot	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2410	090	99	520	030	5517	350	05	Eliot	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2420	090	99	520	030	5522	350	05	Eliot	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2453	090	99	520	030	5523	350	05	Eliot	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2455	090	99	520	030	5524	350	05	Eliot	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2451	090	99	520	030	5525	350	05	Eliot	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	030	5580	350	05	Eliot	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5710	350	06	Eliot	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5720	350	06	Eliot	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5730	350	06	Eliot	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	030	5780	350	06	Eliot	Other Expenses	\$0	\$0	\$6	\$0	\$0	\$0
2350	3222	090	22	7300	090	99	520	200	5850	350	99	Eliot	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7500	090	99	520	200	5851	350	99	Eliot	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7350	090	99	520	200	5856	350	99	Eliot	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7300	090	99	520	200	5870	350	99	Eliot	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$1,036	\$0	\$332	\$217	\$217	\$212
Anticipated Ending Fund Bal.														\$199	\$484	\$454	\$437	\$237	\$225

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Sunita Williams Book &amp; Equipment Sales (2350-3232)</b>
<b>Fund Manager:</b>	<b>Sunita Williams Principal</b>
<b>Executive Summary:</b>	<b>No Change in \$3.00 Fee for Assignment Notebook</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of assignment notebooks for students in Grades 5 at the Sunita Williams School (formerly the Hillside School.)

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

There is accumulated fund balance in this account that will be used to subsidize the cost of the planners for students, to keep fees as low as possible.

### Description of Revenues:

Revenues for this fund are received from students who pay \$2.82 per assignment notebook, plus \$0.18 in Massachusetts sales tax (of 6.25% collected at time of sale), for a total price of \$3.00. In FY20, we expect to sell approximately 79 notebooks at \$3.00 each for total revenue of \$237.00. Since the fee collection is less than the anticipated cost of the planners, approximately \$96 in fund balance revenues will be used toward the purchase of the planners.

### Staffing:

No staff members are paid from this fund.

### Expenses:

FY20 program expenses represent the anticipated purchase cost of 79 notebooks for \$4.03/each, or \$318.37. In addition, sales tax revenue of approximately \$14.22 will be remitted to the State. No other purchases are anticipated. Total FY20 expenses are \$332.59.

### District's Vision, Mission, Goals and Objectives:

The Hillside Book & Equipment Sales fund supports District Goal 1, related to advancing standards based learning.

### FY20 Proposed Budget:

Attached.

Revolving Fund Name:	Hillside Book/Equipment Sales
Revolving Fund Contact:	Hillside Principal

														FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3232	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$1,149	\$1,001	\$891	\$793	\$793	\$692
Current Year Revenue Collections																			
2350	3232	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$384	\$231	\$234	\$258	\$264	\$237
Revenue Collected for Next Fiscal Year																			
2350	3232	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$1,533	\$1,232	\$1,125	\$1,051	\$1,057	\$929
Expenditures																			
Fund	Dept	Pgm	DOE Bldg	Fun	Subj	Gr	Act	TM	Object Code	SchA	Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
2350	3232	090	23	1230	090	99	520	010	5110	350	01	Hillside	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	010	5110	350	01	Hillside	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2120	090	99	520	010	5110	350	01	Hillside	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2220	090	99	520	010	5110	350	01	Hillside	Curr Ldr/Academic Dept Head/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2305	090	99	520	010	5110	350	01	Hillside	Certified Classroom Teacher/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2310	090	99	520	010	5110	350	01	Hillside	Certified Teacher Specialist/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2315	090	99	520	010	5110	350	01	Hillside	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2320	090	99	520	010	5110	350	01	Hillside	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	010	5110	350	01	Hillside	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2325	090	99	520	010	5110	350	03	Hillside	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2330	090	99	520	010	5110	350	03	Hillside	Instr. Asst - Paraprofessional/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2353	090	99	520	010	5110	350	01	Hillside	Prof Dev Summer/Aft School/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2355	090	99	520	010	5110	350	03	Hillside	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	010	5110	350	01	Hillside	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	010	5110	350	02	Hillside	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2120	090	99	520	010	5110	350	02	Hillside	Secy to Dep Head (Non Sup)/ Sali	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2210	090	99	520	010	5110	350	02	Hillside	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2220	090	99	520	010	5110	350	02	Hillside	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	1420	090	99	520	010	5110	350	02	Hillside	Human Resources & Benefits/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4110	090	99	520	010	5110	350	03	Hillside	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	5200	090	99	520	010	5110	350	99	Hillside	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4220	090	99	520	020	5241	350	04	Hillside	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4210	090	99	520	020	5241	350	04	Hillside	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2451	090	99	520	020	5255	350	04	Hillside	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2420	090	99	520	020	5247	350	04	Hillside	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	5350	090	99	520	020	5270	350	04	Hillside	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5300	350	04	Hillside	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5330	350	04	Hillside	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5341	350	04	Hillside	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5345	350	04	Hillside	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5346	350	04	Hillside	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5380	350	04	Hillside	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	030	5420	350	05	Hillside	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4220	090	99	520	030	5430	350	05	Hillside	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4110	090	99	520	030	5450	350	05	Hillside	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4210	090	99	520	030	5460	350	05	Hillside	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	3400	090	99	520	030	5490	350	05	Hillside	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2430	090	99	520	030	5510	350	05	Hillside	Educational Supplies	\$531	\$328	\$318	\$340	\$350	\$318
2350	3232	090	23	2415	090	99	520	030	5512	350	05	Hillside	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2410	090	99	520	030	5517	350	05	Hillside	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2420	090	99	520	030	5522	350	05	Hillside	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2453	090	99	520	030	5523	350	05	Hillside	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2455	090	99	520	030	5524	350	05	Hillside	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2451	090	99	520	030	5525	350	05	Hillside	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	030	5580	350	05	Hillside	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5710	350	06	Hillside	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5720	350	06	Hillside	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5730	350	06	Hillside	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	030	5780	350	06	Hillside	Other Expenses	\$0	\$14	\$14	\$16	\$16	\$14
2350	3232	090	23	7300	090	99	520	200	5850	350	99	Hillside	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7500	090	99	520	200	5851	350	99	Hillside	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7350	090	99	520	200	5856	350	99	Hillside	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7300	090	99	520	200	5870	350	99	Hillside	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$531	\$341	\$332	\$357	\$365	\$333
Anticipated Ending Fund Bal.														\$1,001	\$891	\$793	\$694	\$692	\$596

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Pollard Lost Books (2350-3313)</b>
<b>Fund Manager:</b>	<b>Pollard Principal</b>
<b>Executive Summary:</b>	<b>No Change to Lost Book Fees of \$75/Hardcover Book and \$10/Paperback Book</b>

### **Fund Description:**

This pass-through account funds the replacement of lost or damaged textbooks at Pollard Middle School.

