



Needham School Committee

August 22, 2019

1:00 p.m.

*Sunita L. Williams Elementary School
Cafeteria*

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

SCHOOL COMMITTEE MEETING AGENDA

**Sunita L. Williams Elementary School Cafeteria
585 Central Avenue**

August 22, 2019 1:00 p.m.

Next School Committee Meeting: September 17, 2019

1:00 p.m. Public Comments

1:05 p.m. School Committee Chair and Subcommittee Updates

1:10 p.m. Superintendent's Comments

1:15 p.m. Consent Agenda

1. Approve Minutes of the Meetings of May 7, 2019, May 21, 2019, June 4, 2019, June 18, 2019 and July 12, 2019
2. Approve FY2018-19 Additional Grant Allocation
3. Approve FY 2019-20 Grants

Discussion Items

1:20 p.m. Draft FY2020-21 Budget Guidelines

1:40 p.m. Action Item

Appointment of Interim Executive Director of Special Education

1:45 p.m. School Committee Comments

Information Items

- Report on FY2018-19 School Student Activity Account Balances
- Disposal of Surplus Items

**Needham School Committee
Sunita L. Williams Elementary School
August 22, 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
Sunita L. Williams Elementary School
August 22, 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
Sunita L. Williams Elementary School
August 22, 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
Sunita L. Williams Elementary School
August 22, 2019

Agenda Item: **Consent Agenda**

1. Approve Minutes of the Meetings of May 7, 2019, May 21, 2019, June 4, 2019, June 18, 2019 and July 12, 2019
2. Approve FY2018-19 Additional Grant Allocation
3. Approve FY 2019-20 Grants

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

If none removed:

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

Needham School Committee
Minutes of the Meeting
May 7, 2019

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public Comments

Chairman Greis offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Chairman Greis stated that before proceeding with School Committee Chair and Subcommittee Updates, the School Committee would take a moment to thank Past Chairman Aaron Pressman for his service as Chairman of the Needham School Committee, 2018-2019.

Chairman Greis expressed his appreciation to Mr. Pressman's thoughtful approach to communications. He stated that this was a year that the School Committee went from the Equity Audit to the REAL Coalition as well as the Portrait of a Needham Graduate. He added that he enjoyed working with Mr. Pressman and being his Vice-Chair.

Heidi Black stated that Mr. Pressman was Vice-Chair when she served as Chair. Ms. Black thanked Mr. Pressman for his measured approach, his thoughtfulness, and his sharp insight. She added that his background in journalism and communication has served the School Committee well.

Andrea Longo Carter stated that she enjoyed working with Mr. Pressman over the last few years. She expressed appreciation for Mr. Pressman's leadership style and stated that he is an excellent listener, thinking through things, and then providing thoughtful, measured, and wise counsel and answers. She added that it has been a pleasure working with him.

Susan Neckes echoed the comments of her colleagues. She thanked him for the leadership he provided during the last year. She stated that Mr. Pressman is passionate about education and the work of the School Committee. She added that he cares a great deal about the students, the administration and the School Committee and that she has learned so much from him during this past year.

Matthew Spengler expressed his appreciation to Mr. Pressman for his commitment and hard work as Chairman of the Needham School Committee. He also expressed an appreciation for Mr. Pressman's consistent grounding in decisions on what's best for students and

the humility he brings to the work.

Connie Barr expressed her appreciation for Mr. Pressman's leadership style. She stated that he is willing to listen to others but when he feels strongly about something, particularly when it has to do with the welfare of the students and staff, he speaks up and is very clear about what is on his mind. She noted that this is not always easy, and not always comfortable but it is important. Dr. Barr also stated that she appreciates that Mr. Pressman always provides a summary of the presentation as presented and his gracious appreciation to the presenters.

Mr. Pressman thanked School Committee members for their kind words. He stated that it has been a very fun year. He added that serving as Chairman of the Needham School Committee is very hard work, but also very rewarding work. He stated that he appreciates the comments from School Committee members, and he wants members of the public to understand and be encouraged to join the process.

Chairman Greis continued with School Committee Chair and Subcommittee Updated. Chairman Greis provided an update on Town Meeting proceedings. He stated that he is appreciative of Town Meeting's support of the Town budget and the School Department budget.

Superintendent's Comments

Superintendent's Comments

Superintendent Gutekanst stated that he too is appreciative of Town Meeting members support of the school operating budget including full-day kindergarten. He added that it is amazing that the full-day kindergarten will become a reality in the Needham community. He also stated that the Town Meeting appropriation of full-day kindergarten says a lot about this community and how the community values its students and its citizens.

Superintendent Gutekanst stated that under the direction of Maria DeCicco, Media/Technology teacher at the Hillside Elementary School, several students submitted student created a podcast to MPR, the Student Podcast Challenge for students in grades 5-12. He stated that two groups were recognized as a finalist in the middle school category. He added that they were two out of 6000 entries. Superintendent Gutekanst stated that one podcast is called, Clowning, which is about the art of clowning. The second podcast is called, Stop Touching My Hair. This podcast is a powerful commentary on racism from the eyes of two, ten and eleven-year-old girls. Superintendent Gutekanst congratulated the students for submitting the podcast and being recognized by national public radio.

Consent Agenda

Consent Agenda

1. Minutes of the Meeting of March 19, 2019
2. Accept Donations

Chairman Greis asked if members of the School Committee wanted to remove any item from the Consent Agenda. He stated that because there are no objections, the items are adopted by unanimous consent.

DISCUSSION ITEMS

Needham High School Student Advisory to School Committee Report

SASC Report

Dr. Gutekanst introduced this item. He stated that this is the final report this year from the Student Advisory to School Committee (SASC). Dr. Gutekanst stated that the SASC meets regularly with the principal to discuss school issues, concerns,

and ideas with the high school administration. Dr. Gutekanst stated that the students are excited and prepared to discuss these issues with the School Committee and welcomed questions and comments. Dr. Gutekanst welcomed Robin Kane, Sara Kates, Aidan Michelow, and Zach Sickles and invited them to present the SASC Report.

Students thanked the School Committee for the opportunity to present the current events of Needham High School. Students announced that Hannah Keselman, class of 2022 has joined SASC. Students also announced this will be the last meeting for Noah Basson and Ava Feuer. Ava, Class of 2019 will be attending the University of Vermont in the fall.

Class updates included a report on fundraiser activities for the Semiformal and the Junior Harbor Cruise. Students reported on planning for de-stress events, which are teacher-led yoga and meditation sessions that will take place during finals week. Students also spoke about the senior class end of year planning, which included finalizing plans and details on the prom, senior barbeque, and the senior class gift.

The At-large update included a report on class elections for the 2019-2020 school year and the annual Student Council car wash at Claxton Field, which will take place on May 18. Students shared their plans to propose changes to two fall traditions, Pep Rally and Homecoming. Students are proposing to hold these events at the beginning of the school year at the first home game. Students pointed out that the bonfire would remain at its current time to celebrate the football team.

Students provided an update on the pilot student microwave placements in the cafeteria. Students are hoping to begin the pilot before the end of the school year. Students concluded their report with a brief summary of plans to better improve student artwork throughout the building. Some of the initiatives include a tribute to the memory of former student Talia Newfield with the creation of a mural painted in the colors and styles that she used in her artwork. Students are also planning for an art installation inspired by this year's whole school read, The Hate U Give.

School Committee members had several comments and questions for students. A general discussion followed.

Legislative Update

Legislative
Update

Chairman Greis opened this item for discussion and welcomed Representative Denise Garlick, Senator Rebecca Rausch, and Senator Michael Rush. He invited them to share information and updates on Chapter 70 funding.

After brief introductions, Representative Garlick handed out copies of her PowerPoint presentation on Chapter 70 funding to School Committee members. Representative Garlick stated that Chapter 70 education aid is the Commonwealth's primary program for distributing its portion of K-12 public education funding to the state's 328 local and regional school districts. Representative Garlick outlined principles of Chapter 70 which include, adequacy, equity, and progressivity. She described how the funding works and spoke about the charge of the Foundation Budget Review Commission. She stated that this commission was charged with studying areas where the Chapter 70 school funding formula was poorly aligned or out-of-date, and if the formula provided enough money to provide an adequate education to students. Representative Garlick pointed out that the commission's findings were that the formula does not provide adequate funding for low-income students, special education students, English Language Learners, and in the area of health insurance.

Representative Garlick stated that the bills on Chapter 70 reform, which are three bills pending, have not come through committee. Representative Garlick stated that the total budget for education is \$5.1 Billion, which is \$218M over the previous year. She stated that there is a broad-based consensus that it is time to update the Massachusetts Chapter 70 school funding formula, but there is not a broad-based consensus on how to move forward. Representative commended Anne Gulati, Assistant Superintendent for Finance and Operations, for her very thoughtful, deliberate and comprehensive analysis of Chapter 70 Reform Bills for FY19/20.

Senator Rausch stated that the Senate Budget came out today and that the Senate Ways and Means Budget provides \$5.176 Billion to Chapter 70 funding. She added that it is the highest level ever, an increase of over \$50M. She also added that the Senate Ways and Means Budget fully funded the Special Education Circuit Breaker account, (\$345M). Senator Rausch stated that she would continue to update the School Committee on the Senate Budget.

Senator Rush stated that the House, the Senate and the Corner Office are making this a priority. He added that the current Chapter 70 formula is a broken system that needs to be fixed. He stated that there are three major pieces of legislation dealing with fixing this problem and that the Needham School Committee and School Administration are intricately a key part of fixing this problem because they have the knowledge, tools, and commitment. He stated that this is an opportunity through this delegation to ensure Needham's voice is heard.

Aaron Pressman asked if Senators Rush and Rausch and Representative Garlick if they foresee, within the next few years, significant revenue for education. Senator Rausch responded and described several pathways on funding initiatives to support education that could take place over the next few years. Representative Garlick shared a preview of some of the discussions that are leading to additional tax revenue from manufacturers of opioids and vaping products. Aaron Pressman also asked if the formula changes, how it would impact Needham. Ms. Gulati responded that the improvement in some of the rates has already benefited Needham and that Needham is at its target share. She added that Needham is benefiting from the health insurance benefits rates and the out-of-districts rates.

Susan Neckes expressed her appreciation to Anne Gulati for her comprehensive analysis of the Chapter 70 Reform Bills for FY2019/20. Ms. Neckes stated that she noticed that the ability to count low-income students has changed and asked how the district counts low-income students. Ms. Gulati responded that the district counts low-income student the same way the state does. She added that a few years ago the information districts had available to them changed for everyone including for the state. Ms. Gulati described how those changes resulted in a different income measure that has resulted in a lower number of students considered to be low-income, which has reduced the Foundation Budget, which reduces the amount of aid received. Ms. Gulati added that this is one of the issues each one of the Chapter 70 proposals are grappling with, how do you increase the number of students who are classified as low-income to appropriately quantify them and target the aid toward the lower-income students. A general discussion followed.

Chairman Greis stated that it is important to ensure that the Chapter 70 Formula reflects relative costs. Chairman Greis expressed concern with the out-of-district tuitions. He added that many districts have been hammered when a student with high needs moves in. Chairman Greis stated that he would like legislators to have a conversation that takes out-of-district costs and move them to the state where there is a lot of flexibility to deal with the volatility. Representative Garlick responded by stating that she

will have a conversation with the Chairman of the Education Committee to alleviate some of the pressure.

Superintendent Evaluation Process

Superintendent Evaluation Process

Chairman Greis opened this item for discussion. Both School Committee Policy and the Superintendent's contract require a process for the annual evaluation of the Superintendent's performance. The evaluation process will begin with this meeting and conclude with an evaluation conducted in open session at a future School Committee meeting.

Dr. Gutekanst stated that included in the School Committee Packet is the School Committee policy for Evaluation of the Superintendent as well as a copy of the Superintendent's Performance Goals, 2018-2019. Dr. Gutekanst also stated that he will submit an assessment and reflection as relates to the goals that he laid out to the School Committee in the fall. Dr. Gutekanst added that Mr. Pressman and Chairman Greis may want to meet with the School Leadership Team about his work in leadership.

Mr. Pressman stated that it is important every year to review what the school system has accomplished, and how the Superintendent and his team have helped the School Committee work through so much this school year. Mr. Pressman encouraged members, as they move through the evaluation process, and when commenting in the comment section, to relate to items that they have personally interacted with the Superintendent on that other School Committee members might not know about. He added that it won't be difficult to capture the highlights that the Superintendent has achieved this year, but that it is the personal interactions that will help give the community and the evaluation a sense of what the School Committee has done this year.

ACTION ITEMS

Vote to Support Portrait of a Needham Graduate 5 Year Strategic Priorities Plan

Vote to Support Portrait of a Needham Graduate 5 Year Strategic Priorities Plan

Upon the recommendation of the Superintendent, that the Needham School Committee votes to support the Portrait of a Needham Graduate 5-year Strategic Plan as submitted.

A motion was
made:

Seconded
Discussion
Vote 7-0-0

Approve Extension of Bus Contract

Approve Extension of Bus Contract

Upon the recommendation of the Superintendent, that the Needham School Committee approves the extension of the master agreement for school bus transportation services through June 30, 2021, as submitted.

