



Needham School Committee

September 17, 2019

6:00 p.m. Executive Session

7:00 p.m. Open Session

*Broadmeadow School
School Committee Room*

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



SCHOOL COMMITTEE MEETING AGENDA

**Broadmeadow School
School Committee Room**

September 17, 2019 6:00 p.m.

Next School Committee Meeting: Wednesday, October 2, 2019

6:00 p.m. Executive Session

7:00 p.m. Public Comments

7:05 p.m. School Committee Comments

7:10 p.m. Superintendent's Comments

7:20 p.m. Consent Agenda:

1. Approve Minutes of the Meeting of August 22, 2019
2. Approve FY20 Budget Transfers
3. Approve FY20 PTC Budgets
4. Approve FY19 PTC In-Kind Donations
5. Approve FY20 Booster Club Budget
6. Approve FY19 Booster Club In-Kind Donations
7. Accept Donations

Discussion Items

7:25 p.m. Opening of School Update

7:40 p.m. Introduction of School Resource Officers

8:00 p.m. MetroWest Adolescent Health Survey

8:30 p.m. Action Item

Approve FY2020-21 Budget Guidelines

8:35 p.m. School Committee Comments

Information Items

2019-2020 Needham School Committee Subcommittee Assignments
Disposal of Surplus Items



Needham School Committee

September 17, 2019

Agenda Item: **Executive Session**

Background Information:

Mr. Michael Greis, Chair, will convene the meeting. On a roll call vote, the committee will vote to go into executive session to discuss contract negotiations per MGL C30A, s.21(A) #3 to return to open session.



Needham School Committee

September 17, 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

September 17, 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

September 17, 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

September 17, 2019

Agenda Item: **Consent Agenda**

1. Approve Minutes of the Meeting of August 22, 2019
2. FY20 Budget Transfers
3. Approve FY20 PTC Budgets
4. Approve FY19 PTC In-Kind Donations
5. Approve FY20 Booster Club Budget
6. Approve FY19 Booster Club In-Kind Donations
7. Accept Donations

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

If none removed:

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

Needham School Committee
Minutes of the Meeting
Sunita L. Williams Elementary School Cafeteria
August 22, 2019

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 1:00 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alex Montes 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.

School Committee Chair and Subcommittee Update

School
Committee
Chair and
Subcommittee
Updates

Mr. Spengler indicated the Mitchell School modular will be ready for the start of school.

Superintendent's Comments

Superintendent's
Comments

The Superintendent informed the School Committee that the schools and staff will be ready for students within the week.

Consent Agenda

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

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.
7-0-0

DISCUSSION ITEM

Draft FY2020-21 Budget Guidelines

FY2020-21 Draft
Budget
Guidelines

- There was general discussion about the guidelines and suggestions were made to provide additional guidance.
- Do we want to change the measurement around student/staff ratios?

ACTION ITEM

A motion
was made:

Appointment of Interim Executive Director of Special Education

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.

Seconded: Dr. Connie Barr

Vote: 7-0-0

SCHOOL COMMITTEE COMMENTS

There were no comments.

School
Committee
Comments

Documents used at this School Committee meeting are available at:

Documents

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

A motion
was made:

At approximately 2:00 p.m., a motion was made to adjourn the School Committee meeting of August 22, 2019.

Adjournment

Seconded
Vote

Respectfully submitted by

Dan Gutekanst
Superintendent of Schools

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: September 17, 2019

Item Title: **FY 2019/20 Budget Transfers**

Item Description: Transfer of FY20 budget allocations between line items in the following amounts:

Salaries	(\$20,918.00)
Purchase of Service/Expense	\$20,918.00
Capital	<u>\$0.00</u>
Net Change:	\$0.00

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

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

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

Implementation Implications:

Supporting Data: Attached listing of requested line-item budget transfers within the FY20 Operating Budget.

School Committee (circle one)

Action	Information	Discussion	Consent Calendar
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Central Administrator	Town Counsel	Sub-Committee:	_____
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Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

G/L ACCOUNT #	DEPARTMENT	SCHOOL	FUNCTION	OBJECT	DEBIT	CREDIT	NET
<u>SALARIES</u>							
0001.3530.010.10.2356.099.99.520.010.5136.300.01	Special Education	District	Costs for Instructional Staff to Attend PD	Salaries, Prof Dev Stipends		20,918.00	(20,918.00)
	SUBTOTAL SALARIES				-	20,918.00	(20,918.00)
<u>PURCHASE OF SERVICE & EXPENSE</u>							
0001.3031.040.99.1220.099.99.520.030.5780.300.06	Dir of Student Dev	District	Assistant Superintendent	All Other Expenses	20,918.00		20,918.00
0001.3534.010.10.2320.099.99.520.030.5300.300.04	SPED Professional Services	District	Medical & Therapeutic Services	Professional & Technical Services		47,161.00	(47,161.00)
0001.3570.005.10.2440.099.99.520.030.5380.300.04	Student 504 Compliance	District	Other Instructional Services	Other Purchased Services	47,161.00		47,161.00
0001.3631.005.10.2453.099.99.520.030.5380.300.04	Media and Digital Learning	District	Other Instructional Hardware (AV)	Other Purchased Services		22,125.00	(22,125.00)
0001.3631.040.10.2454.099.99.520.030.5380.300.04	Media and Digital Learning	District	Instructional Hardware	Other Purchased Services	22,125.00		22,125.00
0001.3631.040.30.2453.045.99.520.030.5380.300.04	Media and Digital Learning	Pollard	Other Instructional Hardware (AV)	Other Purchased Services		1,840.00	(1,840.00)
0001.3631.040.30.2454.045.99.520.030.5380.300.04	Media and Digital Learning	Pollard	Instructional Hardware	Other Purchased Services	1,840.00		1,840.00
	SUBTOTAL PURCHASE OF SERVICE & EXPENSE				92,044.00	71,126.00	20,918.00
	GRAND TOTAL				92,044.00	92,044.00	-

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ Date: September 11, 2018

Item Title: FY 2019/2020 PTC Budgets

Item Description: The PTCs have submitted the attached budgets for FY 2019/20, which total \$444,585.

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

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

Recommendations/Options: That the School Committee review and approve the attached PTC budgets for FY 2019/20.