### **Enabling Legislation:**

MGL Chapter 44, Section 53.

### **Critical Issues:**

There are no critical issues for this revolving fund.

### **Support for District Vision, Mission, Goals, Objectives:**

The Pollard Lost Book account supports District Goal 1, related to advancing standards based learning.

### **Description of Revenues:**

The FY20 budget includes \$425 in revenue, representing the sale of estimated 5 hardcover books at \$75/each and 5 paperback books at \$10/each

The average cost of replacement textbooks is \$75/hardcover books and \$10/paperback books, based on current and prior year experience at the Pollard Middle Schools.

### **Staffing:**

No staff members are paid through this revolving fund.

### **Expenses:**

Expenses for FY20 total \$425 and represent the estimated purchase of 5 replacement hardcover books at \$75 and 5 paperback books at \$10.

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	Pollard Lost Books
Revolving Fund Contact:	Pollard Principal

													FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget	
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3313	90	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$1,898	\$1,958	\$2,028	\$2,028	\$2,055	\$526
Current Year Revenue Collections																			
2350	3313	90	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$135	\$70	\$97	\$525	\$525	\$425
Revenue Collected for Next Fiscal Year																			
2350	3313	90	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$2,033	\$2,028	\$2,125	\$2,553	\$2,580	\$951	
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Sch A	Ext Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
2350	3313	90	30	1230	099	99	520	010	5110	350	01	Pollard	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2110	099	99	520	010	5110	350	01	Pollard	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2120	099	99	520	010	5110	350	01	Pollard	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2220	099	99	520	010	5110	350	01	Pollard	Curr Ldr/Academic Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2305	099	99	520	010	5110	350	01	Pollard	Certified Classroom Teacher/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2310	099	99	520	010	5110	350	01	Pollard	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2315	099	99	520	010	5110	350	01	Pollard	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2320	099	99	520	010	5110	350	01	Pollard	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	010	5110	350	01	Pollard	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2325	099	99	520	010	5110	350	03	Pollard	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2330	099	99	520	010	5110	350	03	Pollard	Instr. Asst - Paraprofessional/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2353	099	99	520	010	5110	350	01	Pollard	Prof Dev Summer/Aft School/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2355	099	99	520	010	5110	350	03	Pollard	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2357	099	99	520	010	5110	350	01	Pollard	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2110	099	99	520	010	5110	350	02	Pollard	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2120	099	99	520	010	5110	350	02	Pollard	Secy to Dep Head (Non Sup)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2210	099	99	520	010	5110	350	02	Pollard	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2220	099	99	520	010	5110	350	02	Pollard	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	1420	099	99	520	010	5110	350	02	Pollard	Human Resources & Benefits/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4110	099	99	520	010	5110	350	03	Pollard	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	5200	099	99	520	010	5110	350	99	Pollard	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4220	099	99	520	020	5241	350	04	Pollard	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4210	099	99	520	020	5241	350	04	Pollard	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2451	099	99	520	020	5255	350	04	Pollard	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2420	099	99	520	020	5247	350	04	Pollard	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	5350	099	99	520	020	5270	350	04	Pollard	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5300	350	04	Pollard	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5330	350	04	Pollard	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5341	350	04	Pollard	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5345	350	04	Pollard	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5346	350	04	Pollard	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	020	5380	350	04	Pollard	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2110	099	99	520	030	5420	350	05	Pollard	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4220	099	99	520	030	5430	350	05	Pollard	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4110	099	99	520	030	5450	350	05	Pollard	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	4210	099	99	520	030	5460	350	05	Pollard	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	3400	099	99	520	030	5490	350	05	Pollard	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2430	099	99	520	030	5510	350	05	Pollard	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2415	099	99	520	030	5512	350	05	Pollard	Teaching Aids/ Clsm Ref	\$75	\$0	\$0	\$150	\$0	\$50
2350	3313	90	30	2410	099	99	520	030	5517	350	05	Pollard	Textbooks & Workbooks	\$0	\$0	\$70	\$375	\$2,054	\$375
2350	3313	90	30	2420	099	99	520	030	5522	350	05	Pollard	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2453	099	99	520	030	5523	350	05	Pollard	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2455	099	99	520	030	5524	350	05	Pollard	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2451	099	99	520	030	5525	350	05	Pollard	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	030	5580	350	05	Pollard	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2357	099	99	520	030	5710	350	06	Pollard	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2357	099	99	520	030	5720	350	06	Pollard	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2357	099	99	520	030	5730	350	06	Pollard	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	2440	099	99	520	030	5780	350	06	Pollard	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	7300	099	99	520	200	5850	350	99	Pollard	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	7500	099	99	520	200	5851	350	99	Pollard	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	7350	099	99	520	200	5856	350	99	Pollard	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3313	90	30	7300	099	99	520	200	5870	350	99	Pollard	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$75	\$0	\$70	\$525	\$2,054	\$425	
Anticipated Ending Fund Bal.													\$1,958	\$2,028	\$2,055	\$2,028	\$526	\$526	

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY19 Budget Request

<b>Fund Name:</b>	<b>Grade 8 Washington DC Trip (2350-3316)</b>
<b>Fund Manager:</b>	<b>Pollard Principal</b>
<b>Executive Summary:</b>	<b>Increase to Fee from \$632/Student to \$699/Student</b>

### **Fund Description:**

This account funds the Grade 8 Washington D.C. Trip for students. Starting with the 2017/18 School Year, the entire Pollard Grade 8 student body traveled to Washington, D.C. for a four-day/three-night stay. The trip features a community service learning component that allows students to contribute to the local community in an authentic manner.

The Pollard has conducted an annual trip to Washington, D.C. for many years for interested Grade 8 students. The FY2019/20 school year represents the third time the entire student body will travel.

### **Enabling Legislation:**

MGL Chapter 71, Section 47.

### **Critical Issues:**

In January 2019, an RFP was issued and a contract was awarded to EF Explore America for the FY 2019/20 trip. The 2019/20 trip will be held in November, 2019 for an estimated 460 eighth grade students. The per student fee is \$699/student (the bid rate), which represents a \$67 increase over the FY 2018/19 rate of \$632/student. This student cost includes two free student trips for every 30 paying students.

### **Support for District Vision, Mission, Goals, Objectives:**

This program supports District Goal 2: Develop Social, Emotional, Wellness and Citizenship Skills.

### **Description of Revenues:**

Total revenues of \$321,540 are anticipated, representing approximately 460 students paying \$699/student.

### **Staffing:**

No staff are paid from this fund.