A motion was
made:

Seconded
Discussion
Vote 7-0-0

Approve Extension of Special Education Transportation Contract

Approve Extension of Special Education Transportation Contract

Upon the recommendation of the Superintendent, that the Needham School Committee approves the extension of the special education transportation contract with Van Pool Transportation, LLC for the period September 1, 2019, through August 31, 2021, as submitted.

A motion was
made:

Seconded - Connie Barr
Discussion
Vote 7-0-0

Award Contract for Prague, Czech Republic Student Trip

Award Contract
for Prague,
Czech Republic
Student Trip

Upon the recommendation of the Superintendent, that the Needham School Committee approves the contract for the student trip to Prague, the Czech Republic as submitted.

A motion was
made:

Seconded
Discussion
Vote 7-0-0

School Committee Comments

School Committee
Comments

Chairman Greis stated that the Great Hall Concert Series concluded this past Saturday, May 4, 2019. Chairman Greis stated that the Brentano Quartet was fantastic. Chairman Greis stated that Needham High School students performed on stage at the Great Hall Concert Series final performance under the direction of Jonathan VanderWoude.

A list of all documents used at this School Committee meeting is available at:

A List of
Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets
2018-2019

At approximately 9:00 p.m., a motion was made to adjourn the School Committee meeting of May 7, 2019.

Adjournment

A motion was
made:

Seconded
Vote 7-0-0

Respectfully submitted by Cheryl Gosmon, Note Taker

Needham School Committee
Minutes of the Meeting
May 21, 2019

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public Comments

Chairman Greis offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Chairman Greis stated that Connie Barr is not present at this meeting. She is spending time with family and welcoming her new granddaughter.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst deferred his comments to allow more time for the Student Awards Presentation.

Consent Agenda

Consent Agenda

1. Minutes of the Meeting of April 2, 2019

Chairman Greis asked if members of the School Committee wanted to remove any item from the Consent Agenda. He stated that because there are no objections, the items are adopted by unanimous consent.

DISCUSSION ITEMS

Student Awards: Community, Personal Growth, Citizenship, Scholarship

Student Awards:
Community,
Personal Growth,
Citizenship,
Scholarship

Dr. Gutekanst introduced this item. He stated that he is excited to present student awards this evening for accomplishments in Community, Personal Growth, Citizenship, and Scholarship. Dr. Gutekanst stated that principals and teachers have watched their students grow, learn and achieve. He also stated that principals in consultation with their teachers have identified several students who exemplify the core values of the district and that these students are going to be recognized individually this evening. Dr. Gutekanst stated that he will share a brief story

about the student with the School Committee, which is a great way to recognize the students for their work and for their commitment to their learning. Dr. Gutekanst stated that it is important to recognize the District Core Values: Scholarship, Community, Citizenship and Personal Growth. He explained that Scholarship means that every student is engaged in the dynamic and challenging academic experiences that stimulate thinking and creativity. Community is a sense of working together, a culture that encourages communication, understanding and is actively anti-racist, sharing ideas and valuing multiple perspectives. Citizenship means creating an environment that nurtures respect, integrity, compassion, and service to others. Personal growth is acting courageously. Dr. Gutekanst stated that all students develop these skills and confidence to personalize educational experiences that build on the student's strengths, emphasis curiosity, and resilience. He stated that these young people are being recognized for living out these core values.

Dr. Gutekanst recognized the following students and read examples of the qualities that led to their recognition:

Scholarship - Evalina Kim, and Aidan Williams

Community - Engelika Perez Torres, and Taylor Williams

Citizenship - Sofia Ribauda, Ellison Gerstel, (Philip) Jacob Peters, and Matama (Toma) Nkolola

Personal Growth - Sean Kastantin, Hannah Woods, and Andrew Horton

School Committee members congratulated the students and engaged in an extensive commentary, question, and discussion period.

Eliot School Improvement Plan

Eliot School
Improvement
Plane

Dr. Gutekanst introduced this item. He stated that the Eliot School Council has worked collaboratively this past year to advise Principal Karen Bourn and develop and maintain the School Improvement Plan. He also stated that in accordance with M.G.L., Chapter 71, Section 59c, the Superintendent has approved the Eliot School Improvement Plan. Dr. Gutekanst welcomed Principal Karen Bourn and members of the Eliot School Council and invited them to present the John Eliot School Improvement Plan, 2018-2021.

Principal Bourn introduced members to the Eliot School Council: Teachers, Betsy Maxwell, and Stephanie Calvo; Parent Representatives, Brian Weekes, and Melyssa Taylor, and Regi Thornton, Community Representative. Principal Bourn also introduced student presenters, Ben Yountz, Sabrina Notkin, and Ellie Gerstel.

Principal Bourn recapped the process that defines the qualities of an Eliot School student. Teachers, Betsy Maxwell and Stephanie Calvo presented highlights and updates on math and literacy goals, objectives and action steps. The teachers also spoke about math and literacy coaching cycles and shared their appreciation for the math and literacy coaches. Principal Bourn shared an update on the work the Eliot School is doing on Equity and Regi Thornton shared an update on the objective and action steps of Goal Three. Principal Bourn invited students to share their perspective on activities taking place at the Eliot School such as Kindness Week, creating the new Eliot School Mascot, and flexible seating. Principal Bourn stated that Eliot School Foster's a Love of Learning in a Community Where Everyone Matters. She added that this message is placed on two banners in the many different languages of the diverse Eliot School community. Discussion followed.

Special Education Parent Advisory Council (SEPAC) Update

Dr. Gutekanst introduced this item and welcomed the Special Education Parent Advisory Council (SEPAC) Co-Chairs, Mira Tamir Spiegel, and Christianne Bayliss and invited them to share an update about SEPAC's activities and plans.

Ms. Tamir Spiegel and Ms. Bayliss spoke about their backgrounds and what brings them to SEPAC. They expressed their appreciation to the district for the tremendous support SEPAC receives. They also expressed that they are excited to share an update on a very productive year and will also share what's in store for next year.

Ms. Tamir Spiegel mentioned the legal purpose for SEPAC, noting that Mass General Law mandates that every public school district establish a Special Education Parent Advisory Council for the purpose of advising the district regarding special education programming.

Ms. Tamir Spiegel stated that there are approximately 1000 special education students in the district. She summarized topics that SEPAC interacts with throughout district. Ms. Tamir Spiegel acknowledged the Needham SEPAC, 2018-2019 Team: Co-Chairs, Christianne Bayliss and Mira Tamir Spiegel, Programing, Alisa Skatrud, and Karen Han, Communications, Hilary Bruel, Treasurer, Michelle Lawrence, and Secretaries, Anna Giraldo Kerr and Rebecca Carroll. Preschool Liaisons, Rebecca Carroll and Jennifer Kaddy. Elementary Liaisons, Christianne Bayliss, Shawn Lear, Lisa Livens, Nathalie Blitz, Jenn Scheck-Kahn, Carrie Calhouse, Melissa LeBarge, Joanna Lambert, Anna Giraldo Kerr, and Raven Register. High Rock and Pollard Liaisons, Jodi Rooney, Raven Register, and Lollie Weeks. High School Liaisons, Alisa Skatrud, and Allison Belmonte. Out of District (OOD) Liaisons, Hilary Bruel, Liz Neustaedter, and Meredith Fried.

Ms. Tamir Speigel went on to describe SEPAC resources, the business meeting schedule, networking and events as well as educational presentations.

Ms. Bayliss spoke about the 2019 SEPAC Awards. She stated that the award honors outstanding service and care in work with students with special needs. Ms. Tamir Speigel described SEPAC's focus this year on outreach to the community noting that SEPAC's attendance in administrative meetings, community events, and relationships with other organizations within the community has increased significantly.

Ms. Bayliss spoke about the 2019-2020 SEPAC Goals. She stated that the Friends of Needham SEPAC are filing for 501(c)(3) status to raise and hold funds to support high-impact guest speakers and operating expenses. Ms. Bayliss stated that SEPAC will develop a Recreation Sub-committee to promote communication and programs within the local community to encourage understanding, acceptance, and inclusion of special needs children and their families in recreational opportunities. Ms. Bayliss also stated that SEPAC would publish a joint Needham Public Schools and Special Education Parent Advisory Committee Factsheet on extended school year services. Ms. Bayliss stated that SEPAC wants to ensure that the special needs community, as an impacted group is included in the conversation on equity, inclusion, and acceptance. She added that SEPAC will lobby for awareness and understanding of disabilities to be more formally included in the school curriculum. Ms. Bayliss also stated that SEPAC would like to establish a SEPAC representation within the NEF Board. The entire report is available in the May 21, 2019, School Committee Packet which is available online at www.needham.k12.ma.us. Discussion followed.

School Committee Policies Revisions Discussion:School Committee
Policies
Revisions
Discussion

BCA Organization Meeting Revision 4
 BCB School Committee Officers Revision 3
 BCBC School Committee Executive Secretary Revision 3
 BD School Committee Meetings Revision 2
 BDC Executive Sessions Revision 2
 BDDA Notification of School Committee Meetings Revision 2
 BDDC Agenda Preparation and Dissemination Revision 2
 BEDG Minutes Revision 2
 BHA New School Committee Member Orientation Revision 2
 CHCA Approval of Handbooks and Programs of Study Revision 2

Dr. Gutekanst introduced this item. He stated that the Policy Subcommittee has identified policies that require minor language revisions or compliance with the Open Meeting Law. He added that the policies will be brought back for a vote at a subsequent meeting.

Dr. Gutekanst noted that the current Policy BDC Executive Sessions is submitted separately from the draft revised version due to the extensive changes to the original document. A brief discussion followed.

ACTION ITEMS

Appoint Superintendent as School Committee Representative to ACCEPT Education Collaborative Board of DirectorsAppoint
Superintendent
as School
Committee
Representative
to ACCEPT

Upon the recommendation of the Chair, that the Needham School Committee appoints Superintendent Daniel Gutekanst as the School Committee representative to the ACCEPT Education Collaborative Board of Directors for 2019-2020.

A motion was
made:

Seconded
Vote 6-0-0

School Committee CommentsSchool Committee
Comments

Aaron Pressman stated that in the School Packet, under information items, is the Revolving Fund FY20 Budget Request for Nutritional Services.

A list of all documents used at this School Committee meeting is available at:

A List of
Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets
2018-2019

At approximately 8:52 p.m., a motion was made to adjourn the School Committee meeting of May 21, 2019.

Adjournment

A motion was
made:

Seconded
Vote 7-0-0

Respectfully submitted by Cheryl Gosmon, Note Taker

Needham School Committee
Minutes of the Meeting
June 4, 2019

Michael Greis, Chairman of the Needham School Committee reconvened the meeting at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public Comments

Chairman Greis offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Susan Neckes stated that she attended the first N2025 Project Meeting, today Tuesday, June 4, 2019. She stated that the consultant for this project is Urban Partners. Ms. Neckes stated that the goal of the N2025 Project is to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including traffic, transportation, water, sewer, drains, roads and bridges, technology, and school facilities, and identify options for managing that impact. Ms. Neckes described the process the Steering Committee will take. She added that a report on N2025 would be available in the spring, 2020.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst stated that the Needham High School graduating class of 2019 had a beautiful ceremony. He stated that there were approximately 430 graduates. He also stated that he appreciates and acknowledges the efforts of the high school staff, faculty, and administration that helped make this event special. Superintendent Gutekanst stated that Class Day took place on Sunday, June 2 and because of the generosity of the Needham community \$287,420.00 was awarded in scholarships to Needham High School students. Superintendent Gutekanst congratulated the Needham High School Class of 2019.

Superintendent Gutekanst stated that planning for the next year school calendar is to have Class Day on Friday evening and graduation would be on Sunday afternoon.

Consent Agenda

Consent Agenda

1. Minutes of the Meeting of April 23, 2019
2. FY19 Budget Transfers
3. Accept Donations

Chairman Greis asked if members of the School Committee wanted to remove any item from the Consent Agenda. He stated that because there are no objections, the items are adopted by unanimous consent.

DISCUSSION ITEMS

High Rock School Improvement Plan

High Rock School Improvement Plan

Dr. Gutekanst introduced this item. He stated that the High Rock School Council has worked collaboratively this past year to advise Principal Jessica Downey and develop and maintain the School Improvement Plan. He also stated that in accordance with the M.G.L., Chapter 71, Section 59c, the Superintendent has approved the High Rock School Improvement Plan. Dr. Gutekanst welcomed Principal Jessica Downey and members of the High Rock School Council and invited them to present the High Rock School Improvement Plan.

Principal Downey introduced Assistant Principal Maggie Charron, and students Evelyn Yashie and Megan Horvat. Principal Downey began with a perspective on the High Rock School during the past ten years. She stated that over in ten years over 4400 students have walked through the doors of High Rock and today there is a teaching staff of 40 teachers. She added that it is a one-grade school focused on the values of learning, self-discovery, and caring for others. Principal Downey stated that the school model is, "Be yourself, Become a community." She stated that she talks about this model with students before they start at High Rock.