School Committee: (circle one)

☒ Action ☐ Information ☐ Discussion ☐ Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

BROADMEADOW PTC

BUDGET OVERVIEW: FY_2019_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL
Income	
FAMILY & CHILDREN EVENTS REVENUE	
Basketball Game	1,800.00
Bingo Night	775.00
Gr. 3/4 Survivor Revenue	330.00
Pasta Dinner	2,200.00
Playground Picnic	200.00
Sports Outings	7,500.00
Total FAMILY & CHILDREN EVENTS REVENUE	12,805.00
FUNDRAISING REVENUE	
Amazon	
Amazon Smile	500.00
Total Amazon	500.00
Bee Mascot T-Shirts	150.00
Box Tops	750.00
Invest In Our Children	25,800.00
Spiritwear	2,875.00
Spring Social	35,000.00
Total FUNDRAISING REVENUE	65,075.00
MEDIA CENTER REVENUE	
Book Fair	3,200.00
Media Center Birthday Books	5,000.00
Total MEDIA CENTER REVENUE	8,200.00
MISCELLANEOUS INCOME	
Interest Income	150.00
Miscellaneous Income	100.00
Total MISCELLANEOUS INCOME	250.00
OUTREACH REVENUE	
Gr. 5 Giving Proj. Read-A-Thon	4,800.00
Loose Change	2,000.00
Total OUTREACH REVENUE	6,800.00
TRANSFERS	
Transfer from Reserves	12,000.00
Total TRANSFERS	12,000.00
VOLUNTEER REVENUE	
Directory Advertisements	645.00
End of Year Staff Gift Fund	7,000.00
Gr. 5 T Shirts	800.00
School Supply Tool Boxes	125.00
YearBook Sales	600.00
Total VOLUNTEER REVENUE	9,170.00
Total Income	\$114,300.00

	TOTAL
GROSS PROFIT	\$114,300.00
Expenses	
ADMINISTRATIVE EXPENSES	
Accountant Fees	650.00
Bank Charges & Checks	100.00
Hospitality - PTC Meetings	350.00
Insurance	255.00
Miscellaneous	350.00
New Hire Welcome Basket	75.00
Postage	25.00
Staff Retirement Gifts	150.00
Taxes & License Fees	75.00
Total ADMINISTRATIVE EXPENSES	2,030.00
ENRICHMENT - CREATIVE ARTS	
Creative Arts Dues	150.00
Curriculum Enrichment	20,000.00
Dance Around The World	4,000.00
Total ENRICHMENT - CREATIVE ARTS	24,150.00
ENRICHMENT - OTHER	
Broadmeadow Spelling Bee	450.00
CAPP Assault Prevention	1,950.00
Let's Build	250.00
NEF Spelling Bee	375.00
Outdoor Enrichment	500.00
The Meadows	850.00
UDA Program	1,300.00
Walk to School Day	25.00
Total ENRICHMENT - OTHER	5,700.00
ENRICHMENT - STAFF	
Classroom supplies	5,500.00
Principal's Fund	1,000.00
Special Equipment Requests	6,000.00
Teacher Grants	10,000.00
Total ENRICHMENT - STAFF	22,500.00
FAMILY & CHILDREN EVENTS EXPENS	
Basketball Game	850.00
Bingo Night	550.00
Broadmeadow International Festival	250.00
Custodial Fees	2,200.00
Gr. 1 Game Night	200.00
Gr. 1/2 Winter Wonderland Fun	550.00
Gr. 3/4 Survivor Expense	650.00
Gr. 5 Potluck Dinner	100.00
Gr. K Movie Night	100.00
Gr. K Pumpkin Patch	400.00
Ice Cream Social	200.00
Ice Skating Party	25.00
Parent Forums	1,000.00
Pasta Dinner	2,200.00

	TOTAL
Playground picnic	1,000.00
Sports Outings	7,500.00
Total FAMILY & CHILDREN EVENTS EXPENS	17,775.00
FUNDRAISING EXPENSES	
Box Tops	50.00
IIOC Expense	200.00
Spiritwear Expense	625.00
Spring Social	10,000.00
Total FUNDRAISING EXPENSES	10,875.00
MATH & SCIENCE GRANTS	
Math & Science Fair	675.00
Total MATH & SCIENCE GRANTS	675.00
MEDIA CENTER EXPENSES	
Book Fair	200.00
Media Center Books	8,000.00
Total MEDIA CENTER EXPENSES	8,200.00
OUTREACH EXPENSES	
Broadmeadow Cares	150.00
Gr. 5 Giving Proj. Read-A-Thon	4,800.00
Loose Change	2,000.00
Service Committee	
Book Pals	25.00
Broadmeadow Cares	400.00
Cradles to Crayons	25.00
Pare And Share	500.00
Toy Drive	75.00
Total Service Committee	1,025.00
Total OUTREACH EXPENSES	7,975.00
SCHOOL COMMUNITY EXPENSES	
Class Reps	750.00
Kindergarten Playdates/Coffees	200.00
New Families Reception	75.00
SEPAC	100.00
Total SCHOOL COMMUNITY EXPENSES	1,125.00
TECHNOLOGY EXPENSE	
Constant Contact	625.00
Quickbooks	50.00
Sign-Up Genius	120.00
Total TECHNOLOGY EXPENSE	795.00
VOLUNTEER EXPENSES	
Bee Mascot Appearances	200.00
Directory	1,300.00
End of Year Staff Gift Fund	7,050.00
Gr. 5	
Class Day	800.00
DVD	600.00
T-Shirts	800.00
Total Gr. 5	2,200.00

	TOTAL
Principal Coffees	300.00
Recruiting/PTC Packet	325.00
Staff Appreciation Breakfast	100.00
Staff Appreciation Luncheon	700.00
Volunteer Appreciation	300.00
Yearbook	25.00
Total VOLUNTEER EXPENSES	12,500.00
Total Expenses	\$114,300.00
NET OPERATING INCOME	\$0.00
NET INCOME	\$0.00