### **Expenses:**

Total expenses of \$321,540 are anticipated, based on the aforementioned fees. The \$699 student fee will cover the cost of all student travelers, including the cost of scholarship students.

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	Pollard Washington DC Trip
Revolving Fund Contact:	Pollard Principal

													FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget	
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3316	070	00	0000	000	00	520	980	0000	000	00	Carry-Over Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Current Year Revenue Collections																			
2350	3316	070	00	0000	000	00	432	000	0000	000	00	Current Year Revenue Collections	\$0	\$0	\$0	\$225,231	\$232,103	\$321,540	
Revenue Collected for Next Fiscal Year																			
2350	3316	070	00	0000	000	00	432	000	0000	000	00	Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal Revenues													\$0	\$0	\$0	\$226,632	\$232,103	\$321,540	
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
2350	3316	070	30	1230	099	99	520	010	5110	350	01	Pollard	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2110	099	99	520	010	5110	350	01	Pollard	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2120	099	99	520	010	5110	350	01	Pollard	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2220	099	99	520	010	5110	350	01	Pollard	Curr Ldr/Academic Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2305	099	99	520	010	5110	350	01	Pollard	Certified Classroom Teacher/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2310	099	99	520	010	5110	350	01	Pollard	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2315	099	99	520	010	5110	350	01	Pollard	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2320	099	99	520	010	5110	350	01	Pollard	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	010	5110	350	01	Pollard	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2325	099	99	520	010	5110	350	03	Pollard	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2330	099	99	520	010	5110	350	03	Pollard	Instr. Asst - Paraprofessional/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2353	099	99	520	010	5110	350	01	Pollard	Prof Dev Summer/Altr School/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2355	099	99	520	010	5110	350	03	Pollard	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2357	099	99	520	010	5110	350	01	Pollard	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2110	099	99	520	010	5110	350	02	Pollard	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2120	099	99	520	010	5110	350	02	Pollard	Secy to Dep Head (Non Sup)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2210	099	99	520	010	5110	350	02	Pollard	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2220	099	99	520	010	5110	350	02	Pollard	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	1420	099	99	520	010	5110	350	02	Pollard	Human Resources & Benefits/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4110	099	99	520	010	5110	350	03	Pollard	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	5200	099	99	520	010	5110	350	99	Pollard	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4220	099	99	520	020	5241	350	04	Pollard	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4210	099	99	520	020	5241	350	04	Pollard	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2451	099	99	520	020	5255	350	04	Pollard	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2420	099	99	520	020	5247	350	04	Pollard	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	5350	099	99	520	020	5270	350	04	Pollard	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5300	350	04	Pollard	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5330	350	04	Pollard	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5341	350	04	Pollard	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5345	350	04	Pollard	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5346	350	04	Pollard	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	020	5380	350	04	Pollard	Other Services	\$0	\$0	\$0	\$225,231	\$232,103	\$321,540
2350	3316	070	30	2110	099	99	520	030	5420	350	05	Pollard	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4220	099	99	520	030	5430	350	05	Pollard	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4110	099	99	520	030	5450	350	05	Pollard	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	4210	099	99	520	030	5460	350	05	Pollard	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	3400	099	99	520	030	5490	350	05	Pollard	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2430	099	99	520	030	5510	350	05	Pollard	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2415	099	99	520	030	5512	350	05	Pollard	Teaching Aids/ Clsrn Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2410	099	99	520	030	5517	350	05	Pollard	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2420	099	99	520	030	5522	350	05	Pollard	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2453	099	99	520	030	5523	350	05	Pollard	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2455	099	99	520	030	5524	350	05	Pollard	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2451	099	99	520	030	5525	350	05	Pollard	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	030	5580	350	05	Pollard	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2357	099	99	520	030	5710	350	06	Pollard	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2357	099	99	520	030	5720	350	06	Pollard	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2357	099	99	520	030	5730	350	06	Pollard	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	2440	099	99	520	030	5780	350	06	Pollard	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	7300	099	99	520	200	5850	350	99	Pollard	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	7500	099	99	520	200	5851	350	99	Pollard	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	7350	099	99	520	200	5856	350	99	Pollard	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3316	070	30	7300	099	99	520	200	5870	350	99	Pollard	Repl. Equipment- \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$0	\$0	\$0	\$226,632	\$232,103	\$321,540	
Anticipated Ending Fund Bal.													\$0	\$0	\$0	\$0	\$0	\$0	

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Represents fee pre-collections for the ensuing fiscal year (first and second student payments.)

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>High School Testing (2350-3420)</b>
<b>Fund Manager:</b>	<b>Guidance Director</b>
<b>Executive Summary:</b>	<b>Increase in Exam Prices: AP Exam (\$95 to \$100) and PSAT Fee (\$26 to \$30), which Includes Be Pass-Through Exam Cost + Administrative Fee. Administrative Fee increases of \$5 for AP Exam (from \$10 to \$15) and \$3 for PSAT Fee (from \$10 to \$13.)</b>

### Fund Description:

The High School Testing program administers the SAT (Scholastic Aptitude Test), the AP (Advanced Placement), and PSAT (Preliminary School Aptitude Test) to High School Students. Fees are collected to cover the cost of the AP and PSAT exams, as well as administrative expenses. The administrative expenses include the cost of proctors and the Testing Coordinator's stipend. No fees are collected for the SAT; students pay the testing service directly.

### Enabling Legislation:

M.G.L. Chapter 71, Section 47,

### Critical Issues:

Test fees reflect the pass-through exam cost (anticipating \$85 for the AP Exam and an increase from \$16 to \$17 for the PSAT), plus an administrative fee designed to cover the cost of proctors and the testing coordinator's stipend. In past years, the administrative fee had been reduced, in order to spend down surplus fund balance in this account. At this time, that surplus fund balance has been expended and the administrative fee must be reset, so that recurring revenues fully support the recurring expenses of this fund. The FY20 proposed AP and PSAT fees (of \$100 and \$30, respectively) restore student fees to amounts consistent with FY15 and pre-FY15 levels.

The cost of providing the AP and PSAT exams has risen significantly over the years. Since FY16, the cost of the exams themselves has risen 5% per year on average, while the cost of proctors has risen by 9% per year. Since the cost of the exams is the largest expense of this fund, expenses overall have also increased by about 5% per year.

Fund balance will continue provide sufficient funding to cover the cost of scholarships for students facing financial hardship.

### Support for District Vision, Mission, Goals, Objectives:

The activities of this account support District Goal #1, related to standards-based learning.

### Description of Revenues:

The FY20 AP fee is proposed to be \$100, reflecting an \$85 pass-through exam cost and a \$15 administrative fee. The administrative fee increases \$5 over the current year, to cover the actual cost of administering the exam, including the rapidly escalating cost of proctors. The FY20 administrative fee of \$15 is similar to the



administrative fee charged in FY14 (of \$16), and is less than the administrative fee of \$20/exam charged in FY12 and FY13.