Principal Downey stated that this School Improvement Plan will focus on the Social, Emotional and Cultural perspective work that has taken place this past school year. Principal Downey also stated that she would be remiss not to share that in one year, the High Rock School has examined its curriculum, has been engaged in digital learning, has put forward new Social Studies Standards, has a fully implemented Science Curriculum and has a Curriculum Leadership Team that takes a role in moving High Rock's teachers forward. Principal Downey added that High Rock's World Language program is being examined to find the best access points for students. Principal Downey stated that students are hard at work, they are doing hard stuff with very challenging material and the bar has never wavered. Principal Downey spoke about all-school experiences that involved a Veteran's Day Assembly and talk by Mr. Charles Sahagian, Veteran of World War II (WWII 1939-1945), and the partnership with the Daxing School District in Beijing China.

Principal Downey stated that Paul Liner heads the Student School Leadership Team and has successfully integrated CSL and SEL activities that focus on citizenship, community, character, identity, and purpose. Students spoke about how these experiences have affected them.

Principal Downey spoke about High Rock's professional development and professional learning activities. She stated that Assistant Principal Maggie Charron and Middle School METCO Coordinator, Leslie Smart have been leading the High Rock staff on culturally responsive teaching.

Ms. Charron spoke about the work that she and Leslie Smart are doing on culturally responsive practices. She stated that the all-school read-aloud book *Ghost*, written by Jason Reynolds has contributed to the work they are doing and speaks about race issues. She stated that she and Leslie Smart are working during professional development days to help teachers gain an understanding of white privilege, implicit bias, and microaggression. She described the work ahead.

Principal Downey stated that High Rock will continue to work on History/Social Studies Framework, and Equity, and will continue to align with the district's Portrait of a Needham Graduate. The High Rock School Improvement Plan is available online at www.needham.k12.ma.us. Discussion followed.

School Committee Policies First Reading:

BDFB Student Advisory to the School Committee

BEDH Public Participation in School Committee Meetings

School Committee
Policies First
Reading

Chairman Greis opened this item for discussion. He stated that the Policy Subcommittee has reviewed and revised these policies for School Committee consideration and after a review and discussion the policies will be brought back for a second reading and vote at a subsequent meeting.

Matt Spengler read aloud School Committee Policy BDFB Student Advisory to the School Committee. Mr. Spengler expressed his excitement about the change that is being proposed. He stated that the policy addresses a fundamental shift in honoring student voice and engaging students in the work of the School Committee and the district. A general discussion followed.

Aaron Pressman described changes to School Committee Policy BEDH Public Participation in School Committee Meetings. Mr. Pressman stated that the current policy is very old, and it is time for an upgrade. He also stated that Mass General Law has changed and that a recent ruling on Public Participation Policy for a neighboring community which has prompted Needham to review its policy. Mr. Pressman summarized changes to the policy which 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. A general discussion followed.

Superintendent's Evaluation

Superintendent
Evaluation

Chairman Greis opened this item for discussion and yielded the floor to the Immediate Past Chair, Aaron Pressman.

Mr. Pressman stated that one of the core responsibilities of School Committees in the Commonwealth of Massachusetts is to hire and evaluate school superintendents. Mr. Pressman stated that a staff survey on the Superintendent's performance was completed. Mr. Pressman also stated that he and School Committee Chairman Michael Greis met with senior members of the Superintendent's team in private to discuss their feedback on the Superintendent's performance this year.

Mr. Pressman stated that for the 2018-2019 school year, the Superintendents' performance has been exemplary. He stated that the Superintendent's average rating on the five Standards of the Massachusetts Department of Elementary and Secondary Education Superintendent and District Administrator Rubric was 3.8. He stated that comments from the School Committee and members of the District Leadership Team include, "Unsurpassed," "Amazing," "Unwavering," and "Exemplary." Mr. Pressman noted that the Superintendent's work on the Portrait of a Needham Graduate plan, efforts to strengthen equity and inclusion across the district, and his oversight of the creation of the full-day kindergarten program are included in his assessment.

Mr. Pressman addressed two small caveats. The first is that the School Committee is responsible for evaluating the Superintendent, not his senior staff, school principals, administrators, directors, assistant superintendents, teaching assistants, or the many other people who work in the district. Mr. Pressman pointed out that this

assessment of the Superintendent's work reflects the hard work of many people. Mr. Pressman added that the Superintendent himself said, "Without the confidence, capacity and intelligent work of the Central Office Administrators and Principals, I would not be able to provide the kind of management and leadership that students and staff in one of the state's largest districts deserve; the kudos should be share." Mr. Pressman stated that the second caveat is that this was a year that saw the culmination of several projects and initiatives that have been in the works for many years, this includes the completion of the Sunita L. Williams Elementary School, the completion of the Needham High School Classroom and Cafeteria Expansion Project, and the implementation of the Full Day Kindergarten program, all of which reflects the long and widening road of the Superintendents' good work.

Mr. Pressman's spoke about the Superintendent's work on the Portrait of a Needham Graduate plan. Mr. Pressman noted that this effort included the hard work of 53 staff, students, parents and community members, all of whom were recruited by the Superintendent. He added that the Superintendent also incorporated feedback from more than 400 additional district staff members who gave feedback about the process. Mr. Pressman stated that the success so far is emblematic of the Superintendent's leadership style. Mr. Pressman read comments from senior leadership supporting the Superintendent's work on this project as well as comments from senior leadership regarding the challenges the Portrait Plan presents.

Mr. Pressman spoke about the Superintendent's work on equity and inclusion across the district. He stated that the Superintendent did very good work this year with the REAL Coalition (Race, Equity, Access, Leadership) that he formed last year, holding three large meetings to organize and implement the district's top level plan and held many more subcommittee meetings. Mr. Pressman stated that the Superintendent brought in renowned educator and diversity expert Dr. Beverly Daniel Tatum who addressed faculty and staff during a half-day of professional learning in November that was devoted to racial equity in the schools. Mr. Pressman also stated that the Superintendent made many other efforts to address these issues, much of which were less known. He stated that the Superintendent attended two diversity job fairs, rode the morning METCO bus from Boston to Needham to talk with students and hosted a meeting of the Needham Clergy Association to discuss the district's efforts and solicit feedback. Mr. Pressman stated that many people who participated in the feedback process mentioned the Superintendent's courageous speech on the Opening Day of School, apologizing for not attending the prior year student organized walk out over racist and homophobic graffiti found at the high school. Mr. Pressman stated that one School Committee member commented that this showed that the Superintendent is willing to take risk, learn from mistakes and reach out for help. Mr. Pressman added that another School Committee member wrote that the Superintendent led by example, demonstrating personal growth, and a commitment to try, to fail, and persist. Mr. Pressman stated that for the staff survey on the Superintendent's performance, only 23% stated that the Superintendent ensures an equitable learning environment for all students to a very great extent. Mr. Pressman added that this response was the lowest of the 12 survey questions.

Mr. Pressman stated that communication is clearly a strength for the Superintendent it is the one area where he scored a perfect 4.0 from every member of the School Committee. He added that there was some concern with the Superintendent's timing on his message to the staff on political neutrality in October but that when he and the Superintendent discussed this topic, the Superintendent already had many takeaways and thoughts on how he could do better in the future. Mr. Pressman noted that this is typical of the way the Superintendent approaches his job. Mr. Pressman stated that one

School Committee member pointed out that on the topic of diversity and inclusion, there is still much work to be done.

Mr. Pressman praised the Superintendents' work to bring, free, full-day kindergarten for all students to Needham. Mr. Pressman stated that among the Superintendents' goals this was the only one that all members of the School Committee unanimously agreed on and rated the Superintendent accordingly for his work. Mr. Pressman stated that the Superintendent had the foresight to manage the school budget and priorities for several years and introduce full-day kindergarten without needing an override. Mr. Pressman stated that many pieces had to come together to make the vision of full-day kindergarten a reality: budget planning, curriculum development, hiring, space needs, etc. and in the School Committee's evaluation of his performance, this was counted as a major achievement.

Mr. Pressman concluded with a few areas of challenges and suggestions, which include the Portrait of a Needham Graduate plan and the work on equity and inclusion that remain ahead. He stated that there are also some infrastructure challenges with the aging Mitchell Elementary School, the Pollard Middle School, and the undersized overcrowded High Rock School. Mr. Pressman stated that there are also some concerns about how resources are allocated across the district.

Mr. Pressman stated that overall it has been another great year. He added that as his first time as Chair of the Needham School Committee and working closely with the Superintendent, he was continuously impressed and regularly wowed, not just by his hard work, dedication and professionalism, but also by his creativity, his thoughtfulness, and his sense of caring for all the people who work in the Needham Public Schools and all kids who study in this district. Mr. Pressman expressed his appreciation to the Superintendent for all that he does.

Members of the Needham School Committee took time to warmly express their appreciation of the Superintendent's consistently high-quality leadership, willingness to take on bold projects and address big important issues facing the schools in the community, knowledge, and humanity.

Chairman Greis stated that the Superintendent is always learning and growing and taking on new challenges that face the district. Mr. Greis quoted comments from the District Leadership Team in which was said, "I can't imagine working for anyone else." Mr. Greis also stated he can't imagine being on the School Committee for as long as he has without someone like Daniel Gutekanst leading the school district.

Superintendent Gutekanst stated that he appreciates the assessment and the time the School Committee put into it. He stated that he is humbled by the evaluation and that he is honored to work in this community. He also stated that the Central Office Team are a superb group of professionals. He expressed his appreciation for Joyce Wiggan, Administrative Assistant. He stated that she continues to serve this school district with integrity, poise, and wisdom. He also expressed his appreciation to the School Leadership Team, and teachers. Superintendent Gutekanst thanked the Needham School Committee, Central Office, teachers, clerical staff, bus drivers, lunch servers, crossing guards, nurses, administrators, for their service to Needham's children who receive a quality education in a wonderful community. Superintendent Gutekanst expressed his appreciation for being in service to the Needham community.

ACTION ITEMS

Approve School Committee Policies:Approve School
Committee
Policies

Upon the recommendation of the Chair, that the Needham School Committee approves the following policies and rescinds policy BDDG Minutes of the Meetings as submitted:

BCA Organization Meeting Revision 4
BCB School Committee Officers Revision 3
BCBC School Committee Executive Secretary Revision 3
BD School Committee Meetings Revision 2
BDC Executive Session Revision 2
BDDA Notification of School Committee Meetings Revision 2
BDDC Agenda Preparation and Dissemination Revision 2
BEDG Minutes
BHA New School Committee Member Orientation Revision 2
CHCA Approval of Handbooks and Programs of Study Revision 2

Rescind BDDG Minutes of the Meetings

A motion was
made:

The motion was moved by Connie Barr and Seconded by Sue Neckes.
The vote was 7-0-0

School Committee CommentsSchool Committee
Comments

Chairman Greis expressed his appreciation to everyone who helped make the Needham High School 2019 Graduation a great and beautiful event.

A list of all documents used at this School Committee meeting is
available at:

A List of
Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets
2018-2019

A motion was
made:

At approximately 8:52 p.m., a motion was made to adjourn the School Committee meeting of June 4, 2019.

Adjournment

The motion was moved by Connie Barr and Seconded by Sue Neckes.
The Vote was 7-0-0

Respectfully submitted by Cheryl Gosmon, Note Taker

Needham School Committee
Minutes of the Meeting
June 18, 2019

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public Comments

Chairman Greis offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Susan Neckes shared a construction update on the Sunita L. Williams Elementary School on Central Avenue. She stated that the school is very near completion, about 93% according to the Project Manager. She also stated that furniture is expected to be delivered the end of June and that a certificate of temporary occupancy will be available before July 4. Ms. Neckes stated that the school will be ready for teachers on August 19. Ms. Neckes reported that the project is under budget, on time and ready for the next school year.

Chairman Greis stated that Dr. Lindsa McIntyre, Headmaster of the Jeremiah E. Burke High School in Boston, who has hosted the School Committee on several occasions in Boston, has been named the Bertram H. Holland High School Principal of the year by the Massachusetts School Administrators' Association. Chairman Greis, on behalf of the Needham School Committee, congratulated Dr. McIntyre for this tremendous achievement.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst stated that Dr. McIntyre is not only an amazing school leader in the Boston Public Schools, but she is also the proud grandmother of a Needham Public Schools student.

Superintendent Gutekanst stated that tomorrow, Wednesday, June 19 is the last day of school. He also stated that he has been visiting the schools and that students are ready for summer vacation. Superintendent Gutekanst stated that Pollard Middle lost power again today because of a transformer that blew a couple of weeks ago. He added that the lights came back on a few hours later and he is confident that Pollard will get through the next 24 hours without a power outage. Superintendent Gutekanst expressed his appreciation to the town for their quick response regarding Pollard's power outages.

Superintendent Gutekanst stated that the Mitchell School modular classrooms were delivered and installed over the weekend and that

they look great. Superintendent Gutekanst added that the Mitchell School Modular Classroom Project is well underway and that the Mitchell School will be ready for full-day kindergarten in the fall.

Consent Agenda

Consent Agenda

1. Accept Donations

Chairman Greis asked if members of the School Committee wanted to remove any item from the Consent Agenda. He stated that because there are no objections, the item is adopted by unanimous consent.