John Eliot PTC Budget

		Budget 19/20 Academic Year		
Category Description	Collection	EXPENSES	SURPLUS (DEFICIT)	
Fundraisers				
Eliot Bottle, Gear, Magnets, Spirit Wear	\$ 1,400	\$ 700	\$ 700	
Teacher Honors Cards (# of cards)	\$ 1,200	\$ 200	\$ 1,000	
Eliot Annual Campaign	\$ 11,000		\$ 11,000	
SchoolKidz	\$ 900		\$ 900	
Handbook & Directory (RedBook)	\$ 1,200	\$ 500	\$ 700	
5th Grade "Fundriaising Event (Pass-Through)	\$ -	\$ -	\$ -	
Yearbook	\$ 4,750	\$ 3,800	\$ 950	
Other Fundraising	\$ 500	\$ -	\$ 500	
Total Fundraisers	\$ 20,950	\$ 5,200	\$ 15,750	
Events				
Basketball Night Hillside	\$ 2,000	\$ 200	\$ 1,800	
Fairytale Fitness	\$ -	\$ 100	\$ (100)	
Family Picnic	\$ 500	\$ 1,250	\$ (750)	
PopSicle w/ Principle	\$ -	\$ 100	\$ (100)	
Family Fun Night-WinterWonderland	\$ 2,000	\$ 1,500	\$ 500	
BC Hockey Game	\$ 1,300	\$ 1,000	\$ 300	
Multicultural Night		\$ 200	\$ (200)	
Boosterrun	\$ -	\$ -	\$ -	
Parent Social-Tickets	\$ 4,000	\$ 2,000	\$ 2,000	
Parent Social-Auction & Raffle	\$ 1,000		\$ 1,000	
Class Parties	\$ -	\$ 1,200	\$ (1,200)	
Total Events	\$ 10,800	\$ 7,550	\$ 3,250	
Programs				
CAPP		\$ 1,125	\$ (1,125)	
Back to School Teacher Luncheon		\$ 520	\$ (520)	
Holiday Break Teacher Luncheon		\$ 270	\$ (270)	
Teacher Week Teacher Luncheon		\$ 50	\$ (50)	
End of Year Teacher Luncheon		\$ 115	\$ (115)	
Back to School Teacher Cards		\$ 2,500	\$ (2,500)	
Cultural Enrichment (Cult_Arts)		\$ 9,000	\$ (9,000)	
Understanding Different Awareness (UDA)		\$ 300	\$ (300)	
Field Trips		\$ 2,500	\$ (2,500)	
PTC Grants (\$350 @10 grants)		\$ 3,500	\$ (3,500)	
Principal's Budget		\$ 500	\$ (500)	
Student Scholarships		\$ 250	\$ (250)	
Community Service (incl. Food Pantry/Sandwich Tuesday)		\$ 1,000	\$ (1,000)	
Total Programs	\$ -	\$ 21,630	\$ (21,630)	
Other Income/Expense				
Interest Income	\$ 500		\$ 500	
Other Income/(Supplies, Eliot Signs and Misc Expenses)	\$ 400	\$ 700	\$ (300)	
Insurance	\$ -	\$ 200	\$ (200)	
Website	\$ -	\$ 130	\$ (130)	
Eliot Student T-Shirts	\$ 500	\$ 500	\$ -	
NEF Spell Bee Donation		\$ 400	\$ (400)	
Custodian Services		\$ 600	\$ (600)	
Scholastic		\$ 100	\$ (100)	
Capital Improvements to School (Undetermined)	\$ -	\$ -	\$ -	
Gaga Pit (if portion sponsored)	\$ 4,500	\$ 4,500	\$ -	
METCO		\$ 100	\$ (100)	
Misc Professional Serv. (Audit, Tax)		\$ 400	\$ (400)	
Filing Fees		\$ 35	\$ (35)	
Total Other Income/Expense	\$ 5,900	\$ 7,665	\$ (1,765)	
OVERALL TOTALS	\$ 37,650	\$ 42,045	\$ (4,395)	

**Williams PTC Budget
2019-2020 School Year**

Category	2019/2020 Budget
Income:	
Dues	\$ 18,000
Total Dues	\$ 18,000
Event Income:	
Book Fair Revenue	
less Book Fair Expenses	
Net Book Fair Income	\$ 2,500
Spirit Wear Revenue	
less Spirit Wear Expenses	
Net SpiritWear Income	\$ 2,500
Winter Social Revenue	
less Expenses	
Net	\$ 7,500
Night at the Red Sox	
less Expenses	
Net Night at the Red Sox	\$ 1,000
Talent Show Revenue	
less Talent Show Expenses	
Net Talent Show Income	\$ 1,000
Raffle Revenue	
less Raffle Expenses	
Net Raffle Income	\$ 7,000
Basketball Game Revenue	
less Basketball Game Expenses	
Net Basketball Game Income	\$ 2,000
Total Event Income:	\$ 23,500
Other Income:	
Used Book Sale	600
School Tool Box	500
Box Tops	800
Local Business Fundraisers	1,000
Interest Income	25
Contributions from Reserves	10,575
Total Other Income:	\$ 13,500
Total Income	\$ 55,000
Expenses:	
Grants:	
Enrichment Grants -Total	5,400
Enrichment Grants - Recurring	600
Principal's Grants	1,000

Category	2019/2020 Budget	
Teacher Grants	7,500	
Total Grants:	\$ 14,500	
Events:		
Kindergarden Welcome	150	
New Family Playdate	100	
Back to school picnic	750	
Fall Fun Night/Movie Night	100	
Literacy Night	1,200	
Festival of Cultures	800	
Spring Carnival	2,500	
Staff Appreciation	2,500	
5th Grade - Field Day	500	
5th Grade - Party	1,500	
Kindergarten Screening	150	
Total Events:	\$ 10,250	
Programs:		
Creative Arts Programs	10,000	
CAPP (Child Assault Prevention Program)	1,800	
Equipment - Playground	1,000	
Field Trips	6,000	
Let's Build	250	
Media Center (Books and Technology)	2,000	
NEF Spelling Bee Team	750	
Student Subsidies		
School Tool Box	800	
Spirit Wear	100	
Year Books	200	
Other	100	
Understanding Different Abilities (UDA)	800	
Walk to School Program	200	
Year Book	-	
Total Programs:	\$ 24,000	
Administrative Expenses:		
Directory Expense/(Adverstising Sponsorship)	500	
Holiday Gifts (Caf, Cust, Guard, Office)	400	
PTC Admin Expenses (Bank, QB, Postage, CC)	2,000	
PTC Insurance/NPN Membership/Taxes	600	
SWES - Transitional Costs	2,000	
Retirement Brunch/Gift	250	
Back to School Lawn Signs	500	
Total Administrative	\$ 6,250	
Total Expenses:	\$ 55,000	
NET	\$ -	