The FY20 PSAT fee is proposed to be \$30, reflecting a \$17 pass-through exam cost and a \$13 administrative fee. The administrative fee increases \$3 over the current year, to cover the actual cost of administering the exam, including the rapidly escalating cost of proctors. The FY20 administrative fee of \$13 is slightly higher than the administrative fee (of \$11) charged in FY14 and FY15, but is less than the administrative fee of \$17/exam charged in FY12 and FY13.

Should the pass-through exam prices increase, the per-student fee will be adjusted accordingly; there will be no change to the proposed administrative surcharge.

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
<b>AP - # Exams</b>	<b>445</b>	<b>445</b>	<b>660</b>	<b>700</b>	<b>750</b>	<b>775</b>	<b>753</b>	<b>750</b>	<b>990</b>
<b>PSAT - # Exams</b>	<b>342</b>	<b>342</b>	<b>331</b>	<b>350</b>	<b>385</b>	<b>390</b>	<b>385</b>	<b>370</b>	<b>390</b>
<b>AP Test Fee</b>	\$87	\$87	\$89	\$89	\$91	\$92	\$84	\$85	\$85
<b>AP Admin Fee</b>	\$20	\$20	\$16	\$11	\$9	\$9	\$10	\$10	\$15
<b>Total AP Fee</b>	<b>\$107</b>	<b>\$107</b>	<b>\$105</b>	<b>\$100</b>	<b>\$100</b>	<b>\$101</b>	<b>\$94</b>	<b>\$95</b>	<b>\$100</b>

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
<b>PSAT Test Fee</b>	\$14	\$14	\$14	\$14	\$14	\$15	\$16	\$16	\$17
<b>PSAT Admin Fee</b>	\$17	\$17	\$11	\$11	\$6	\$6	\$10	\$10	\$13
<b>Total PSAT Fee</b>	<b>\$31</b>	<b>\$31</b>	<b>\$25</b>	<b>\$25</b>	<b>\$20</b>	<b>\$21</b>	<b>\$26</b>	<b>\$26</b>	<b>\$30</b>

FY20 anticipated revenues include: \$99,000 in AP fees (990 students x \$100/test) and \$11,700 in PSAT fees (390 students x \$30/exam,) for a total of \$110,700.

### **Staffing:**

This program pays a stipend to the Testing Coordinator, as provided for in the Unit A Teachers Contract. Additionally, proctors receive compensation from this account for administering concurrent and extended time examinations. The FY20 budget also assumes total expenses of \$13,250 for proctors, which includes the following: 64 proctors @ \$122/day to administer exams (a total cost of \$7,808); 22 proctors at \$183/day to administer 50% extended-time exams (for a total cost of \$4,026); and 4 proctors to administer 100% extended-time exams @ \$244/day (for a total cost of \$976.) Finally, the budget provides for an additional \$20/day to be paid to an estimated 22 regular-time proctors who are required to administer exams after hours (22 x \$20 = \$440.) Total anticipated staffing costs are \$20,019.

### **Expenses:**

Program expenses total \$111,249 and include the aforementioned staff costs, as well as the cost of the exams themselves. In FY20, PSAT exams are expected to cost \$6,630 (assuming 390 students at a cost of \$17/exam), AP exams are expected to cost \$84,150 (\$85 x 990 exams). An additional \$400 is budgeted to pay the College Board membership fee and \$50 is provided to cover the cost of electronic file submission of the exams.

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	High School Testing
Revolving Fund Contact:	Guidance Director

														FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
Revenues																				
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																				
2350	3420	80	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$25,508	\$27,964	\$28,905	\$27,176	\$14,141	\$22,447	\$13,119
Current Year Revenue Collections																				
2350	3420	80	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$86,930	\$91,983	\$90,400	\$82,803	\$80,870	\$95,510	\$110,700
Revenue Collected for Next Fiscal Year																				
2350	3420	80	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$112,438	\$119,947	\$119,305	\$109,979	\$95,011	\$117,957	\$123,819
Expenditures																				
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY18 Budget	FY18 Proj	FY19 Budget
2350	3420	80	40	1230	099	99	520	010	5130	350	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2110	099	99	520	010	5110	350	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2120	099	99	520	010	5110	350	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2220	099	99	520	010	5110	350	99	NHS	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2305	099	99	520	010	5110	350	99	NHS	Certified Classroom Teacher/ Salar	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2310	099	99	520	010	5110	350	99	NHS	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2315	099	99	520	010	5110	350	99	NHS	Instr. Coord-Team Leader/ Salary	\$6,529	\$6,636	\$6,636	\$6,636	\$6,636	\$6,636	\$6,769
2350	3420	80	40	2320	099	99	520	010	5110	350	99	NHS	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2440	099	99	520	010	5110	350	99	NHS	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2325	099	99	520	010	5110	350	99	NHS	Classroom Subs/ Salary	\$10,340	\$10,400	\$12,560	\$12,020	\$11,600	\$13,420	\$13,250
2350	3420	80	40	2330	099	99	520	010	5110	350	99	NHS	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2353	099	99	520	010	5110	350	99	NHS	Prof Dev Summer/Afttr School/ Sala	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2355	099	99	520	010	5110	350	99	NHS	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2357	099	99	520	010	5110	350	99	NHS	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2110	099	99	520	010	5110	350	99	NHS	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2120	099	99	520	010	5110	350	99	NHS	Secy to Dep Head (Non Sup)/ Sala	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2210	099	99	520	010	5110	350	99	NHS	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2220	099	99	520	010	5110	350	99	NHS	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	1420	099	99	520	010	5110	350	99	NHS	Human Resources & Benefits/ Sale	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2430	099	99	520	030	5510	350	99	NHS	Educational Supplies	\$67,230	\$73,681	\$72,608	\$68,234	\$69,670	\$84,332	\$90,780
2350	3420	80	40	2415	099	99	520	030	5512	350	99	NHS	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2410	099	99	520	030	5517	350	99	NHS	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2420	099	99	520	030	5522	350	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2453	099	99	520	030	5523	350	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2455	099	99	520	030	5524	350	99	NHS	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2451	099	99	520	030	5525	350	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2440	099	99	520	030	5580	350	99	NHS	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2357	099	99	520	030	5710	350	99	NHS	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2357	099	99	520	030	5720	350	99	NHS	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3420	80	40	2357	099	99	520	030	5730	350	99	NHS	Dues & Memberships	\$325	\$325	\$325	\$400	\$400	\$400	\$400
2350	3420	80	40	2440	099	99	520	030	5780	350	99	NHS	Other Expenses	\$50	\$0	\$0	\$242	\$50	\$50	\$50
Subtotal Expenditures														\$84,474	\$91,042	\$92,129	\$87,532	\$88,356	\$104,838	\$111,249
Anticipated Ending Fund Bal.														\$27,964	\$28,905	\$27,176	\$22,447	\$6,655	\$13,119	\$12,571

\* Includes encumbrances.

Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>High School Textbook Recovery (2350-3423)</b>
<b>Fund Manager:</b>	<b>High School Principal</b>
<b>Executive Summary:</b>	<b>No Change to \$17 Replacement Fee for Paperbacks; No Change for \$100 Replacement Fee for Hardcover Books</b>

### Fund Description:

This pass-through account funds the replacement cost of lost High School textbooks and paperback books. The amount assessed to students is based on the replacement cost of the materials.

### Enabling Legislation:

MGL Chapter 44, Section 53.

### Critical Issues:

There are no critical issues for this fund.

### Support for District Vision, Mission, Goals, Objectives:

The NHS Textbook Recovery account supports District Goal 1, related to advancing standards based learning.

### Description of Revenues:

Revenues represent funds from students to replace lost High School textbooks. The FY20 projected revenue of \$1,225 reflects the sale of 8 hardcover books (at \$100/book) and 25 paperback books (at \$17/each.)

### Staffing:

No salaries are paid from this fund.

### Expenses:

Expenses for FY20 are \$1,225 for replacement textbooks. Prior year accumulated fund balance will continue to be used, as needed.

### FY20 Proposed Budget:

Attached.

Revolving Fund Name	High School Textbook Recovery
Revolving Fund Code	High School Principal

													FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj.	FY20 Budget
Revenues																		
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3423	090	00	0000	000	00	520	980	0000	350	00	Carry-Over Revenue	\$4,156	\$6,505	\$4,089	\$314	\$4,089	\$607
Current Year Revenue Collections																		
2350	3423	090	00	0000	000	00	432	000	0000	350	00	Current Year Revenue Collections	\$2,432	\$2,111	\$0	\$1,225	\$1,225	\$1,225
Revenue Collected for Next Fiscal Year																		
2350	3423	090	00	0000	000	00	432	000	0000	350	00	Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$6,588	\$8,616	\$4,089	\$1,539	\$5,314	\$1,832
Expenditures																		
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj.	FY20 Budget
2350	3423	090	40	1230	099	99	520	010	5130	300	99	NHS Coaches	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2110	099	99	520	010	5110	300	99	NHS Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2120	099	99	520	010	5110	300	99	NHS Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2220	099	99	520	010	5110	300	99	NHS Curr Ldr/Academic Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2305	099	99	520	010	5110	300	99	NHS Certified Classroom Teacher/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2310	099	99	520	010	5110	300	99	NHS Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2315	099	99	520	010	5110	300	99	NHS Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2320	099	99	520	010	5110	300	99	NHS Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	010	5110	300	99	NHS Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2325	099	99	520	010	5110	300	99	NHS Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2330	099	99	520	010	5110	300	99	NHS Instr. Asst - Paraprofessional/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2353	099	99	520	010	5110	300	99	NHS Prof Dev Summer/Aft School/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2355	099	99	520	010	5110	300	99	NHS Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2357	099	99	520	010	5110	300	99	NHS Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2110	099	99	520	010	5110	300	99	NHS Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2120	099	99	520	010	5110	300	99	NHS Secy to Dep Head (Non Sup)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2210	099	99	520	010	5110	300	99	NHS Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2220	099	99	520	010	5110	300	99	NHS Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	1420	099	99	520	010	5110	300	99	NHS Human Resources & Benefits/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4110	099	99	520	010	5110	300	99	NHS Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	5200	099	99	520	010	5110	300	99	NHS Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4220	099	99	520	020	5241	300	99	NHS R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4210	099	99	520	020	5241	300	99	NHS R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2451	099	99	520	020	5255	300	99	NHS R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2420	099	99	520	020	5247	300	99	NHS R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	5350	099	99	520	020	5270	300	99	NHS Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5300	300	99	NHS Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5330	300	99	NHS Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5341	300	99	NHS Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5345	300	99	NHS Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5346	300	99	NHS Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	020	5380	300	99	NHS Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2110	099	99	520	030	5420	300	99	NHS Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4220	099	99	520	030	5430	300	99	NHS R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4110	099	99	520	030	5450	300	99	NHS Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	4210	099	99	520	030	5460	300	99	NHS Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	3400	099	99	520	030	5490	300	99	NHS Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2430	099	99	520	030	5510	300	99	NHS Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2415	099	99	520	030	5512	300	99	NHS Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2410	099	99	520	030	5517	300	99	NHS Textbooks & Workbooks	\$83	\$4,527	\$0	\$1,225	\$4,707	\$1,225
2350	3423	090	40	2420	099	99	520	030	5522	300	99	NHS Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2453	099	99	520	030	5523	300	99	NHS A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2455	099	99	520	030	5524	300	99	NHS Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2451	099	99	520	030	5525	300	99	NHS Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	030	5580	300	99	NHS Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2357	099	99	520	030	5710	300	99	NHS In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2357	099	99	520	030	5720	300	99	NHS Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2357	099	99	520	030	5730	300	99	NHS Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	2440	099	99	520	030	5780	300	99	NHS Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	7300	099	99	520	200	5850	300	99	NHS Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	7500	099	99	520	200	5851	300	99	NHS Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	7350	099	99	520	200	5856	300	99	NHS Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3423	090	40	7300	099	99	520	200	5870	300	99	NHS Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$83	\$4,527	\$0	\$1,225	\$4,707	\$1,225
Anticipated Ending Fund Bal.													\$6,505	\$4,089	\$4,089	\$314	\$607	\$607

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>H.S. Parking Fund (2350-3424)</b>
<b>Fund Manager:</b>	<b>High School Principal</b>
<b>Executive Summary:</b>	<b>Parking Permit Price Increase (\$75 to \$100); Introduction of Parking Lot/Traffic Attendant Position</b>

### Fund Description:

This account funds the sale of parking permits to Needham High School students. Permit fees are used to maintain a safe driving environment at the school by providing adult supervision in the student lots before school, and before and after lunch break.

### Enabling Legislation:

Previously, MGL Chapter 71, Section 47. Now MGL Chapter 71, Section 71E. The Municipal Modernization Act amended the language of MGL Chapter 71, Section 71E, the statute authorizing school adult education and continuing education programs, to include the collection of parking fees in connection with the use of school property. The amended language of MGL Chapter 71, Section 71E now allows parking fees to be collected in connection with the use of school property. As a result, fee revenues now can be used for expenditures associated with maintaining the lots.

The 2017 Annual Town Meeting voted to formally authorize the programs provided under this statute.