DISCUSSION ITEMS

Kindergarten After School Enrichment (KASE) Program RecognitionKASE Program
Recognition

Dr. Gutekanst introduced this item. He stated that the KASE program, which has been active for over 26 years, is winding down. He added that KASE has served over 7500 children in its existence. Dr. Gutekanst welcomed Connie Leonard, Director of the KASE, and her staff and invited them to present highlights on the KASE Program.

Connie Leonard stated that this is a bittersweet time for the KASE community. She added that her staff are saying goodbye to something they truly love. Ms. Leonard expressed her appreciation to the Needham School Committee and the district for supporting and encouraging the KASE Program during its 26 years in existence. Ms. Leonard also expressed her appreciation to all the Needham families who shared their children in the KASE community. Ms. Leonard stated that she enjoyed watching children learn and watching their joy for learning. Ms. Leonard conveyed her deep appreciation for the KASE staff. She stated that the KASE staff are amazing people and that they have exceeded every expectation she has had for them. Ms. Leonard presented a slideshow that highlighted the many, many wonderful experiences of the Kindergarten After School Enrichment (KASE) Program.

Dr. Gutekanst took a moment to honor Ms. Leonard and her staff for their many years of service and for serving over 7500 students through the years. School Committee members expressed their appreciation to Ms. Leonard, her staff and for the KASE program.

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

Dr. Gutekanst opened this item for discussion. He stated that the REAL Coalition (Race, Equity, Access, Leadership) has met three times this year to discuss equity and inclusion in the Needham Public School and to address various goal areas. He added that this is the REAL Coalition's second report to the School Committee. Dr. Gutekanst stated the school district has promised the community that it would be accountable to the work on equity through the efforts of the REAL Coalition (Race, Equity Access & Leadership). Dr. Gutekanst stated that the Needham Public School system has worked for many years to ensure that all students feel included and welcomed in all programs in the schools. He added that this past year Needham Public Schools has focused on areas of equity particularly as those issues relate to race. He stated that the REAL Coalition has provided a structure, and framework, for the school system to be intentional about how to make sure that the school system is an inclusive and equitable environment that welcomes all children. He stated that the School Committee has in its packet, which is available online, the final report of the Real Coalition. He added that it outlines various areas that the

district has been tackling around policy and curriculum, school culture and other areas. Dr. Gutekanst stated that for this presentation he has asked a student, parent, and faculty member to share their experiences on the work of the REAL Coalition.

Dr. Gutekanst invited Mary Lammi, Assistant Superintendent for Student Support Services to lead the discussion on this item. Ms. Lammi introduced and welcomed Stephen Plasko, Needham High School Social Studies Department Chair, Giulia Rozzo, Needham High School Graduate, Class of 2019, and Chris Ciancola, Middle School Parent and invited them to present their respective experiences.

Mary Lammi acknowledged the presence of the REAL Coalition members and persons who participated in the Community Equity Forum. Ms. Lammi stated that 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. Ms. Lammi stated that the REAL Coalition recognizes that full community engagement is essential to access and racial equity, are committed to engaging staff, students, families, and community members in conversations and actions that promote equitable practices for all in the community. Ms. Lammi stated that the REAL Coalition is excited to share this report with the community.

Giulia Rozzo spoke about her experience as a student at Needham High School and how she has been engaged in the work of the REAL Coalition. Giulia Rozzo stated that racial equity is slowly being integrated into Needham High School in a variety of ways. She reported on an incident that occurred last February 2018 involving racist, homophobic and anti-Semitic graffiti at Needham High School. She stated that the incident led to the student-organized, student-led, walk out. She stated that this experience was very successful and resulted in the formation of two proactive groups: SAFE (Students Advocating for Equity) and CORE (Courageous Conversations on Race). Giulia Rozzo summarized the activities of SAFE and CORE. She stated that these groups have educated persons on equity and have brought more attention to the issues. She added that it is important to be transparent and not cover up the issues and to be proactive. Giulia Rozzo also stated that a safe and available environment both for faculty and students to talk openly on matters of race has been created at Needham High School. Giulia Rozzo pointed out that there is still a lot more work to do, but that a lot has been done during this year and that students are excited for what the future holds.

Chris Ciancola shared his personal experience of growing up in the affluent community of Belmont and attending Belmont Public Schools as a student of color. He spoke about difficult years of being teased in front of classmates because of his brown skin. Mr. Ciancola stated that today and as a parent of biracial children attending school in Needham, he is happy to say that his children have not experienced the negative behavior he experienced as a child in the Belmont School system 35 years ago. Mr. Ciancola applauded the efforts of the REAL Coalition. He stated that his experience has been that he can raise his children in an environment where they don't face the cruelty of being teased because of their brown skin. He added that he gets to say thank you for the work that is being done in Needham.

Ms. Lammi stated that the work on curriculum and instruction is equally important. She added that teachers need to be prepared and able to integrate opportunities for learning and address complicated conversations that might come up, that might be uncomfortable, but need to be addressed. Ms. Lammi stated that Stephen Plasko is one of the REAL Coalition subcommittee leaders and he will share the work the subcommittee has done to help support culturally responsive teaching.

Stephen Plasko stated that as Chair of the subcommittee on Curriculum & Instruction in Support of Equity for the REAL Coalition he has had a great professional and personal year of growth. Mr. Plasko stated that the subcommittee is a group of eight curriculum leaders representing grades K-12. He added that the goal of this subcommittee is to ensure students receive a culturally responsive curriculum from grades K-12, and to build the capacity for curriculum development and instructional practices through the lens of equity and cultural responsiveness.

Mr. Plasko summarized several Action Steps, some of which include the adaptation of the three tiered structure, "Know Yourself, Know Your Students, Know Your Practice," to establish a common understanding of Culturally Responsive Teaching. He stated that another Action Step is the development of the "Roadmap to Becoming Culturally Responsive Educators" document that provides teachers and leaders with a common set of resources to guide the work. Mr. Plasko reported on an Action Step that involves updating the library/media selection policy.

Mr. Plasko reported on the subcommittee's Implementation of Action Steps. He stated that this includes the K-12 Curriculum Cabinet's contribution to the "Roadmap to Becoming Culturally Responsive Educators, the school librarians' work on a diversity audit of their respective collections, as well as the educators' consideration of a handful of key domains to increase the academic performance of underperforming students and will compile strategies and practices that best bridge the gaps in content-specific literacy skills. At this time Ms. Lammi opened the discussion for School Committee comment and questions.

Alex McNeil, Assistant Superintendent for Human Resources provided an in-depth summary of hiring and employment practices in support of equity.

Giulia Rozzo more information about some of the topics of discussion in the SAFE and CORE groups as well as on the progress that has been made as a result of those discussions.

The School Committee had several questions and comments for the group. A lengthy discussion followed.

Portrait of a Needham Graduate Update

Portrait of a Needham Graduate Update

Dr. Gutekanst introduced this item. He stated that district staff has worked to consider action steps for year one of the five-year plan to implement the Portrait of a Needham Graduate. He noted that the community has endorsed through School Committee vote the shared vision (competencies) for preparing all Needham Public Schools students to be: Creative Thinkers and Problem Solvers, Communicators and Collaborators, Socially and Culturally Responsive Contributors, Responsible and Resilient Individuals, and Empowered Learners.

Dr. Gutekanst stated that the district plan addresses four priority areas that complement the Portrait Competencies:

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

He added that these four priority areas are where the school the department will commit its work. Dr. Gutekanst expressed his appreciation to Diane Simmons, Director of Planning, Communication, and Community Education who provided the guidance for this work. Dr. Gutekanst summarized the Roadmap for the Portrait Plan for the

next four years by priority area and strategic objectives. He also summarized action steps and planning for FY20. Dr. Gutekanst stated that next steps include School Committee approval of the FY20 District Plan at its July School Committee meeting. He stated that systems, processes, and structures will be created to complete the work outlined in this plan. He added that the Annual District Plans over 5 years will build on FY20 actions/outcomes to integrate, scale and optimize the implementation of the district's vision. Dr. Gutekanst stated that the School Committee would receive a report in March 2020 as Portrait Plans take shape for FY21. Dr. Gutekanst stated that the district will continue its commitment to Equity: Portrait planning focuses on all our students and the impact of our actions on them. Discussion followed.

School Committee Policies Second Reading:

BDFB Student Advisory to the School Committee

BEDH Public Participation in School Committee Meetings

School Committee
Policies Second
Reading

Chairman Greis opened this item for discussion. He stated that he, Vice-Chair Andrea Longo Carter and the Superintendent had a meeting with members of the Student Advisory to the School Committee, Advisor, James Odierna, and Principal Aaron Sicotte regarding School Committee Policy BDFB Student Advisory to the School Committee. He added that should the School Committee move forward with the approval of this policy members of the Student Advisory to the School Committee along with their advisor and the principal would work during the summer to identify a student to join the School Committee at the table this fall. After a brief discussion, Chairman Greis stated that this is the second reading of these policies and that the policies will be brought back for a vote at a subsequent meeting.

ACTION ITEMS

Approve Contracts for Legal Services

Approve Contracts
for Legal
Services

Upon the 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.

A motion was made: The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Approve FY20 Revolving Fund Budgets

Approve FY20
Revolving Fund
Budgets

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

A motion was made: The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Approve Increase in Signature Authority

Approve Increase
in Signature
Authority

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

A motion was made: The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Approve Non-Union FY20 COLA

Approve Non-Union
COLA

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

A motion was made: The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Vote on Superintendent's Salary and Merit Award

Vote on
Superintendent's
Salary and Merit
Award

A motion
was made:

Upon the recommendation of the Chairman of that the Needham School Committee that the School Committee approves the Superintendent's FY20 salary and FY19 merit award.
The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Approve Pollard Student Trip to Costa Rica

Approve Pollard
Student Trip to
Costa Rica

A motion
was made:

Upon the recommendation of the Superintendent that the Needham School Committee approves the Pollard Middle School Student Service Learning Trip to Costa Rica on June 25th to July 3, 2020, as submitted.
The motion was moved by Connie Barr and seconded by Sue Neckes.
Discussion
The vote was 6-0-0

School Committee Comments

School Committee
Comments

Matthew Spengler stated that Pollard Middle School 8th Grade Graduation Ceremony will take place on Wednesday, June 19, 2019. Mr. Spengler wished students and families a happy summer.

Connie Barr stated that she attended the Needham High School student production of the 25th Annual Putnam County Spelling Bee. Dr. Barr stated that this event was amazing. She added that she was very impressed with this student-led production, it was a wonderful musical.

Chairman Greis took a moment to thank the staff of the Needham Public Schools for a very successful school year and wished everyone a restful and happy summer.

A list of all documents used at this School Committee meeting is available at:

A List of
Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets
2018-2019

A motion
was made:

At approximately 9:30 p.m., a motion was made to adjourn the School Committee meeting of June 18, 2019.
The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 6-0-0

Adjournment

Respectfully submitted by Cheryl Gosmon, Note Taker

Needham School Committee
Minutes of the Meeting
July 12, 2019

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 1:10 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst
Anne Gulati

Public Comments

Public
Comments

Chairman Greis offered the opportunity for the public to speak to the School Committee on issues, not on the agenda.

There were no comments

School Committee Chair and Subcommittee Update

School
Committee
Chair and
Subcommittee
Updates

There were no comments

Superintendent's Comments

Superintendent's
Comments

The Superintendent informed the School Committee that kindergarten enrollments are down by about 30 students.

Consent Agenda

Consent Agenda

1. Approve FY19 Budget Transfers
2. Vote FY20 Budget by Expenditure Category
3. Accept Donations
4. Approve Allocation of FY19 Student Activity Accounts Interest Income and Undesignated Balances

Chairman Greis asked if members of the School Committee wanted to remove any item from the Consent Agenda. He stated that because there are no objections, the items are adopted by unanimous consent.

Unanimous

DISCUSSION ITEMS

**Massachusetts Association of School Business Officials
(MASBO) President's Award Presentation**MASBO
President's
Award
Presentation

Anne Gulati, Assistant Superintendent for Finance and Operations, was presented with the 2019 MASBO President's Award given in recognition of her outstanding contribution to the Needham Public school district.

Ms. Amy Tierney, School Business Administrator Martha's Vineyard Public Schools and MASBO Past President, Ms. Cindy Mahr, Assistant Superintendent for Finance and Operations Wellesley Public Schools and MASBO President, and Mr. Jak Kelley, RISO Senior Sales Representative presented the award and donation.

A motion
was made:

Action Recommended:Accept
Donation

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude the donation of \$1000 from RISO, Inc. as part of the MASBO President's Award.

Seconded

Vote: 6-0-0

ACTION ITEMS

A motion
was made:

Approve Portrait of a Needham Graduate FY20 District Action PlanApprove
Portrait of a
Needham
Graduate FY20
District Action
Plan

Upon recommendation of the Superintendent that the Needham School Committee approves the Portrait of a Needham Graduate FY20 Action Plan as submitted.

Seconded

Vote:6-0-0

A motion
was made:

Re-establish Signature Authority for Assistant Superintendent for Student Support ServicesRe-establish
Signature
Authority Asst.
Supt. Student
Services**Action Recommended:**

Upon recommendation of the Superintendent that the Needham School Committee re-establishes the signature authority for the Assistant Superintendent for Student Services as submitted.