Mitchell School PTC

BUDGET OVERVIEW: 2019/2020 BUDGET - FY20 P&L

September 2019 - August 2020

	TOTAL
Income	
4200 Income From Events	
4204 Amazon and other	100.00
4206 Box Tops for Education	1,425.00
4217 Family Fun Events	
4202 Social Committee	4,500.00
4211 Candy Bar Bingo	350.00
4212 Fall Fling	265.00
4213 Mitchell/Broadmeadow BB Game	200.00
4214 Mitchell School Apparel	2,500.00
4215 Ice Cream Social	300.00
4223 Misc Family Fun Events	500.00
4226 Baseball Game	500.00
Total 4217 Family Fun Events	9,115.00
Total 4200 Income From Events	10,640.00
4300 Grants and Donations	
4301 Invest In Your Child	25,700.00
Total 4300 Grants and Donations	25,700.00
Total Income	\$36,340.00
GROSS PROFIT	\$36,340.00
Expenses	
2000 Curriculum	
2001 CAPP	1,800.00
2002 Creative Arts	11,000.00
2003 Enrichment Grants	2,500.00
2004 Grade Level Initiative	4,800.00
2005 Specialist Allotment	765.00
2006 Principal Allotment	750.00
2007 Faculty Fund	250.00
2014 Scholarships	75.00
2018 Media Expenses	
2008 Media Center Fund	750.00
Total 2018 Media Expenses	750.00
2021 Arts Festival	300.00
2030 Special Projects	200.00
Total 2000 Curriculum	23,190.00
2200 Community	
2201 Beautification	150.00
2204 Fifth Grade Luncheon	1,000.00
2205 Mitchell Day	400.00
2206 Gifts	750.00
2207 Health and Safety	75.00
2208 Hospitality and Spring Fac Lunc	425.00

	TOTAL
2209 Invention Invasion	150.00
2210 Metco Afterschool	1,500.00
2211 Prizes for Presidents	155.00
2214 Student Directory	1,000.00
2215 School Yearbook	250.00
2216 Family Fun Events	
2242 Social Committee	390.00
2253 Fifth Grade Rockets	1,200.00
Total 2216 Family Fun Events	1,590.00
2217 Mitchell Spelling Bee	450.00
2224 Playground Equipment	50.00
2225 Sept. Teacher Lunch	750.00
2226 Welcoming Comm - new students	200.00
2227 Community Service	100.00
2228 Green Committee	100.00
2238 Disability Awareness Committee	500.00
2241 PTC Packets	500.00
Total 2200 Community	10,095.00
2230 Donations	
2232 NEF Spelling Grant	375.00
2233 Other Donations Given	100.00
2234 Tavalone Scholarship	300.00
2235 Stephanie Kenney Creative Arts	100.00
Total 2230 Donations	875.00
2270 School Store Supplies	150.00
2400 General & Administrative	
2401 Misc. (Stamps, Copies, Mail)	250.00
2402 QuickBooks Financial Software	360.00
2403 Insurance	255.00
2404 Filing Fees for Taxes	35.00
2405 Tax Preparation	400.00
2408 www.mitchellschool.com	350.00
2411 Constant Contact Account	380.00
Total 2400 General & Administrative	2,030.00
Total Expenses	\$36,340.00
NET OPERATING INCOME	\$0.00
NET INCOME	\$0.00

Newman School Parent Teacher Council Trust

Profit & Loss Budget Overview

July 2019 through June 2020

	Budget
Income	
Grade Level Funding Income	
Fifth Grade Income	5,000.00
Total Grade Level Funding Income	5,000.00
School Tool Box Income	300.00
Media Income	
Birthday Book Income	3,000.00
Media Income - Other	550.00
Total Media Income	3,550.00
Playground Contributions	0.00
CE-Book Sales	1,900.00
Enrichment	
Adult Social	16,000.00
Name That Book	0.00
Total Enrichment	16,000.00
Family and Children Events	
Family Fun Night	0.00
Yearbook	800.00
Total Family and Children Events	800.00
Fund Raising Events	
Amazon	3,400.00
Box Tops for Education	1,100.00
Local business Partnerships	0.00
Newman PTC Annual Fund	22,000.00
SpringFest	16,000.00
Product Promotions	0.00
Total Fund Raising Events	42,500.00
Interest	24.00
Misc. Income	0.00
Pre-school PTC Income	12,300.00
Total Income	82,374.00
Gross Profit	82,374.00
Expense	
Media Expenses	3,300.00
Administrative	
Administrative Expense	2,000.00

Newman School Parent Teacher Council Trust

Profit & Loss Budget Overview

July 2019 through June 2020

	Budget
Directory/Website	750.00
Insurance	705.00
Marketing	0.00
Office, Printing & Postage	500.00
Total Administrative	3,955.00
Bank Charge	0.00
Enrichment Expense	
Curriculum Enrichment	24,000.00
Technology	1,000.00
Total Enrichment Expense	25,000.00
Family and Children Events Expe	
Community Building	100.00
End of Year Picnic	0.00
Family Fun Night	250.00
Ice Cream Social	500.00
Monster Ball	1,000.00
Family and Children Events Expe - Other	0.00
Total Family and Children Events Expe	1,850.00
Fifth Grd Activ	4,500.00
Fund Raising Expense	
Adult Social	4,000.00
Annual Fund Expense	500.00
Box-Top Expenses	60.00
Total Fund Raising Expense	4,560.00
Gifts & Dntns	
Oth Gifts & Don	0.00
Total Gifts & Dntns	0.00
Misc. Expense	0.00
Pre-school PTC Expenses	11,750.00
Principal and Staff Support	
Playground Fund	500.00
Principal Discretionary	2,900.00
Teacher Discretionary	10,000.00
Total Principal and Staff Support	13,400.00
PTC Activities	
School Tool Box	0.00
Book Fair Expenses	5,500.00