### Critical Issues:

The NHS has articulated a need for a parking lot attendant to work three hours per day to direct traffic and supervise students while in the lot. An increase in the parking permit fee from \$75 to \$100 is proposed to cover the cost of the new position.

### Support for District Vision, Mission, Goals, Objectives:

The High School parking fund promotes the District's goal of *ensuring the infrastructure supports district values and learning goals*.

### Description of Revenues:

For FY20, 200 parking permits are projected to be sold. These permits are sold on a first-come-first-served basis, for the full year. Although permits are currently sold on a semester basis (at half price each semester), FY20 permits would be good for the entire year.

The FY20 proposed permit price is \$100/school year permit, which represents a \$25 increase from the current \$75 annualized permit rate. (The fall and spring permits are sold at \$37.50/each in FY19.) Total revenues are budgeted at \$20,000, representing 200 permits at \$100/permit.

**Staffing:**

The FY20 proposed budget includes a 3-hour per day parking lot/traffic attendant position. The job description and rate for this position have yet to be determined, but are preliminarily based on the current rate for a school crossing guard, or \$20.65/hour, for \$11,151 per year.

**Expenses:**

Expenses total \$21,831 and include the aforementioned parking lot/traffic attendant position, as well as the following: \$1,680 for parking sticker and permit printing and \$9,000 for snow plowing.

**FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	High School Parking
Revolving Fund Contact:	High School Principal

														FY15	FY16	FY17	FY18	FY19	FY19	FY20
Revenues														Actual	Actual	Actual	Actual	Budget	Proi	Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																				
2350	3424	080	00	0000	000	00	520	980	0000	350	00		Carry-Over Revenue	\$3,105	\$3,459	\$4,950	\$4,463	\$5,057	\$5,047	\$5,198
Current Year Revenue Collections																				
2350	3424	080	00	0000	000	00	432	000	0000	350	00		Current Year Revenue Collections	\$6,540	\$7,380	\$5,855	\$14,540	\$15,000	\$16,688	\$20,000
Revenue Collected for Next Fiscal Year																				
2350	3424	080	00	0000	000	00	432	000	0000	350	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$9,645	\$10,839	\$10,805	\$19,003	\$20,441	\$21,734	\$25,198
Expenditures																				
Fund	Dept	Pgm	Bldg	DOE	Subj	Gr	Act	TM	Object	SchA	Ext	Building	Object Code Description	FY15	FY16	FY17	FY18	FY19	FY19	FY20
				Fun					Code		Obj			Actual	Actual	Actual	Actual	Budget	Proi	Budget
2350	3424	080	40	1230	099	99	520	010	5130	350	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2110	099	99	520	010	5110	350	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2120	099	99	520	010	5110	350	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2220	099	99	520	010	5110	350	99	NHS	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2305	099	99	520	010	5110	350	99	NHS	Certified Classroom Teacher/ Salar	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2310	099	99	520	010	5110	350	99	NHS	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2315	099	99	520	010	5110	350	99	NHS	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2320	099	99	520	010	5110	350	99	NHS	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	010	5110	350	99	NHS	Other Instructional	\$5,507	\$5,423	\$5,394	\$0	\$0	\$0	\$11,151
2350	3424	080	40	2325	099	99	520	010	5110	350	99	NHS	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2330	099	99	520	010	5110	350	99	NHS	Instr. Asst - Paraprofessional/ Salar	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2353	099	99	520	010	5110	350	99	NHS	Prof Dev Summer/Afttr School/ Sala	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2355	099	99	520	010	5110	350	99	NHS	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2357	099	99	520	010	5110	350	99	NHS	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2110	099	99	520	010	5110	350	99	NHS	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2120	099	99	520	010	5110	350	99	NHS	Secy to Dep Head (Non Sup)/ Salar	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2210	099	99	520	010	5110	350	99	NHS	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2220	099	99	520	010	5110	350	99	NHS	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	1420	099	99	520	010	5110	350	99	NHS	Human Resources & Benefits/ Sala	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	4110	099	99	520	010	5110	350	99	NHS	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	5200	099	99	520	010	5110	350	99	NHS	Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	4220	099	99	520	020	5241	350	99	NHS	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	4210	099	99	520	020	5241	350	99	NHS	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$15,603	\$0
2350	3424	080	40	2451	099	99	520	020	5255	350	99	NHS	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2420	099	99	520	020	5247	350	99	NHS	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	5350	099	99	520	020	5270	350	99	NHS	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	020	5300	350	99	NHS	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	020	5330	350	99	NHS	Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	020	5341	350	99	NHS	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	020	5345	350	99	NHS	Printing & Binding	\$680	\$466	\$0	\$0	\$975	\$0	\$1,000
2350	3424	080	40	2440	099	99	520	020	5346	350	99	NHS	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	020	5380	350	99	NHS	Other Services	\$0	\$0	\$0	\$12,468	\$13,000	\$0	\$9,000
2350	3424	080	40	2110	099	99	520	030	5420	350	99	NHS	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	4220	099	99	520	030	5430	350	99	NHS	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	4110	099	99	520	030	5450	350	99	NHS	Custodial / Supplies	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0
2350	3424	080	40	4210	099	99	520	030	5460	350	99	NHS	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	3400	099	99	520	030	5490	350	99	NHS	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2430	099	99	520	030	5510	350	99	NHS	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2415	099	99	520	030	5512	350	99	NHS	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2410	099	99	520	030	5517	350	99	NHS	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2420	099	99	520	030	5522	350	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2453	099	99	520	030	5523	350	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2455	099	99	520	030	5524	350	99	NHS	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2451	099	99	520	030	5525	350	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	030	5580	350	99	NHS	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2357	099	99	520	030	5710	350	99	NHS	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2357	099	99	520	030	5720	350	99	NHS	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2357	099	99	520	030	5730	350	99	NHS	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	2440	099	99	520	030	5780	350	99	NHS	Other Expenses	\$0	\$0	\$948	\$1,488	\$680	\$934	\$680
2350	3424	080	40	7300	099	99	520	200	5850	350	99	NHS	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	7500	099	99	520	200	5851	350	99	NHS	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	7350	099	99	520	200	5856	350	99	NHS	Capitol Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2350	3424	080	40	7300	099	99	520	200	5870	350	99	NHS	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$6,187	\$5,889	\$6,342	\$13,956	\$16,655	\$16,537	\$21,831
Anticipated Ending Fund Bal.														\$3,459	\$4,950	\$4,463	\$5,047	\$3,786	\$5,198	\$3,367

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.



## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>Media Recovery (2350-3633)</b>
<b>Fund Manager:</b>	<b>Director of Media &amp; Technology</b>
<b>Executive Summary:</b>	<b>No Change to Pass-Through Replacement Fee</b>

### **Fund Description:**

This pass-through account funds the replacement cost of lost Media Center materials. The amount assessed to students is based on the replacement cost of the lost materials.