Seconded

Vote: 6-0-0

Approve School Committee Policies

A motion
was made:

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

Approve School
Committee
Policies
BDFB & BEDH

Upon recommendation of the Superintendent that the Needham School Committee approves School Committee policies BDFB Student Advisory to School Committee and BEDH Public Participation in School Committee Meetings as submitted.

Seconded
Vote: 6-0-0

Rescind School Committee Policies

KD/BDDH Public Participation in School Committee Meetings
ABC/JFB Student Involvement in Decision Making (Student Advisory Committee)

Rescind
KD/BDDH
ABC/JFB

Upon recommendation of the Superintendent that the Needham School Committee rescinds policies KD/BDDH Public Participation School Committee Meetings and ABC/JFB Student Involvement Decision Making (Student Advisory Committee) as submitted.

Seconded
Vote: 6-0-0

School Committee Comments

There were no comments.

School
Committee
Comments

A list of all documents used at this School Committee meeting is available at:

A List of
Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets2019-2020

At approximately 1:35 p.m., a motion was made to adjourn the School Committee meeting of July 12, 2019.

Adjournment

A motion
was made:

Seconded
Vote: 6-0-0

Respectfully submitted by

Dan Gutekanst
Superintendent of Schools

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: March 28, 2019

Item Title: **Approve FY 2018/19 Additional Grant Allocation**

Item Description: On June 30, the School Department received an increase to its FY19 Circuit Breaker allocation in the amount of \$51,252. These additional funds represented an increase in the reimbursement rate from 72% to the final 74.4%. Additional allocations often are awarded on June 30, after the FY18 audit process has been completed and all known obligations have been satisfied.

Federal, State & Local Grants:	FY18	AWARD FY19	\$ INC/(DEC) OVR FY18	REVISED FY19	\$ INC/(DEC) OVR FY19
<u>Federal Grants</u>					
Title IIA/ Improving Educator Quality/ 140	70,803	65,111	(5,692)		
Title I Part A/ 305	106,225	98,197	(8,028)		
Title III Part A/ English Language Acquisition/180	22,107	23,526	1,419		
Title III/ English Language Acquisition (Supplemental)/184	547	-	(547)		
Title IVA Part A/ Student Support & Academic Enrichment / 309	3,147	7,638	4,491		
LEAP Incentive Grant	5,000	-	(5,000)		
SPED Program Improvement/ 274	-	-	-		
SPED Early Childhood/ 262	33,988	35,254	1,266		
SPED Early Childhood Program Improvement/298	-	-	-		
SPED Entitlement/240 (94-142)	1,386,213	1,295,960	(90,253)	1,304,678	8,718.00
<u>State Grants:</u>					
Academic Support/632 (MCAS Tutoring)	-	-	-		
Essential School Health	115,899	115,899	0		
METCO/ 317	1,046,266	1,040,262	(6,004)	1,088,335	48,073
Special Education Circuit Breaker *	1,386,213	1,488,797	102,584	1,540,049	51,252
<u>Local Grants:</u>					
Metrowest Health Foundation SBIRT	-	-	-		
Food Service Fuel to Play	3,484	3,550	66		
NEDFC Hot Chocolate Milk	-	347	347		
NEF Interdisciplinary Initiative	42,864	-	(42,864)		
NEF Innovation Fund	2,155	-	(2,155)		
NEF Fall & Spring Small Grants	57,789	67,553	9,764		
NEF Large Grants	43,135	N/A	TBD		

Circuit Breaker Reimbursement %s: FY18 Final 72.09%; FY19 Preliminary 72%; FY19 Final 74.4%

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

Recommendation/Options: That the School Committee retroactively approves the receipt and acceptance of \$51,252 in additional Circuit Breaker funds for the FY 18/19 school year.

School Committee: **Action**

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operation

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 8, 2019

Item Title: **Approve FY 2019/20 Grants**

Item Description: The School Department has received confirmation of some FY 19/20 grant allocations, which require approval by the School Committee before they may be expended.

Federal, State & Local Grants:	AWARD FY19	ACCEPT'D FY19	AWARD FY20	\$ INC/(DEC) OVR FY19
<u>Federal Grants</u>				
Title IIA/ Improving Educator Quality/ 140	65,608	65,111	68,286	3,175
Title I Part A/ 305	98,264	98,197	123,415	25,218
Title III Part A/ English Language Acquisition/180	23,526	23,526	22,388	(1,138)
Title III/ English Language Acquisition (Supplemental)/184	-	-	-	-
Title IVA Part A/ Student Support & Academic Enrichment / 309	7,638	7,638	10,000	2,362
LEAP Incentive Grant	-	-	-	-
SPED Program Improvement/ 274	-	-	-	-
SPED Early Childhood/ 262	35,390	35,254	36,342	1,088
SPED Early Childhood Program Improvement/298	-	-	-	-
SPED Entitlement/240 (94-142)	1,304,678	1,304,678	1,325,380	20,702
<u>State Grants:</u>				
Academic Support/632 (MCAS Tutoring)	-	-	-	-
Essential School Health	115,899	115,899	100,000	(15,899)
METCO/ 317	1,088,335	1,088,335	1,102,685	14,350
Special Education Circuit Breaker *	1,540,049	1,540,049	TBD	TBD
<u>Local Grants:</u>				
Metrowest Health Foundation SBIRT	-	-	-	-
Food Service Fuel to Play	3,550	3,550	TBD	TBD
NEDFC Hot Chocolate Milk	347	347	TBD	TBD
NEF Interdisciplinary Initiative	-	-	-	-
NEF Innovation Fund	-	-	-	-
NEF Fall Grants	67,553	67,553	TBD	TBD
NEF Winter Grants	28,992	28,992	TBD	TBD
NEF Spring Grants	31,345	31,345	TBD	TBD

Circuit Breaker Reimbursement %s: FY18 Final 72.09%; FY19 Final 74.4%, FY20 Budget 72%

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

Recommendation/Options: That the School Committee approves the receipt and acceptance of \$2,788,496 in FY20 entitlement and other grant awards, representing an increase of \$49,858 over FY19.

School Committee: **CONSENT**

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations

**Needham School Committee
Sunita L. Williams Elementary School
August 22, 2019**

Agenda Item: **Discussion**

Draft FY2020-21 Budget Guidelines

Background Information:

- The draft FY21 Budget Guidelines are enclosed for your review and comments.
- The Committee will be asked to approve the FY21 budget guidelines at the next meeting.

Persons Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools
Ms. Anne Gulati, Director of Financial Operations

Introduction

The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects applicable state and federal mandates, as well as the priorities and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved at the Annual Town Meeting. The purpose of this document is to outline the roles and responsibilities associated with the budget process, to identify a timeline for budget development and to outline assumptions and priorities that will guide the School Committee in its deliberations and interactions with other Town boards during the budget process. The budget for Fiscal Year 2020/21 (FY21) will begin on July 1, 2020.

Budget Roles & Responsibilities

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

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

Budget Process & Calendar

Date	Activity
July 1, 2019	<ul style="list-style-type: none"> Start of Fiscal Year 2019/20
Aug 1 (Thurs)	<ul style="list-style-type: none"> Town Manager Releases Capital Plan Guidelines FY21-25
Aug 20 (Tues)	<ul style="list-style-type: none"> October 28, 2019 STM Warrant Opens
Aug 22 (Thurs)	<ul style="list-style-type: none"> School Committee Reviews Draft FY 2020-21 Budget Guidelines School Committee Votes Placeholder Requests for October 28, 2019 Special Town Meeting
Sept 9 (Mon)	<ul style="list-style-type: none"> FY 2020-21 Budget Request Forms Sent to Departments
Sept 10 (Tues)	<ul style="list-style-type: none"> October 28, 2019 STM Warrant Closes Town Manager Budget Consultation with Select Board Town Pro Forma Presented to Select Board (Tentative 9/10 or 9/24)
Sept 11 (Wed)	<ul style="list-style-type: none"> Town Manager Budget Consultation with Finance Committee
Sept 17 (Tues)	<ul style="list-style-type: none"> School Committee Votes FY 2020-21 Budget Guidelines School Budget Pro Forma Delivered to Central Office
Sept 18 (Wed)	<ul style="list-style-type: none"> FY 2020-21 Voted Budget Guidelines Sent to Departments
Sept 19 (Thurs)	<ul style="list-style-type: none"> Town Manager Releases FY21 Town Operating Budget Guidelines
Sept 24 (Tues)	<ul style="list-style-type: none"> Town Pro Forma Presented to Select Board (Tentative 9/10 or 9/24)
Oct 1 (Tues)	<ul style="list-style-type: none"> Town Manager Budget Consultation with Select Board
Oct 2 (Wed)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY21-25 School Capital Requests
Oct 11 (Fri)	<ul style="list-style-type: none"> School Operating Budget Forms Due to School Business Office
Oct 15 (Tues)	<ul style="list-style-type: none"> School Committee Prioritizes and Votes FY21-25 School Capital Requests School Committee Engages in October 2019 Special Town Meeting Prep
Oct 17 (Thurs)	<ul style="list-style-type: none"> Final FY21-25 Capital Requests to Town Hall by 12:00 Noon
Oct 28 (Mon)	<ul style="list-style-type: none"> October 2019 Special Town Meeting
Nov 1-Nov 30	<ul style="list-style-type: none"> Superintendent's FY21 Budget Request Developed
Nov 5 (Tues)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY21-25 Five-Year Forecast (Target Date)
Nov 6 (Wed)	<ul style="list-style-type: none"> 3:00 - 5:30 (Town Hall) - School Capital Request Review with Town Manager
Nov 12 (Tues)	<ul style="list-style-type: none"> Town Manager Budget Consultation with Select Board
Nov 19 (Tues)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY21-25 Five-Year Forecast (Alternate Date)
TBD (MID NOV)	<ul style="list-style-type: none"> School Department Reviews Draft Enrollment Projections with FSNC
Dec 10 (Tues)	<ul style="list-style-type: none"> School Committee Receives Superintendent's FY21 Budget Request School Committee Budget Discussion – Summary Overview & Highlights School Committee Reviews and Discusses FY21-36 Enrollment Projections
Dec 11 (Wed)	<ul style="list-style-type: none"> Departmental Spending Requests Due to FinCom from the Town Manager and School Superintendent [Due by Second Wed in Dec - Dec 11] 5:30 pm. School Committee/FinCom School Budget Workshop
Dec 17 (Tues)	<ul style="list-style-type: none"> Select Board Votes FY21-25 Capital Improvement Recommendation School Committee Budget Discussion – Student Support Services School Committee Reviews Student Development Budget Request

Needham Public Schools
Operating Budget Guidelines
For the Fiscal Year Ending June 30, 2021 (FY21)

Jan 7 (Tues)	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Reviews Secondary, Technology & Other Program Improvement Requests School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool & Community Education) Town Manager Budget Consultation with School Committee Town Manager Releases FY21-25 Capital Improvement Plan (Capital Budget Due to FinCom from Town Manager)
TBD	<ul style="list-style-type: none"> Finance Committee Budget Hearing (Operating & Capital)
Jan 21 (Tues)	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Budget Public Hearing School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool & Community Education) - Alternate Date School Committee Reviews 2020 ATM Warrant Article Requests, if Applicable
Jan 22 (Wed)	<ul style="list-style-type: none"> FY21 Governor's Budget Recommendation Due (4th Wed in January)
Jan 28 (Tues)	<ul style="list-style-type: none"> School Committee Votes FY21 Budget Request School Committee Votes Selected Revolving Fees (Transportation, Athletics, Preschool & Community Education) School Committee Votes 2020 ATM Warrant Article Requests, if Applicable
Jan 31 (Fri)	<ul style="list-style-type: none"> Town Manager's Balanced Budget Recommendation (Including Voted School Committee Request) Due to FinCom
Feb 3 (Mon)	<ul style="list-style-type: none"> 2020 ATM Warrant Articles Due to Select Board
Feb 22 (Sat)	<ul style="list-style-type: none"> FinCom's FY21 Draft Budget Due to Town Manager
Mar 3 (Tues)	<ul style="list-style-type: none"> Primary Election
Mar 10 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY20 Revolving Fund Budgets (as Needed)
Mar 15 (Sun)	<ul style="list-style-type: none"> FinCom's FY21 Budget Recommendation Due to Town Manager for Inclusion in ATM Warrant
Mar 24 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed)
April 7 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed)
April 14 (Tues)	<ul style="list-style-type: none"> Annual Town Election
April 28 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed) School Committee Annual Town Meeting Preparation
TBD	<ul style="list-style-type: none"> League of Women Voters' Warrant Meetings
May 4 (Mon)	<ul style="list-style-type: none"> 7:30 pm (Town Hall, Powers Hall) May 2020 Annual Town Meeting Begins
May 5 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed)
May 11 (Mon)	<ul style="list-style-type: none"> 2020 Special Town Meeting Begins
May 19 (Tues)	<ul style="list-style-type: none"> School Committee Budget Update School Committee Reviews FY21 Revolving Fund Budgets (as Needed)
June 2 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed)
June 16 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY21 Revolving Fund Budgets (as Needed) School Committee Votes FY21 Revolving Fund Budgets & Fees School Committee Votes FY21 COLA Adjustments (Non-Union Contracts)
July 1, 2020	<ul style="list-style-type: none"> Start of FY 2020/21

State and Local Budget Requirements and Applicable Laws

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

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

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

The budget is adopted by Town voters at the Annual Town meeting before June 30 for the fiscal year beginning July 1. Subsequent to Town meeting approval, the School Committee votes to adopt the corresponding budget detail budget by category of expenditure for implementation purposes. If the budget adopted by Town Meeting is less than or more than that requested by the School Committee, the budget shall be appropriately adjusted and voted by the School Committee. The Superintendent shall prepare an annual budget document, which represents the completed financial plan for the ensuing fiscal year. (*School Committee Policy #DB*) The adopted budget of the School Department, in combination with the expenditures from other municipal departments on behalf of the School District, shall meet anticipated Chapter 70 Net School Spending Requirements (*School Committee Policy #DB, MGL Ch70 s. 6.*)

School Committees may receive grants or gifts for educational purposes, which are held in separate accounts, and, once accepted, may be expended without further appropriation. (*MGL Ch 71 Sect. 37A, MGL Ch. 44 s. 53A*) The School Committee also may charge fees or receive monies in connection with certain other school activities, the receipts of which also are held separately (in revolving funds) and may be spent without further appropriation. (*MGL C44 s53, C44 s53e1/2, C71 s26a, C71 s26c, C71 s47, C71 s71e, C71 s71f, C548 of Acts of 1948*)

Guidelines for Budget Requests

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

The **Level Service Budget** assumes the same level of service to the schools from the FY20 budget to the FY21 budget, including the current school programs, staffing levels, class sizes, and services.