Newman School Parent Teacher Council Trust

Profit & Loss Budget Overview

July 2019 through June 2020

	<u>Budget</u>
Curriculum Grants	4,000.00
Garden Project	500.00
Grade Level Funding	2,950.00
Health and Wellness	500.00
Name That Book	0.00
NEF Spelling Bee	375.00
Parent Education	0.00
Total PTC Activities	<u>13,825.00</u>
Recess Equipment	1,000.00
Scholarships	0.00
Services Expenses	
CAPP Program	2,500.00
Disability Awareness	0.00
Gifts & Donations	0.00
Hospitality And Appreciation	700.00
Kindergarten Committee	500.00
Newman Green Kids	150.00
Total Services Expenses	<u>3,850.00</u>
Spirit Wear - Expenses	0.00
Springfest Expense	4,000.00
Yearbook Expense	800.00
Total Expense	<u>91,790.00</u>
Net Income	<u><u>-9,416.00</u></u>

2019-20 High Rock Pollard PTC Budget

Proposed Budget

2019-20

INCOME

Box Tops for Education	500
Building a Strong Community Today	36,000
Grants & Donations	1,100
Interest	60
Magazine Drive	750
Spirit Wear/Concessions	1,737
Kick Back programs	500
Parent Programming	0
TOTAL INCOME	40,647

EXPENSES

Artist in Residence	500
Best Buddies	200
Curriculum Enrichment (Formerly Creative Arts)	16,000
Community Building	
STA Day/Day of Silence	1,000
Curriculum Grants	7,000
Fed & State Compliance	35
Garden Club - Grade 8	500
Hospitality	
Closing Ceremony - Grade 8	500
Coffees & PTC meetings	200
Coffee to host New Families	50
Back to School Nights	0
5th Grade Parent Info night	0
Staff Appreciation Lunch (Sept. - combined)	600
Staff Appreciation Lunch (Spring - combined)	1,600
Field Days/1 mile run popsicles	200
Liability Insurance	650
Media Center	200
NEF Spelling Bee	1,500
Spiritwear/Concession expenses	100
Parent Programming	0
Poetry Day - Grade 7	100
Postage, Printing & Communications	500
President's Expenses	250
Pollard Principal's Fund	1,200
High Rock Principal's Fund	600
Scholarship Fund	1,200
Solar Cars - Grade 8	3,200
Subscriptions (PTO Today - req. for insurance)	200
Treasurer's Expenses	250
Website Annual Maintenance	20
Miscellaneous	250
TOTAL EXPENSES	38,605
PROFIT/(LOSS)	2,042

**NHS PTC TRUST
BUDGET 2019-20 FINAL**

#	Category		Budget 2019-20
		INCOME	
3200-3225		Craft Fair	15,000
3225		Silent Auction	0
3005		Dues	19,000
3010, 3700		Donations	6,000
3500		Spirit Wear	2,000
		Parent Conference	1,500
3400, 3410		Interest Income	600
		All Night Party/6 Flags	0
		Income Totals	44,100
		EXPENSES	
5100 Academic and club enrichment		Enrichment Grants and Creative Arts	6,000
7700 Academic and club enrichment		Departmental Grants	1,000
5800 Academic and club enrichment		Book/Media Fund	300
7100 Academic and club enrichment		Student Travel Fund	1,000
5700 Academic and club enrichment		NEF Spelling Bee	750
5750 Academic and club enrichment		SEPAC Fund	0
5110 HS leadership discretionary		Furniture Fund	8,000
5400 HS leadership discretionary		Principal's Discretionary Fund	5,000
7600 HS leadership discretionary		HS Admin Staff Miscellaneous	1,500
5500 HS leadership discretionary		Asst Principals' Discretionary Fund	3,000
5550 HS leadership discretionary		Guidance Discretionary Fund	1,000
5200 HS leadership discretionary		Athletics Discretionary Fund	1,500
6200 School wide activities		All Night Party	0
7050 School wide activities		Challenge Day/Reach Out Day	1,500
6900 School wide activities		SALSA/5th Quarter	1,500
7080 School wide activities		Step-Up Day	1,000
7300 School wide activities		Student Leadership/Be the Change	0
5600 School wide activities		Cap and Gown Breakfast	500
5900 Scholarships		PTC Scholarships	6,000
7060 Students in need		Castle Scholars Program	1,500
5560-3650 Students in need		Holiday Fund (Guidance Dept.)	1,000
7070 Students in need		Pathways Program	500
Students in need		Needham Steps Up	1,200
6005 Staff recognition		Staff Appreciation BBQ - Food	1,500
6010 Staff recognition		Staff Appreciation BBQ - Gifts	500
6100 Staff recognition		Graduation Reception for Staff	0
5120 Parent activities		Parent Conference	2,500
6000 Parent activities		Principal's Coffees	300
4000 Fundraising		Craft Fair & Auction	1,000
Fundraising		Spirit Wear	0
6500 PTC overhead		PTO Annual Membership, Liability Ins	650
6600 PTC overhead		Constant Contact (Listserve)	540
6700 PTC overhead		Accountant Exp/MA Filing Fee	1,000
5300 School wide activities		Misc. PTC Presidents' Fund	500
7400 PTC overhead		General Office Expenses	500

Expense Totals	52,740
NET Income/Deficit	-8,640

Needham Preschool/Early Childhood Center PTC
Submitted Budget for 2019-2020 School Year

INCOME		<u>2019/20 Budget</u>
Annual Fund Drive		
Donations from Families	\$	7,500.00
Donations from Families (PAYPAL)	\$	-
Specific Donations from Families for SLP	\$	-
Corporate Matching Funds	\$	-
Total	\$	7,500.00
Staples Foundation Grant	\$	-
Interest from Checking Account to date	\$	3.00
Holiday Breakfast		
Donation from Families (PAYPAL)	\$	200.00
Total	\$	200.00
Holiday Drive		
Donations from Families	\$	2,000.00
Corporate Matching Funds	\$	-
Total	\$	2,000.00
May Staff Appreciation Lunch		
Donations from Families (PAYPAL)	\$	200.00
TOTAL INCOME	\$	9,703.00
PTC Income		
EXPENSES		
Holiday Drive		
Teacher & Specialist Gift Cards	\$	2,000.00
(school gift)	\$	-
Expenses - Flyer printing, cards	\$	-
Total	\$	2,000.00
Holiday Drive Net	\$	-
SLP Donation (Annual Drive)	\$	-
Curriculum Enrichment		
Sept: Music	\$	400.00
Oct: Music	\$	400.00
Nov: Music	\$	400.00
Dec: Pumpernickel Puppets	\$	540.00
Dec: Music	\$	400.00
Jan: Music	\$	400.00
Feb: Music	\$	400.00
Mar: Music	\$	400.00
Mar: New England Aquarium	\$	1,378.00
Mar: Curious Creatures	\$	1,250.00
Mar: Farm Visits	\$	1,250.00
April: Music	\$	400.00
May: Music	\$	400.00
June: Music	\$	400.00