### **Enabling Legislation:**

MGL Chapter 44, Section 53.

### **Critical Issues:**

There are no critical issues.

### **Description of Revenues:**

Revenues represent funds from students to replace lost Media Center materials. The \$2,300 revenue projection for FY20 is based on historical revenue collections.

### **Staffing:**

No salaries are paid from this fund.

### **Expenses:**

Expenses are the cost of replacement Media Center materials. FY20 budget expenses of \$2,300 are based on anticipated replacement costs.

### **District's Vision, Mission, Goals and Objectives:**

This program supports the District's infrastructure goal (Goal 3.)

### **FY20 Proposed Budget:**

Attached.

Revolving Fund Name:	Media Recovery Revolving Fund
Revolving Fund Contact:	Director of Media and Technology

														FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3633	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$5,401	\$6,576	\$4,757	\$1,607	\$3,505	\$500
Current Year Revenue Collections																			
2350	3633	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$2,717	\$1,929	\$3,218	\$2,300	\$956	\$2,300
Revenue Collected for Next Fiscal Year																			
2350	3633	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$8,117	\$8,505	\$7,975	\$3,907	\$4,461	\$2,800
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE				Object		Ext		Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
				Fun	Subj	Gr	Act	TM	Code	SchA	Obj								
2350	3633	090	21	2415	099	99	520	030	5512	350	05	Broadmeadow	Teaching Aids/ Clsrm Ref	\$79	\$83	\$638	\$350	\$588	\$288
2350	3633	090	22	2415	099	99	520	030	5512	350	05	Eliot	Teaching Aids/ Clsrm Ref	\$535	\$281	\$37	\$350	\$293	\$288
2350	3633	090	23	2415	099	99	520	030	5512	350	05	Hillside	Teaching Aids/ Clsrm Ref	\$0	\$757	\$97	\$350	\$854	\$288
2350	3633	090	24	2415	099	99	520	030	5512	350	05	Mitchell	Teaching Aids/ Clsrm Ref	\$186	\$195	\$484	\$350	\$143	\$288
2350	3633	090	25	2415	099	99	520	030	5512	350	05	Newman	Teaching Aids/ Clsrm Ref	\$82	\$1,647	\$1,716	\$350	\$217	\$288
2350	3633	090	26	2415	099	99	520	030	5512	350	05	High Rock	Teaching Aids/ Clsrm Ref	\$189	\$742	\$815	\$350	\$1,027	\$288
2350	3633	090	30	2415	099	99	520	030	5512	350	05	Pollard	Teaching Aids/ Clsrm Ref	\$470	\$42	\$681	\$350	\$529	\$288
2350	3633	090	40	2415	099	99	520	030	5512	350	99	NHS	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$350	\$310	\$288
2350	3633	090	40	3510	099	99	520	030	5512	350	99	NHS	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$1,541	\$3,747	\$4,469	\$2,800	\$3,961	\$2,300
Anticipated Ending Fund Bal.														\$6,576	\$4,757	\$3,505	\$1,107	\$500	\$500

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY20 Budget Request

<b>Fund Name:</b>	<b>World Languages Book/Equipment Sales (2350-3662)</b>
<b>Fund Manager:</b>	<b>Director of World Language</b>
<b>Executive Summary:</b>	<b>Increase in Fee for Latin Exam from (\$4 to \$6), Spanish Exam from (\$4 to \$7), French Exam from (\$4 to \$9), and Medusa Mythology Exam (\$3 to 10.) No Change to Fee for Spanish Workbook (\$18), French Workbook (\$16), or Student Novels (\$8.)</b>

### Fund Description:

This pass-through revolving account funds the sale of French, Spanish and Latin foreign language competitive exams, the Medusa Mythology exam as well as workbooks and novels to students.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

A critical issue for this program is that the exam fees are not covering the current cost of the exam, and must be increased to balance program revenues and expenditures and provide an appropriate contingency reserve for fluctuations in enrollment. A comparison of the cost of the exam and fee charged to students is presented below:

Exam:	Exam Cost	Student Fee
Latin	\$5.06	\$3
Spanish	\$6.23	\$4
French	\$8.68	\$4
Myth	\$10.33	\$3

Although fees were set to approximately cover exam prices prior to FY18, they were reduced in FY19 to spend down fund balance. At this time, the fund balance has been reduced to an appropriate amount and fees should be re-adjusted to cover the cost of purchasing each exam. No increase is sought for the workbooks, which are not currently sold to students.

### Description of Revenues:

Revenues for this fund are received from students who pay the following fees:

	FY18 Proj. Students	FY18 Fees	FY19 Proj. Students	FY19 Fees	FY20 Proj. Students	FY20 Fees
Latin Exam	112	\$5	89	\$4	90	\$6
Spanish Exam	99	\$6	84	\$4	85	\$7
French Exam	96	\$8	50	\$4	50	\$9
Spanish Workbooks	0	\$18	0	\$18	0	\$18

French Workbooks	0	\$16	0	\$16	0	\$16
Student Novels	0	\$8	0	\$8	0	\$8
Medusa Myth. Exam	5	\$3	0	\$3	5	\$10

FY20 revenues are projected to be \$1,635, based on the above projected activity. (FY20 registrations are based on current year activity.) The account has a fund balance that will be used, thus allowing students to pay less than the cost of the exams.

### **Description of Expenses:**

The expenses of this program include the cost of the exams (\$1,470) and \$200 in miscellaneous program expenses. The exam costs are as follows, based on the aforementioned unit prices for each exam: Latin \$455 (@ \$5.06/exam), Spanish \$529 (@ \$6.23/exam), French \$434 (@ 8.68/exam) and Medusa Myth \$52 (@ \$10.33/exam)

### **Staffing:**

No staff members are paid from this fund.

### **District's Vision, Mission, Goals and Objectives:**

The activities of this fund support Goal 1 (Advancing Standards Based Learning)

### **FY20 Proposed Budget:**

Attached.