The base budget includes:

- i. The total FY20 budget appropriation (net of turnover savings);
- ii. Statutory or regulatory mandates;
- iii. Contractual personnel step, longevity and collective bargaining increases (including cost of living);
- iv. Other contractual increases;
- v. Significant inflationary or enrollment increases (inflationary increase in the cost of student supplies, additional teachers needed to maintain student-teacher ratios, etc.)
These requests should include:
 - Specific dollar increase by line item; and
 - Purpose of the requested increase; and
- vi. Other items considered necessary and recommended by the Superintendent.

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

community. Program Improvement Budget requests must be listed in order of priority and include:

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

School Committee Budget Assumptions

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

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

(a) Education Reform Act

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

(b) Massachusetts School and District Accountability System

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

(c) Student Learning Time

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

(d) Non-Discrimination

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

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

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

(f) Student Discipline

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

(g) English Language Learners (ELL)

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

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

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

School Committee Priorities

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

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

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

- The District's mission, vision, goals and objectives;
 - The need for highly qualified staff teaching within established student/teacher ratio guidelines;
 - The ongoing refinement of curriculum, instruction, and assessment practices;
 - The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals; and
 - The need to ensure that fee-based extracurricular programs reflect School Committee budget guidelines and that student fees are set to recover the cost of providing associated services, without restricting student participation or becoming unaffordable for families.
- (a) The District's mission, vision, supporting assumptions, core values, goals and objectives are:
- a. Mission Statement: A school and community partnership that creates excited learners, inspires excellence, and fosters integrity.
 - b. Vision Statement: Preparing *ALL* Needham Public School students to be creative thinkers and problem solvers, communicators and collaborators, socially and culturally responsive contributors, responsible and resilient individuals, and empowered learners.
 - c. Goals and Objectives: Approved Portrait of a Needham Graduate FY20 Action Plan (Approved July 19, 2019)
 - i. Priority I: All students are drivers of their own learning.
 - 1. Objectives:
 - a. Objective A: Incorporate opportunities for student choice, independent learning, and personalized pathways.
 - b. Objective B: Provide structures and experiences that enable student efficacy, leadership, and voice.
 - c. Objective C: Teach students the content and skills necessary for them to grow personally and academically.
 - 2. FY20 Action Steps:
 - a. Develop a common understanding of student-centered learning & assess current practices.
 - b. Launch Full-Day Kindergarten and document fit with Portrait competencies.
 - c. Assess and expand existing structures/experiences for student efficacy, leadership, and voice.
 - d. Continue to align the Science and Social Studies curriculum and student-centered instruction to state standards.
 - e. Introduce Portrait to all students in developmentally appropriate ways.
 - f. Report the results of student self-assessment on Portrait competencies.

ii. Priority II: All students experience integrative teaching and learning.

1. Objectives:

- a. Objective A: Extend interdisciplinary teaching and learning PreK-12.
- b. Objective B: Embed Portrait competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices.
- c. Objective C: Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.

2. FY20 Action Steps:

- a. Develop a common understanding of interdisciplinary teaching and learning and assess current practices.
- b. Support existing interdisciplinary teaching and highlight best practices.
- c. Align and synthesize the District's multiple plans, initiatives, and assessments. (Technology strategic plan, DCAP, SEL, Equity Plan, multiple assessment methods, Portrait.)
- d. Develop a framework for integrative teaching & learning.

iii. Priority III: All students learn and grow within adaptable environments.

1. Objectives:

- a. Objective A: Support and design classroom models and environments that foster collaboration & innovation.
- b. Objective B: Provide time, schedules, and spaces that promote learning objectives.
- c. Objective C: Complement instruction with accessible learning beyond the classroom, within the community, and in partnership with families.

2. FY20 Action Steps:

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

iv. Priority IV: Infrastructure supports the needs of all students.

1. Objectives:

- a. Objective A: Provide staffing, facilities, and budget resources

aligned to district priorities.

- b. Objective B: Implement recruitment, retention, and development process for staff growth and diversity.
- c. Objective C: Establish a professional learning structure supporting equity and the Portrait vision.

2. FY20 Action Steps:

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

(b) The need for highly qualified staff teaching within established student/teacher ratio guidelines.

- a. Provide competitive wages for teachers and administrators by funding collective bargaining agreements and contractual obligations. The Units A and B contracts for FY 2019/20 - 2021/22 are under negotiation. Contracts for Units C, D and E are settled for the will be negotiated during the FY 2019/20 School Year for FY 2020/21 - 2022/23.
- b. Develop and retain "highly qualified" teaching staff through professional development and licensing; and Maintain student/teacher ratios at within established guidelines:
 - i. Class sizes should be within the guidelines set forth in SC Policy #IHB. These guidelines specify class sizes of 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.
 - ii. Student/Teacher ratios should target the median of Needham's comparison communities.
 - iii. For FY20, the following new personnel and classroom costs should be assumed:

Needham Public Schools
Operating Budget Guidelines
For the Fiscal Year Ending June 30, 2021 (FY21)

Level	Position	Days	Hrs/Day	Hours	Rate	FTE	Salary	Gr/St	
All Levels	Teacher	183.00	7.00	1281.00	N/A	1.00	67,957	AA3 6	FY19 Rate
Elem & PreK	SpEd Teaching Assistant	203.50	7.00	1424.50	18.03	1.00	25,685	ASA 3	FY20 Rate
Middle School	SpEd Teaching Assistant	203.50	6.67	1356.67	18.03	1.00	24,462	ASA 3	FY20 Rate
High School	SpEd Teaching Assistant	203.50	6.50	1322.75	18.03	1.00	23,850	ASA 3	FY20 Rate
Elem & PreK	SpEd Program Specialist	203.50	7.00	1424.50	27.36	1.00	38,969	ASF 3	FY20 Rate
Middle School	SpEd Program Specialist	203.50	6.67	1356.67	27.36	1.00	37,113	ASF 3	FY20 Rate
High School	SpEd Program Specialist	203.50	6.50	1322.75	27.36	1.00	36,185	ASF 3	FY20 Rate
Elementary	Library Program Specialist	203.50	7.31	1487.11	27.36	1.00	40,682	ASD 3	FY20 Rate
Middle School	Library Program Specialist	203.50	6.97	1419.28	27.36	1.00	38,826	ASD 3	FY20 Rate
High School	Library Program Specialist	203.50	6.81	1385.36	27.36	1.00	37,898	ASD 3	FY20 Rate
Elementary	Media Program Specialist	211.50	7.00	1480.50	27.36	1.00	40,501	ASB 3	FY20 Rate
Middle School	Media Program Specialist	211.50	6.67	1410.00	27.36	1.00	38,572	ASB 3	FY20 Rate
Elementary	Media Program Specialist	211.50	6.50	1374.75	27.36	1.00	37,608	ASB 3	FY20 Rate
Elementary	Science Ctr. Program Specialist	213.50	7.48	1595.91	28.15	1.00	44,926	ASE 3	FY20 Rate
All Levels	10 Mo. School Aide	214.00	7.00	1498.00	18.89	1.00	28,297	AR1 3	FY20 Rate
All Levels	10 Mo. Secretary	214.00	7.00	1498.00	23.22	1.00	34,784	AR2 3	FY20 Rate
All Levels	11 Mo. Secretary	236.00	7.00	1652.00	23.22	1.00	38,359	AR2 3	FY20 Rate
All Levels	12 Mo. Secretary	260.00	7.00	1820.00	23.22	1.00	42,260	AR2 3	FY20 Rate
All Levels	AV/Computer Technician	260.00	8.00	2080.00	30.02	1.00	62,442	AR6 3	FY20 Rate

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

- iv. The FY21 base salary budget resets FTE's to the FY20 Annual Town-Meeting appropriation.
- (c) The ongoing refinement of curriculum, instruction, and assessment practices. High priority is given to the elements that insure the continuance, renewal, revision, delivery and management of curriculum and instruction. These include:
- Professional development for teachers and administrators;
 - Regular curriculum review, revision and development;

- c. Implementation of new programs to increase student achievement, growth and development;
 - d. Developing innovative instructional programs that support and extend learning beyond the classroom;
 - e. Purchase and replacement of paper and/or electronic textbooks, consumable material and curriculum-related resources, management and assessment tools, supplies and materials
- (d) The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals:
- a. Teacher and Administrative Supplies
 - i. Provide for the acquisition and replacement of instructional and administrative technology, software, online services, supplies and other equipment;
 - ii. Provide for student and classroom supplies;
 - iii. Provide for office administrative and teacher supplies; and
 - iv. Provide for maintenance, licensing, online services and contractual agreements.
 - b. Equipment/ Capital Outlay
 - i. Provide for the regular replacement of copiers, and other instructional equipment, optimally within the capital budget;
 - ii. Provide for administrative, financial and personnel systems, computers, interactive whiteboards, projectors and other administrative and instructional equipment consistent with the Technology Plan and efficient school operations;
 - iii. Provide school buildings and physical and technology infrastructure that adequately support the educational program and promote student safety; and
 - iv. Plan proactively for future technology needs and the evolving impact of technology on the school budget.
 - c. Administrative Support Staff
 - i. Provide a sufficient number of trained and competent instructional and technical support staff to support the work of teachers and administrators throughout the District.
- (e) The need to ensure that fee-based extracurricular programs reflect School Committee budget guidelines and that student fees are set to recover the cost of providing associated services,

without restricting student participation or becoming unaffordable for families.

- a. Set student fees to recover the cost of providing associated services, unless the fiscal impact on families is determined to be excessively burdensome or has the potential to limit student participation. If the latter, the School Committee may subsidize the program budget from other operational resources.
- b. Develop and approve annual operating budgets for fee-based programs, according to the same general guidelines as used to develop the regular School Operating budget.
- c. Authorize student fees and fee-based program budgets annually by vote of the School Committee.

School Committee Budget Document Contents

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

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

- (h) Highlights of grant budget requests and program operating budget impacts.
- (i) Highlights of capital budget requests and operating budget impacts.
- (j) Relationship of priorities to district-wide goals and objectives.
- (k) Five-year financial forecast.

Needham School Committee
Sunita L. Williams Elementary School
August 22, 2019

Agenda Item: **Action**

Appoint Interim Executive Director of Special Education

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee appoints Julie Muse-Fisher as Interim Executive Director of Special Education effective immediately until June 30, 2020.



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

Date: August 22, 2019
To: Needham School Committee
From: Daniel E. Gutekanst
Re: Appointment of Interim Executive Director of Special Education

I am excited to share that Julie Muse-Fisher has accepted our offer to become the Interim Executive Director of Special Education. Julie will fill the position at .8 FTE during the interim year.

Throughout the interview process, Julie has demonstrated the skill, experience, capacity, and passion for the role. She holds a Master's degree in Education Administration and a professional license as a special education administrator. She is currently the Special Education Coordinator in Wellesley Public Schools supporting the district in matters involving special education and student services across all levels, preK - postgraduate. Before Wellesley, she worked in the Boston Public Schools as a special education administrator overseeing special education programming at 30 schools.

In both roles, Julie worked closely with principals, school staff, central office and families around many issues including IEP development, placement, budgeting, dispute resolution, and procedural oversight. During her interview, Julie spoke about the importance of being visible in the schools and devoting time to build relationships and understand the needs across each of the schools. She expressed an understanding of the comprehensive nature of the position as well as the importance of supporting and strengthening inclusive practices through her work with school leaders, staff, and families.