Needham Preschool/Early Childhood Center PTC
Submitted Budget for 2019-2020 School Year

Total	\$ 8,418.00
Community Events	
Popsicle Party	\$ 30.00
Pumpkin Patch (Pumpkins)	\$ 150.00
Family Playdate + Entertainment	\$ -
Spring Parent Gathering	\$ -
End-of-Year Picnic (Food Only)	\$ 200.00
Graduation Caps	\$ -
Parent Coffee	\$ 25.00
Orientation	\$ -
Total	\$ 405.00
Administrative Expenses	
New Checks Fee	\$ -
Website Fees, Etc.	\$ -
Misc/Other (envelopes, stamps, paper, etc.)	\$ -
Total	\$ -
Staff Appreciation	
Dec. Staff Breakfast	\$ 200.00
Staff Appreciation Lunch	\$ 200.00
Get Well/Sympathy Gifts for Staff	\$ 100.00
Sympathy Gift for Parents	\$ 100.00
Valentine's Day Gifts for Teachers	\$ 100.00
T.A. Appreciation Lunch	\$ -
Teacher Appreciation (PayPal)	
Teacher Appreciation Week	\$ -
Total	\$ 700.00
Teacher and Classroom Grants	
Butterfly Gardens & Planting Supplies	\$ 200.00
Total	\$ 200.00
TOTAL EXPENSES	\$ 11,723.00
NET INCOME	\$ (2,020.00)
Beginning Balance 7/1/19	\$ 5,126.02
Projected Ending Balance 6/30/20	\$ 3,106.02
Month Start	
Month End	

Note: Fiscal year runs from July 1, 2019 - June 30, 2020.

Note 2: Given increase in music class costs, depending on amount raised in 2019 Annual Fund, curriculum

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** September 17, 2019

Item Title: **In-Kind Donations – PTC: 2018/19**

Item Description: The following in-kind donations of goods and services were made by the PTCs to the Needham Public Schools during FY 2018-19. FY19 in-kind donations totaled \$303,933.58 and included items purchased on behalf of the School Department, such as creative arts presentations and performances, media purchases, materials and supplies and other expenses. These in-kind donations are comparable to prior years, as evident from the chart below:

PTC : In-Kind Donations	FY2018/19	FY2017/18	FY2016/17	FY2015/16
Broadmeadow	\$37,903.22	\$37,224.29	\$56,537.91	\$77,729.01
Eliot	\$22,530.00	\$17,766.71	\$18,598.32	\$25,032.00
Hillside	\$25,270.96	\$17,897.16	\$33,747.57	\$30,782.79
Mitchell	\$41,300.02	\$46,225.39	\$45,636.20	\$24,992.00
Newman	\$89,263.56	\$70,896.00	\$73,132.74	\$84,629.42
Preschool	\$9,441.64	\$9,777.28	\$7,265.44	\$4,776.35
High Rock/Pollard	\$31,938.00	\$28,372.00	\$33,804.88	\$38,627.47
Needham High School	\$46,286.18	\$41,751.76	\$36,558.00	\$35,980.65
Total	\$303,933.58	\$269,910.59	\$305,281.06	\$322,549.69

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

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

Recommendations/Options: That the School Committee approve the aforementioned donations of in-kind goods and services to the Needham Public Schools during FY 2018/19.

School Committee: (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

BROADMEADOW PTC

IN KIND REPORT

July 2018 - June 2019

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
ENRICHMENT - CREATIVE ARTS								
Creative Arts Dues								
12/21/2018	Check	7174	No	Julie Manning	Annual Membership dues Creative Arts	\$50.00		50.00
01/09/2019	Check	7179	No	The Needham History Center & Museum	education & support	\$100.00		150.00
Total for Creative Arts Dues						\$150.00		
Curriculum Enrichment								
10/17/2018	Check	7134	No	Leslie Arnould	Gr. K Owls Program	\$750.00		750.00
12/04/2018	Check	7161	No		Grade 4 Math Workshop	\$800.14		1,550.14
12/04/2018	Check	7160	No	Potato Hill Poetry	Grade 4 Poetry workshop	\$500.00		2,050.14
12/07/2018	Check	7165	No	Motoko Dworkin	Gr. 1 Storyteller	\$950.00		3,000.14
12/21/2018	Check	7168	No	Museum of Science Traveling Programs	Grade 3: Geology & rock detectives	\$750.00		3,750.14
12/21/2018	Check	7173	No	Museum of Science Traveling Programs	Grade 2	\$475.00		4,225.14
01/13/2019	Check	7182	No	Revels Education	Grade 3 CE David Coffin, artist in residence	\$730.00		4,955.14
02/26/2019	Check	7194	No	Potato Hill Poetry	Grade 4 Poetry	\$600.00		5,555.14
03/02/2019	Check	7198	No	Emilie Boon	Kindergarten Visitor	\$935.00		6,490.14
03/12/2019	Check	7217	No	Young Audiences of MA	Grade 5: Ben Franklin	\$610.00		7,100.14
03/29/2019	Check	7221	No	Jerry Pallotta	Gr. 1 Visitor	\$767.00		7,867.14
04/16/2019	Check	7234	No	Birgit Deweerd	Kindergarten Beekeeper	\$790.00		8,657.14
04/26/2019	Check	7236	No	Plymouth Plantation	Plymouth Plantation School Program	\$744.52		9,401.66
05/01/2019	Check	7242	No	Living Voices	Gr. 5 Immigration project	\$1,123.00		10,524.66
05/13/2019	Check	7252	No	Len Cabral	Gr. 2 Storyteller	\$600.00		11,124.66
05/13/2019	Check	7250	No	Museum of Science Traveling Programs	Gr. 1 Life Cycles program	\$550.00		11,674.66
05/23/2019	Check	7261	No	Sheryl Faye Presents	Gr. 5 Performance of Sally Ride	\$545.00		12,219.66
05/23/2019	Check	7255	No	Living Voices	Gr. 5: Immigration classroom presentation	\$125.00		12,344.66
05/23/2019	Check	7254	No	Techsploration Inc	Gr. 3: Facts of Electricity Workshop	\$1,440.00		13,784.66
05/23/2019	Check	7260	No	Keith M. Johnson	Bubbleology Field Day	\$1,300.00		15,084.66
Total for Curriculum Enrichment						\$15,084.66		
Dance Around The World								
12/04/2018	Check	7162	No	Nikki Hu	DATW Performers	\$2,000.00		2,000.00
02/08/2019	Check	7192	No	Nikki Hu	DATW Grade 2 performer	\$2,000.00		4,000.00
Total for Dance Around The World						\$4,000.00		
Total for ENRICHMENT - CREATIVE ARTS						\$19,234.66		
ENRICHMENT - OTHER								
CAPP Assault Prevention								
04/16/2019	Check	7233	No	Needham Community Council	Gr. 1,3 & 5 CAP	\$1,950.00		1,950.00
Total for CAPP Assault Prevention						\$1,950.00		
Let's Build								
05/23/2019	Check	7257	No	Mindy Kalish	Supplies	\$250.00		250.00
Total for Let's Build						\$250.00		
NEF Spelling Bee								
02/01/2019	Check	7184	No	Needham Press	flyers	\$30.60		30.60
02/19/2019	Check	POS	No		BMDW Parent Team Entrance	\$375.00		405.60