## Attachment A

Revolving Fund Name:	World Languages Book/Equipment Sales
Revolving Fund Contact:	Director of World Languages

														FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
<b>Revenues</b>																			
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																			
2350	3662	080	00	0000	000	00	520	980	0000	350	00		Carry-Over Revenue	\$1,483	\$1,976	\$2,363	\$2,497	\$2,651	\$1,581
<u>Current Year Revenue Collections</u>																			
2350	3662	080	00	0000	000	00	432	000	0000	350	00		Current Year Revenue Collections	\$2,850	\$1,820	\$1,926	\$1,500	\$913	\$1,635
<u>Revenue Collected for Next Fiscal Year</u>																			
2350	3662	080	00	0000	000	00	432	000	0000	350	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>														<b>\$4,333</b>	<b>\$3,796</b>	<b>\$4,289</b>	<b>\$3,997</b>	<b>\$3,564</b>	<b>\$3,216</b>
<b>Expenditures</b>																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Proj	FY20 Budget
2350	3662	080	40	1230	080	99	520	010	5130	300	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2110	080	99	520	010	5110	300	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2120	080	99	520	010	5110	300	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2220	080	99	520	010	5110	300	99	NHS	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2305	080	99	520	010	5110	300	99	NHS	Certified Classroom Teacher/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2310	080	99	520	010	5110	300	99	NHS	Certified Teacher Specialist/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2315	080	99	520	010	5110	300	99	NHS	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2320	080	99	520	010	5110	300	99	NHS	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	010	5110	300	99	NHS	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2325	080	99	520	010	5110	300	99	NHS	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2330	080	99	520	010	5110	300	99	NHS	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2353	080	99	520	010	5110	300	99	NHS	Prof Dev Summer/Aft School/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2355	080	99	520	010	5110	300	99	NHS	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2357	080	99	520	010	5110	300	99	NHS	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2110	080	99	520	010	5110	300	99	NHS	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2120	080	99	520	010	5110	300	99	NHS	Secy to Dep Head (Non Supv) Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2210	080	99	520	010	5110	300	99	NHS	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2220	080	99	520	010	5110	300	99	NHS	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	1420	080	99	520	010	5110	300	99	NHS	Human Resources & Benefits/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4110	080	99	520	010	5110	300	99	NHS	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	5200	080	99	520	010	5110	300	99	NHS	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4220	080	99	520	020	5241	300	99	NHS	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4210	080	99	520	020	5241	300	99	NHS	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2451	080	99	520	020	5255	300	99	NHS	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2420	080	99	520	020	5247	300	99	NHS	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	5350	080	99	520	020	5270	300	99	NHS	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5300	300	99	NHS	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5330	300	99	NHS	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5341	300	99	NHS	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5345	300	99	NHS	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5346	300	99	NHS	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	020	5380	300	99	NHS	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2110	080	99	520	030	5420	300	99	NHS	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4220	080	99	520	030	5430	300	99	NHS	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4110	080	99	520	030	5450	300	99	NHS	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	4210	080	99	520	030	5460	300	99	NHS	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	3400	080	99	520	030	5490	300	99	NHS	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2430	080	99	520	030	5510	300	99	NHS	Educational Supplies	\$764	\$39	\$0	\$0	\$0	\$0
2350	3662	080	40	2415	080	99	520	030	5512	300	99	NHS	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2410	080	99	520	030	5517	300	99	NHS	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2420	080	99	520	030	5522	300	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2453	080	99	520	030	5523	300	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2455	080	99	520	030	5524	300	99	NHS	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2451	080	99	520	030	5525	300	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	030	5580	300	99	NHS	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2357	080	99	520	030	5710	300	99	NHS	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2357	080	99	520	030	5720	300	99	NHS	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2357	080	99	520	030	5730	300	99	NHS	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	2440	080	99	520	030	5780	300	99	NHS	Other Expenses	\$1,594	\$1,394	\$1,638	\$1,973	\$1,983	\$1,670
2350	3662	080	40	7300	080	99	520	200	5850	300	99	NHS	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	7500	080	99	520	200	5851	300	99	NHS	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	7350	080	99	520	200	5856	300	99	NHS	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3662	080	40	7300	080	99	520	200	5870	300	99	NHS	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Expenditures</b>														<b>\$2,357</b>	<b>\$1,433</b>	<b>\$1,638</b>	<b>\$1,973</b>	<b>\$1,983</b>	<b>\$1,670</b>
<b>Anticipated Ending Fund Bal.</b>														<b>\$1,976</b>	<b>\$2,363</b>	<b>\$2,651</b>	<b>\$2,025</b>	<b>\$1,581</b>	<b>\$1,546</b>

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

***NEEDHAM SCHOOL COMMITTEE***

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

**Date:** June 18, 2019

**Item Title:** **Disposal of Surplus: Eliot Elementary School**

Item Description: This request is to dispose of the following equipment which are either obsolete, non-functioning, or the repair cost exceeds the value of the equipment.

**From Eliot Elementary School**

- 1803 Poor Condition Books

**Issues:** Chapter 30B Section 16 of the Massachusetts General Laws permits a governmental body to dispose of a tangible supply no longer useful to the governmental body, but having a resale or salvage value, at less than the fair market value to a charitable organization that has received a tax exemption from the United States by reason of its charitable nature. Chapter 30B Section 15 and Needham School Policy #DN, further authorize the disposal of surplus school property, other than real estate, having a net value of less than \$10,000 through the exercise of sound business practices by the Procurement Officer.

**Recommendation/Options:** That the Needham School Committee be informed of the disposal to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGL 30B Section 15 & 16 by the Procurement Officer.

### Rationale:

### Implementation Implications:

### Supporting Data:

**School Committee (circle one)** ☒ None.

## Action

## Information

## Discussion

## Consent Calendar

Sub-Committee:

Central Administrator

Town Counsel

Will report back to School Committee (date):

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

## ***NEEDHAM SCHOOL COMMITTEE***

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

**Date:** June 18, 2019

**Item Title:**                      **Disposal of Surplus:, Broadmeadow Elementary School, Science Center Newman Elementary School, Emery Grover**

**Item Description:**                      This request is to dispose of the following equipment which are either obsolete, non-functioning, or the repair cost exceeds the value of the equipment.

**From Broadmeadow Elementary School**

- 790 Poor Condition Books

**From Hillside Elementary School**

- 75 Poor Condition Books

**From Science Center Newman Elementary School**

- 5 Old Desks
- 2 Small Old File Cabinets
- 1 Old Metal Bookshelf

**From Emery Grover**

- 1 Broken Typewriter
- 70 Gr K Lesson Activity Books (Newman School)
- 1 Outdated Pearson WISC-V

**Issues:**                      Chapter 30B Section 16 of the Massachusetts General Laws permits a governmental body to dispose of a tangible supply no longer useful to the governmental body, but having a resale or salvage value, at less than the fair market value to a charitable organization that has received a tax exemption from the United States by reason of its charitable nature. Chapter 30B Section 15 and Needham School Policy #DN, further authorize the disposal of surplus school property, other than real estate, having a net value of less than \$10,000 through the exercise of sound business practices by the Procurement Officer.

**Recommendation/Options:**                      That the Needham School Committee be informed of the disposal to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGL 30B Section 15 & 16 by the Procurement Officer.

**Rationale:**

**Implementation Implications:**

**Supporting Data:**                      None.

**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