Prior to Julie's more recent experience as a special education administrator, she practiced as an attorney representing school districts across the state of Massachusetts and brings a keen eye to state and federal laws and regulations pertaining to special education as well as experience with dispute resolution, compliance reviews, and training staff on procedural matters.

Julie Muse-Fisher

RELEVANT EXPERIENCE

Student Services Department, Wellesley Public Schools

Special Education Coordinator, August 2017-Present

Support Student Services Department across grades PreK-12. Support principals, teachers, and Wellesley central office staff with all special education issues, including IEP development, placement, programming, and related services. Work with Director to support and manage special data/compliance projects, prepare responses to PQA complaints, and participate in mediations. Assist with Coordinated Program Review and manage Corrective Action Plan and progress monitoring. Developed Special Education Procedures Manual and published online. Supervise and evaluate school psychologists, special educators, and related services providers. Revise and update Section 504 Manual. Consult with private schools to fulfill proportionate share funding obligations. Provide professional development to staff. Support district with Medicaid expansion and rollout and implementation of a new IEP system (PowerSchool Special Programs).

The Walker Trieschman Institute, Walker Consulting

Independent Consultant, March 2018 - Present

Provide consultation and technical assistance to school districts to support program development, district alignment, and efficiency of staffing and to meet the needs of diverse student populations. Engage with organizational leaders, school staff, parents, students and other stakeholders. Utilize qualitative and quantitative data to analyze the opportunities and challenges in services and programs. Seek a shared understanding of the vision, mission, goals and objectives of the organization. Develop appropriate and feasible plans for the improvement of services and programs. Provide technical assistance to districts on matters related to DESE compliance. Assess program evaluation results in terms of outcomes for children and adolescents.

Office of Special Education, Boston Public Schools

Assistant Director, K-8, September 2016-August 2017

Oversee special education services at thirty Elementary and K-8 schools in Boston. Supervise and provide support to special education team coordinators and collaborate with school principals and other BPS department leaders. Assist with the budget process, enrollment projections, program development, and provision of appropriate services and supports for students with IEPs. Attend Team Meetings, respond to PQA complaints, and participate in mediations, settlement conferences, and BSEA hearings. Develop and provide professional development to teachers and special education coordinators.

Supervisor School Settings & Services, November 2011-August 2013

Supervise and evaluate Special Education and Student Services Coordinators and clerks. Work with principals, school staff, BPS central offices, and families around special education issues, including IEP development, placement, related services, and transportation. Assist with enrollment projections, budgeting, program development, and provision of appropriate services and supports for students with IEPs. Attend Team Meetings, participate in mediations, review IEPs and amendments, and participate in internal audits.

Murphy, Lamere & Murphy, P.C.

Attorney, September 2013-September 2016

Represent school districts and towns across the state of Massachusetts in all matters related to student services and special education. Advise and consult with school department staff on matters relating to student discipline, bullying, civil rights, equity and access, compliance, and education policy. Develop and review school district policies. Attend mediations and settlement conferences. Prepare and give presentations to clients on legal updates and hot topics in the area of education law (including Title IX, Americans with Disabilities Act, Section 504, Student Discipline, Physical Restraint).

City of Boston Law Department, Office of Legal Advisor – Boston Public Schools

Assistant Corporation Counsel, Sept. 2006-Nov. 2011

Represent Boston Public Schools in all matters relating to litigation, special education, and all claims before the MCAD. Advise and consult with school department administrators on matters relating to compliance and education policy. Review and approve all contracts for procurement of goods and services for Boston Public Schools. Argue motions and cases before the MCAD, the Bureau of Special Education Appeals, Massachusetts Superior Court, Massachusetts Court of Appeals, and United States District Court for the District of Massachusetts.

EDUCATION

Boston College Law School

Newton, MA

Juris Doctor, May 2005

Awards & Activities

Richard S. Sullivan Award for Overall Contribution to the Law School; 3L Special Events Co-Chair; 3L Gift Committee Member; Judge & Community Courts Clinical Program

Boston College Lynch School of Education

Chestnut Hill, MA

M.Ed., Education Administration, May 2005

University of California, Berkeley

Berkeley, CA

Bachelor of Arts, English, May 1999

ADMISSIONS, ASSOCIATIONS, & ACTIVITIES

Massachusetts, November 2005; United States District Court, District of Massachusetts, October 2006

United States Court of Appeals for the First Circuit, February 2008

Licensed as Special Education Administrator (June 2012)

Site Council Member, Patrick Lyndon K-8 School (2013-2015, 2018-2020)

Parkway in Motion, Volunteer

**Needham School Committee
Sunita L. Williams Elementary School
August 22, 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
Sunita L. Williams Elementary School
August 22, 2019**

Agenda Item: Information Items

- Report on FY2018-19 School Student Activity Account Balances
- Disposal of Surplus Items



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)

August 1, 2019

To: Needham School Committee
From: Anne Gulati, Director of Financial Operations
RE: FY 2018/19 School Student Activity Balances

This report presents information about FY 2018/19 student activity account balances.

M.G.L. Chapter 71, s 47 authorizes principals to receive monies in connection with the conduct of certain student activities. The principals are the fiscal agents for these monies, which are held in a custodial capacity for students, who 'own' the funds. The funds are held in nine separate accounts: a District-wide depository (or "agency") account and eight separate checking accounts - one for each school. Principals authorize disbursements from the Agency Account, or write checks from the checking accounts. The principals track how much money belongs to each student class/club, the aggregate of which equals the total amount of money contained in both the agency and checking accounts. As a protection against fraud and abuse, School Committee policy limits the balance that may be on deposit in the checking account of each school. Elementary schools may hold up to \$4,000 in their checking accounts, and the Middle and High Schools may hold up to \$10,000 in their accounts. There is no limitation on the balance that may be held in the Agency account.

A brief synopsis of FY 2018/19 student account activity is presented below. During this fiscal year, students raised and spent over \$650,000 to fund their activities, including yearbooks, Prom, the Junior Harbor Cruise, and major trips, including Shanghai, Spain and France. The balance in these accounts totaled \$359,687 on June 30 and was allocated among schools as shown in the chart below.

Quickbooks Class/ Club Ledger Balances	Posted Beginning Balance 7/01/18	Plus Posted Receipts	Less Posted Expenses	Posted Ending Balance 6/30/19	Plus Pending Deposits 6/30/19	Less Pending Transactions 6/30/19	Adjusted Ending Balance 6/30/19	Adjusted Net Income 2018/19
Broadmeadow	6,670.43	15,043.85	14,305.46	7,408.82	1,032.07	-	8,440.89	1,770.46
Eliot	2,138.98	15,472.44	13,194.17	4,417.25	19.08	-	4,436.33	2,297.35
Hillside/ Sunita Williams	7,072.58	16,745.02	12,481.18	11,336.42	48.79	-	11,385.21	4,312.63
Mitchell	4,657.10	18,435.61	17,143.02	5,949.69	25.43	-	5,975.12	1,318.02
Newman	9,671.64	21,775.25	19,874.58	11,572.31	49.40	-	11,621.71	1,950.07
High Rock	24,004.88	21,510.64	22,827.81	22,687.71	95.97	0.01	22,783.67	(1,221.21)
Pollard	71,246.28	148,605.95	139,626.09	80,226.14	350.22	-	80,576.36	9,330.08
Needham High School	206,610.26	417,993.67	411,581.98	213,021.95	1,445.51	0.05	214,467.41	7,857.15
Subtotal	332,072.15	675,582.43	651,034.29	356,620.29	3,066.47	0.06	359,686.70	27,614.55

The attached pages present summary balance sheet information for the individual school class/club accounts.

The reconciled ending balance of \$359,687 is held in several bank accounts, including eight school checking accounts and a District-wide Agency Account. The breakdown of funds, by account, is presented below:

Checking & Agency Account Balances	Broadmeadow	Eliot	Hillside/ Williams	Mitchell	Newman	High Rock	Pollard	NHS	Total
Checking June 30, 2019 Ending Balance	1,506.01	1,004.01	3,012.02	2,008.01	4,016.00	10,040.09	10,040.45	10,039.06	41,665.65
Plus Pending Reimbursements	-	-	-	-	-	-	-	-	-
<u>Less Outstanding Checks</u>	<u>6.01</u>	<u>4.01</u>	<u>12.02</u>	<u>8.01</u>	<u>16.00</u>	<u>40.09</u>	<u>40.45</u>	<u>39.06</u>	<u>165.65</u>
Reconciled Checking June 30, 2019 Ending Bal	1,500.00	1,000.00	3,000.00	2,000.00	4,000.00	10,000.00	10,000.00	10,000.00	41,500.00
Agency June 30, 2019 Ending Balance	5,908.82	3,417.26	8,336.42	3,949.69	7,572.31	12,667.72	70,226.14	203,021.95	315,100.31
Plus Pending Reimbursements/Deposits in Trar	1,032.07	19.08	48.79	25.43	49.40	115.97	350.22	1,445.51	3,086.47
<u>Less Outstanding Payments</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.01</u>	<u>-</u>	<u>0.05</u>	<u>0.06</u>
Reconciled Agency June 30, 2019 Ending Balar	6,940.89	3,436.34	8,385.21	3,975.12	7,621.71	12,783.68	70,576.36	204,467.41	318,186.72
Reconciled Grand Total SAA June 30, 2019	8,440.89	4,436.34	11,385.21	5,975.12	11,621.71	22,783.68	80,576.36	214,467.41	359,686.72
Compare to School Class/Club Ledgers	8,440.89	4,436.34	11,385.21	5,975.12	11,621.71	22,783.68	80,576.36	214,467.41	359,686.72
Variance to Reconcile	-	-	-	-	-	-	-	-	-

Student activity accounts earned a total of \$1,555.55 in interest income during FY 2018/19. Of this total, \$1,389.90 was earned in the Agency Account and \$165.65 was earned in the checking accounts. (The checking interest is typically re-deposited to the Agency Account at the conclusion of each school year.) Under School Committee policy, this interest income may be used for certain expenses associated with maintaining the accounts, providing scholarships to students, or providing refreshments for parent volunteers. Alternatively, the School Committee may vote to allocate these funds to purposes as determined by the School Committee. Traditionally, the School Committee votes to allocate this income back to specific student activities, as recommended by the Principal of each school. In July, 2019, the School Committee voted to re-distribute FY19 interest income as follows: Broadmeadow, Eliot, Mitchell, Newman & Pollard - All Year of Graduation (YOG) accounts, equally; NHS - Student Council; Hillside - Class of 2027 and High Rock - Class of 2025. Since the vote to allocate funds occurred after July 1, these funds will be redistributed to the clubs in FY20.

The table below identifies the sources and uses of net interest income for FY19:

Student Activity Account Interest Income Sources & Uses: FY19	Broadmeadow	Eliot	Hillside/Williams	Mitchell	Newman	High Rock	Pollard	NHS	Total
<u>Agency Account</u>									
Beginning Balance	-	-	-	-	-	-	-	-	-
Plus Current Interest Income	26.06	15.07	36.77	17.42	33.40	55.88	309.77	895.53	1,389.90
Plus Checking Interest Swept to Agency	6.01	4.01	12.02	8.01	16.00	40.09	40.45	39.06	165.65
<u>Plus Voted Reallocation Among Clubs</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Reconciled Net Interest 6-30-19	32.07	19.08	48.79	25.43	49.40	95.97	350.22	934.59	1,555.55
<u>Checking Account</u>									
Beginning Balance	-	-	-	-	-	-	-	-	-
Plus Current Interest Income	6.01	4.01	12.02	8.01	16.00	40.09	40.45	39.06	165.65
Plus Adjustments	-	-	-	-	-	-	-	-	-
<u>Plus Checking Interest Swept to Agency</u>	<u>(6.01)</u>	<u>(4.01)</u>	<u>(12.02)</u>	<u>(8.01)</u>	<u>(16.00)</u>	<u>(40.09)</u>	<u>(40.45)</u>	<u>(39.06)</u>	<u>(165.65)</u>
Reconciled Net Interest 6-30-19	-	-	-	-	-	-	-	-	-
BALANCE TO ALLOCATE IN FY20 ACCORDING TO SCHOOL COMMITTEE VOTE ON 7-10-19	32.07	19.08	48.79	25.43	49.40	95.97	350.22	934.59	1,555.55

Finally, the Student activity accounts received \$15,305.17 in photo commissions related to SY 2018/19 photo sales. In March, 2019, the School Committee voted to distribute this undesignated income as follows: Broadmeadow, Eliot, Hillside, Newman and Pollard - All YOG accounts, equally; High Rock - Class of 2025; and NHS - Student Council. (Mitchell did not receive commission revenue on its photo sales.) All of these funds were distributed during 2018/19.