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
03/04/2019	Check	7209	No	Needham Press	Fee flyer	\$36.00		441.60
03/06/2019	Check	7214	No	Deena Leibman	supplies /prizes for event	\$409.71		851.31
Total for NEF Spelling Bee						\$851.31		
Outdoor Enrichment								
12/04/2018	Check	7164	No	Liz Howell	garden supplies	\$43.99		43.99
04/05/2019	Check	7226	No	Rebecca Shaw	seeds for Seed City planting	\$94.59		138.58
05/01/2019	Check	7243	No	Liz Howell	Gardening Supplies	\$67.70		206.28
Total for Outdoor Enrichment						\$206.28		
The Meadows								
03/03/2019	Check	7201	No	Concord Printing LLC	Cover Jan 2019	\$398.00		398.00
Total for The Meadows						\$398.00		
UDA Program								
10/04/2018	Check	7117	No	Tim Van Elwood	Schoolwide presentor	\$340.00		340.00
10/22/2018	Check	7138	No	Needham Press	Flyers	\$12.48		352.48
11/19/2018	Check	7155	No	Lizzie Zosa	Name labels and stickers	\$48.53		401.01
11/28/2018	Check	7157	No	Lizzie Zosa	Donation for the learning center for the deaf	\$50.00		451.01
12/21/2018	Check	7172	No	Amy Chan	thank you gift card for speaker	\$50.00		501.01
01/13/2019	Check	7181	No	Lizzie Zosa	amazon gift card for 2 speakers (\$50 each)	\$100.00		601.01
02/01/2019	Check	7190	No	Needham Press	Grade 4 UDA	\$107.62		708.63
02/01/2019	Check	7188	No	Needham Press	Grade 3 UDA	\$12.60		721.23
02/01/2019	Check	7186	No	Needham Press	flyers	\$42.06		763.29
03/04/2019	Check	7211	No	Needham Press	Gr. 1 UDA flyers	\$11.04		774.33
03/06/2019	Check	7213	No	Reem Papgeorgiou	UDA labels	\$6.90		781.23
03/29/2019	Check	7220	No	Lizzie Zosa	Trader Joes Gift Card for Speaker	\$50.00		831.23
Total for UDA Program						\$831.23		
Total for ENRICHMENT - OTHER						\$4,486.82		
ENRICHMENT - STAFF								
Classroom supplies								
08/23/2018	Check	credit card	No	Amazon	Amazon Gift Cards	\$625.00		625.00
08/24/2018	Check	credit card	No	Amazon	Amazon Gift Cards	\$980.00		1,605.00
09/07/2018	Check	7106	No	Elizabeth Craig	Amazon Gift Cards	\$3,700.00		5,305.00
09/07/2018	Check	7100	No	Needham Press	Dear Teacher Letter	\$14.00		5,319.00
Total for Classroom supplies						\$5,319.00		
Special Equipment Requests								
10/22/2018	Check	7140	No	Broadmeadow Technology Donation Account	2 document cameras	\$1,025.67	Cash	1,025.67
06/05/2019	Check	7266	No	global Industrial	picnic tables	\$4,080.55		5,106.22
06/22/2019	Check	7291	No	Brie Allen	Postage for Picnic Check	\$28.41		5,134.63
Total for Special Equipment Requests						\$5,134.63		
Teacher Grants								
10/05/2018	Check	7127	No	Broadmeadow Donations Acct	Playground balls	\$436.50	Cash	436.50
10/05/2018	Check	7122	No	Needham Press	Letters and applications for grants	\$21.60		458.10
10/05/2018	Check	7126	No	Broadmeadow Donations Acct	Birthday bags	\$149.88	Cash	607.98
10/26/2018	Check	POS	No	Cash	Squid gift card	\$65.95		673.93
11/05/2018	Check	POS	No	Jill Hofer	Logitech head sets (5)	\$106.20		780.13
11/05/2018	Check	POS	No	Jill Hofer	All about me passport	\$59.19		839.32
11/07/2018	Check	POS	No	Jill Hofer	Ipod purchase	\$211.44		1,050.76
11/08/2018	Check	POS	No	Jill Hofer	Q-Bitz	\$53.02		1,103.78
11/08/2018	Check	POS	No	Jill Hofer	Dominos	\$21.34		1,125.12
11/14/2018	Check	POS	No	Jill Hofer	Peltor earmuffs	\$281.60		1,406.72
11/16/2018	Check	POS	No	Jill Hofer	Go Noodle	\$425.00		1,831.72