ALG/alg
Attachment(s)

Attachment A

Student Activity Account

June 30, 2019
Summary Balance Sheets
All Schools

Broadmeadow Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3210-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 Checking	0.00
Class of 2027 - Checking	1,000.00
Student Council - Checking	500.00
Total 9300-3210-102 Checking Account	1,500.00
9300-3210-347 Agency Account	32.07
Agency Interest - Agency	0.00
Broadmeadow School Store - Agen	529.75
Class of 2026 - Agency	2,939.30
Class of 2027 - Agency	793.30
Class of 2028 - Agency	1,100.11
Class of 2029 - Agency	532.76
Class of 2030 - Agency	428.61
Class of 2031 - Agency	398.26
Student Council - Agency	186.73
Undesignated Income - Agency	0.00
Total 9300-3210-347 Agency Account	6,940.89
Total Bank Accounts	\$8,440.89
Total Current Assets	\$8,440.89
TOTAL ASSETS	\$8,440.89
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-647.53
Opening Balance Equity	7,317.96
Retained Earnings	0.00
Net Income	1,770.46
Total Equity	\$8,440.89
TOTAL LIABILITIES AND EQUITY	\$8,440.89

Eliot Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3220-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2023 - Checking	0.00
Class of 2024 - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2027 - Checking	200.00
Class of 2028 - Checking	700.00
Class of 2030 - Checking	100.00
Total 9300-3220-102 Checking Account	1,000.00
9300-3220-346 Agency Account	19.08
Agency Interest - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	2,275.03
Class of 2027 - Agency	0.00
Class of 2028 - Agency	159.08
Class of 2029 - Agency	307.76
Class of 2030 - Agency	487.06
Class of 2031 - Agency	188.33
Undesignated Income	0.00
Total 9300-3220-346 Agency Account	3,436.34
Total Bank Accounts	\$4,436.34
Total Current Assets	\$4,436.34
TOTAL ASSETS	\$4,436.34
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-739.35
Opening Balance Equity	2,878.34
Retained Earnings	0.00
Net Income	2,297.35
Total Equity	\$4,436.34
TOTAL LIABILITIES AND EQUITY	\$4,436.34

Hillside Williams Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3230-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2028 - Checking	3,000.00
Total 9300-3230-102 Checking Account	3,000.00
9300-3230-345 Agency Account	48.79
Agency Interest - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2026 - Agency	2,415.56
Class of 2027 - Agency	1,798.27
Class of 2028 - Agency	1,873.90
Class of 2029 - Agency	1,082.69
Class of 2030 - Agency	760.00
Class of 2031 - Agency	406.00
Undesignated Income - Agency	0.00
Total 9300-3230-345 Agency Account	8,385.21
Total Bank Accounts	\$11,385.21
Total Current Assets	\$11,385.21
TOTAL ASSETS	\$11,385.21
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-937.32
Opening Balance Equity	8,009.90
Retained Earnings	0.00
Net Income	4,312.63
Total Equity	\$11,385.21
TOTAL LIABILITIES AND EQUITY	\$11,385.21

Mitchell Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3240-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2024 - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2027 - Checking	250.00
Student Council - Checking	1,750.00
Total 9300-3240-102 Checking Account	2,000.00
9300-3240-344 Agency Account	8.01
Agency Interest - Agency	17.42
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	607.43
Class of 2027 - Agency	402.12
Class of 2028 - Agency	100.48
Class of 2029 - Agency	241.14
Class of 2030 - Agency	316.64
Student Council - Agency	2,281.88
Total 9300-3240-344 Agency Account	3,975.12
Total Bank Accounts	\$5,975.12
Total Current Assets	\$5,975.12
TOTAL ASSETS	\$5,975.12
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-432.07
Opening Balance Equity	5,089.17
Retained Earnings	0.00
Net Income	1,318.02
Total Equity	\$5,975.12
TOTAL LIABILITIES AND EQUITY	\$5,975.12

Newman Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3250-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2027 - Checking	2,000.00
Class of 2028 - Checking	2,000.00
Total 9300-3250-102 Checking Account	4,000.00
9300-3250-343 Agency Account	49.40
Agency Interest - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	2,617.49
Class of 2027 - Agency	834.81
Class of 2028 - Agency	1,273.08
Class of 2029 - Agency	1,245.43
Class of 2030 - Agency	891.65
Class of 2031 - Agency	376.65
Student Council - Agency	333.20
Undesignated Income - Agency	0.00
Total 9300-3250-343 Agency Account	7,621.71
Total Bank Accounts	\$11,621.71
Total Current Assets	\$11,621.71
TOTAL ASSETS	\$11,621.71
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-2,931.64
Opening Balance Equity	12,603.28
Retained Earnings	0.00
Net Income	1,950.07
Total Equity	\$11,621.71
TOTAL LIABILITIES AND EQUITY	\$11,621.71

High Rock Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3260-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2022 - Checking	0.00
Class of 2023 - Checking	0.00
Recycling Club - Checking	2,500.00
Student Council - Checking	6,000.00
Yearbook - Checking	1,500.00
Total 9300-3260-102 Checking Account	10,000.00
9300-3260-343 Agency Account	40.09
Agency Interest - Agency	55.88
Class of 2023 - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - agency	6,001.67
CLASS OF 2026 - AGENCY	0.00
Musical Theatre	120.00
Recycling Club - Agency	1,737.98
Student Council - Agency	1,188.95
Undesignated Income - Agency	0.00
Yearbook - Agency	3,639.11
Total 9300-3260-343 Agency Account	12,783.68
Total Bank Accounts	\$22,783.68
Total Current Assets	\$22,783.68
TOTAL ASSETS	\$22,783.68
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-In	5,687.91
Graduated Class Transfer-Out	-6,097.24
Opening Balance Equity	24,414.21
Retained Earnings	0.00
Net Income	-1,221.20
Total Equity	\$22,783.68
TOTAL LIABILITIES AND EQUITY	\$22,783.68

Pollard Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3300-102 Checking Account	0.00
Checking Interest - Checking	0.00
Student Council - Checking	10,000.00
Total 9300-3300-102 Checking Account	10,000.00
9300-3300-342 Agency Account	350.22
Agency Interest - Agency	0.00
Best Buddies - Agency	206.25
Class of 2021 - Agency	0.00
Class of 2022 - Agency	0.00
Class of 2023 - Agency	17,245.89
Class of 2024 - Agency	12,085.75
CLASS OF 2025 - AGENCY	0.00
Drama Club - Agency	0.00
Music Club - Agency	12,242.44
Robotics Club - Agency	1,693.16
Ski Club	856.10
Student Council - Agency	5,624.69
Undesignated Income - Agency	0.00
Yearbook - Agency	20,271.86
Total 9300-3300-342 Agency Account	70,576.36
Total Bank Accounts	\$80,576.36
Total Current Assets	\$80,576.36
TOTAL ASSETS	\$80,576.36
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-In	6,097.24
Graduated Class Transfer-Out	-9,392.82
Opening Balance Equity	74,541.86
Retained Earnings	0.00
Net Income	9,330.08
Total Equity	\$80,576.36
TOTAL LIABILITIES AND EQUITY	\$80,576.36

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3400-102 Checking Account	0.00
Checking Interest - Checking	0.00
Habitat for Humanity - Checking	6,500.00
Musical Performance - Checking	0.00
SAMD - Checking	3,500.00
Total 9300-3400-102 Checking Account	10,000.00
9300-3400-341 Agency Account	934.59
ACS Hope (American Cancer Soc) - Agency	145.00
Advocate, The - Agency	26,151.22
Agency Interest - Agency	0.00
AGSA - Agency	997.02
Amnesty International Club - Agency	300.27
Anime Club - Agency	655.31
Asian Student Union - Agency	105.50
Best Buddies - Agency	4,310.43
Bio Builder Club - Agency	352.71
Biology Club - Agency	17.09
Birthday Wishes - Agency	76.50
Bomb Squad - Agency	74.61
Book Club - Agency	0.78
BOYS & GIRLS SWIMMING & DIVING FUNDRAISING CLUB - Agency	663.88
Brownies for Books - Agency	138.50
Chess Club - Agency	190.40
Choose To Be Nice - Agency	103.50
Class of 2023 - Agency	0.00
Class of 2013 - Agency	6,124.21
Class of 2014 - Agency	3,170.04
Class of 2015 - Agency	787.53
Class of 2016 - Agency	7,993.30
Class of 2017 - Agency	7,124.17
Class of 2018 - Agency	0.00
Class of 2019 - Agency	7,408.46
Class of 2020 - Agency	12,795.45
Class of 2021 - Agency	21,023.48
Class of 2022 - Agency	6,581.01
Comp Engineering Club - Agency	45.00
Craydles to Crayons - Agency	235.46
DECA - Agency	377.97
Dream Far - Agency	0.00
EKAL of NHS - Agency	227.17
English Club - Agency	4,137.55

	TOTAL
Entrepreneurial Club - Agency	37.20
Environmental Club - Agency	2,440.52
Farm to School Club - Agency	212.79
Fashion Club - Agency	266.15
Fermata Nowhere - Agency	0.00
Film Club - Agency	170.75
French Club - Agency	2,628.20
French Trip - Agency	7,165.48
Future Med Prof - Agency	125.72
G.A.L.S. - Agency	0.00
Gender Equality Club - Agency	798.65
German Club - Agency	16.11
Gift of Life - Agency	297.58
Girl Up Club - Agency	237.35
Girls Ultimate Frisbee - Agency	732.00
Girls Who Code Club - Agency	284.75
Greater Boston Project - Agency	320.83
Habitat for Humanity - Agency	4,480.00
Happy Camper - Agency	385.00
HIDIN (Helping Island Dogs in Need) - Agency	80.50
Hill Topper - Agency	227.84
Hope Club - Agency	175.51
International - Agency	164.52
Jewish Student Union - Agency	105.50
Jimmy Fund Club - Agency	0.01
Kids for Wish for Kids Club	130.47
Kidz B Kidz - Agency	201.86
KIVA - Agency	2,291.51
Korean Club - Agency	305.50
Latin Club - Agency	189.17
Launch Club - Agency	447.00
Lifting Metco - Agency	2,351.77
Make a Statement Day - Agency	173.17
Mandarin Club - Agency	1,551.31
Marching Band - Agency	328.42
Math Team - Agency	89.73
Mending Hearts - Agency	159.23
Mock Trial - Agency	1,922.47
Model Congress - Agency	32.83
Mud Club - Agency	73.15
Musical Performance - Agency	1,825.67
N.I.C.E. - Agency	80.05
N.P.S. National Suicide Prevention - Agency	486.75
National Art Honor Soceity - Agency	156.50
National Honors Soc - Agency	3,028.71
Needham Graphics Design Club - Agency	210.00
NHS Dance Team - Agency	0.00
Operation Smile-Agency	577.12
Own Your Peace - Agency	94.03
People for Paws - Agency	386.17

	TOTAL
Photography Club - Agency	0.05
Ping Pong Club - Agency	216.99
Quiz Bowl - Agency	119.14
Rag, The - Agency	1,103.63
Raise to Save - Agency	64.00
Red Cross Club - Agency	697.99
Relay for Life Club - Agency	141.87
Rise Above	55.00
Robotics Club - Agency	8,862.71
Rocket Express - Agency	1,146.26
Room to Read - Agency	484.41
Rugby Club - Agency	1,448.98
S.A.G.E	0.00
SADD/RADD/SALSA - Agency	1,555.32
SAMD - Agency	4,197.56
Save a Child's Heart - Agency	862.86
School on Wheels	53.00
School the World	64.80
Science Club - Agency	131.27
Scribbles that Matter - Agency	55.00
Shanghai Needham Excha - Agency	8,099.54
Sisters	53.00
Social Studies - Agency	1,800.21
Spanish NHS - Agency	0.00
Special Olympics	62.86
Speech & Debate - Agency	1,615.15
Student Council - Agency	7,161.90
Support Our Troops Clu - Agency	631.75
Swim Across America	0.00
T1D	237.01
Take Back The Night - Agency	3,646.87
Tea Club	59.58
The Rising Hearts Club	65.00
Ultimate Frisbee - Agency	0.00
Undesignated Income	146.55
UNICEF - Agency	0.27
Visual Arts Club - Agency	1,394.05
Wellness Club. - Agency	103.02
Womyn's Rights Coalition	69.00
World Challenge Club - Agency	330.00
World Language - Agency	6,037.15
Total 9300-3400-341 Agency Account	204,467.41
Total Bank Accounts	\$214,467.41
Total Current Assets	\$214,467.41
TOTAL ASSETS	\$214,467.41
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	

	TOTAL
Graduated Class Transfer-In	9,392.82
Opening Balance Equity	197,217.44
Retained Earnings	0.00
Net Income	7,857.15
Total Equity	\$214,467.41
TOTAL LIABILITIES AND EQUITY	\$214,467.41

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 22, 2019

Item Title: Disposal of Surplus: KASE Program

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 KASE Program

- 11 Poor Condition Tables
- 19 Poor Condition/Broken Chairs
- 7 Poor Condition Bookshelves
- 3 Poor Condition File Cabinets
- 2 Broken Storage Units
- 1 Broken Puppet Stand
- 2 Poor Condition Teacher Desks

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 22, 2019

Item Title:

Disposal of Surplus: IT Department

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 IT Department

- 48 Broken Computers
- 3 Broken Printers
- 14 Obsolete CRT TV's
- 3 Broken Chromebooks
- 2 Broken Smartboards

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 22, 2019

Item Title: **Disposal of Surplus: Mitchell Elementary School, Needham High 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 Mitchell Elementary School

- 19 Old Media Center Tables

From Needham High School

- 87 Old Personal Finance Textbooks
- 33 Old Precalculus Textbooks

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	<u>Information</u>	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