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
11/16/2018	Check	POS	No	Jill Hofer	Yoga Balls (2)	\$39.98		1,871.70
11/20/2018	Deposit		No		Return of iPod		\$211.44	1,660.26
12/12/2018	Check	7166	No	Broadmeadow Donations Acct		\$1,893.56	Cash	3,493.82
12/17/2018	Check	DEBIT Card	No	DEBIT Card	floor rockers	\$256.81		3,750.63
12/24/2018	Check	POS	No	POS Withdrawal	Kids Discover	\$48.00		3,798.63
01/07/2019	Check	POS	No	POS Withdrawal	Kids Bog membership	\$54.00		3,852.63
01/11/2019	Check	7180	No	Broadmeadow Media Center Donation Account	touch for tech/media	\$499.00	Cash	4,051.63
03/14/2019	Check	POS	No	POS Withdrawal	Immigration fair supplies	\$48.68		4,100.31
03/14/2019	Check	POS	No	POS Withdrawal	Immigration Fair Supplies	\$123.51		4,223.82
03/15/2019	Check	POS	No	POS Withdrawal	Immigration Fair Supplies	\$52.49		4,276.31
03/29/2019	Check	7219	No	Scholastic	GR. 3: Scholastic News	\$91.08		4,367.39
04/03/2019	Check	7224	No	Broadmeadow School	Gr. 4: Bus for Plymouth Plantation	\$500.00	Cash	4,867.39
05/12/2019	Check	POS	No	Amazon	Gr. 5 Picture Book Supplies	\$189.00		5,056.39
05/12/2019	Check	POS	No		GR. 5 Picture book supplies	\$264.33		5,320.72
05/12/2019	Check	POS	No	Amazon	Kindergarten Scavenger Hunt	\$142.95		5,463.67
05/12/2019	Check	POS	No	Amazon	Gr. 5 Picture Book Supplies	\$27.06		5,490.73
05/13/2019	Check	POS	No	Oriental Trading	Kindergarten Scavenger hunt	\$320.07		5,810.80
05/15/2019	Check	POS	No	Amazon	Field Day Supplies	\$33.50		5,844.30
05/15/2019	Check	POS	No	Amazon	Field Day Supplies	\$138.09		5,982.39
06/15/2019	Check	7285	No	Kate Owens	Gr. 4: Colonial Day	\$101.43		6,083.82
Total for Teacher Grants						\$6,295.26	\$211.44	
Total for ENRICHMENT - STAFF						\$16,748.89	\$211.44	
MEDIA CENTER EXPENSES								
Birthday Books								
01/30/2019	Check	Debit Card	No	Amazon	birthday books	\$50.41		50.41
01/30/2019	Check	Debit Card	No	Amazon	media books	\$325.69		376.10
01/30/2019	Check	Debit Card	No	Amazon		\$20.93		397.03
01/31/2019	Check	Debit Card	No	Amazon		\$17.95		414.98
01/31/2019	Check	Debit Card	No	Amazon		\$15.77		430.75
02/05/2019	Check	Debit Card	No	Amazon		\$33.98		464.73
02/12/2019	Check	Debit Card	No	Amazon		\$26.27		491.00
04/03/2019	Check	1057	No	Broadmeadow Media Center Donation Account	book cart and books	\$3,354.89	Cash	3,845.89
04/04/2019	Check	1058	No	Amazon		\$525.76		4,371.65
06/19/2019	Check	1059	No			\$123.99		4,495.64
Total for Birthday Books						\$4,495.64		
Book Fair								
11/16/2018	Check	POS	No	Lizzie Zosa	Cash box	\$221.00		221.00
02/01/2019	Check	7187	No	Needham Press	flyers	\$69.75		290.75
Total for Book Fair						\$290.75		
Media Center Books								
12/18/2018	Check	Debit Card	No	Morgan Hill Bookstore	Author DVD	\$24.98		24.98
12/18/2018	Check	1056	No	Broadmeadow Media Donations	Books, etc (see attachment)	\$2,410.42	Cash	2,435.40
Total for Media Center Books						\$2,435.40		
Total for MEDIA CENTER EXPENSES						\$7,221.79		
MISCELLANEOUS EXPENSE								
Miscellaneous								
11/16/2018	Check	POS	No	Bank ETF Credit	No back up - booked from dstmnt	\$39.98		39.98
05/17/2019	Check	POS	No	Family Federal Savings	No Back up	\$81.00		120.98
Total for Miscellaneous						\$120.98		
Total for MISCELLANEOUS EXPENSE						\$120.98		
TOTAL						\$47,813.14	\$211.44	

- 9,909.92 cash

37,903.22 in kind

In-Kind Donations Eliot 2018-2019

	<u>2018 - 2019</u>
Teacher's Lunch	\$ 712
Class Party	\$ 1,138
Teacher's Gift Cards	\$ 2,155
PTC Grants	\$ 4,127
Community Service	\$ 942
Understanding Different Abilities	\$ 17
Student Scholarship	\$ 150
Principal's Budget	\$ 306
Cultural Enrichment	\$ 7,860
Field Trips	\$ 2,595
Spelling Bee-NEF	\$ 375
Annual CAP Training	\$ 1,350
Year End Picnic	\$ 476
Teacher Honor Cards	\$ 180
Multicultural Night	\$ 82
Fairytale Fitness Event	\$ 65
Total Expenses	\$ 22,530

**Hillside PTC
In-Kind Donations
2018-2019**

In-Kind Donation	Vendor/Payee	Memo/Description	Amount
Child Assault Prevention Program	Noodham Community Council	2018-19 - 12 classes x 150/class	\$ 1,800.00
Creative Arts Program	Revoets, Inc	Revoets	730.00
Creative Arts Program	Birgit deWeerd	First Grade Creative Arts - Birgit deWeerd - Bee Keeper	635.00
Creative Arts Program	Hillside Elementary School	Grade 4 - Creative Arts - Harvard Museum of Natural History	1,400.00 Cash
Creative Arts Program	Talking Hands Theater	Creative Arts - Kindergarten	450.00
Creative Arts Program	ArtQuest	5th Grade Creative Arts - Art of the American Frontier	690.00
Creative Arts Program	Revoets, Inc	5th Grade Creative Arts	730.00
Creative Arts Program	Creative Enrichment	3rd Grade Creative Arts - Map Lady	675.00
Creative Arts Program	Living Voices	5th Grade - Living Voice Program	1,245.00
Creative Arts Program	Keith Michael Johnson	1st Grade Creative Arts - Bubbleology	600.00
Total for Creative Arts Program			\$ 7,235.00
Enrichment Grants	Mrs. Wordsworth	Grade 5 - Mrs. Wordsworth and Other Various Reading Materials	934.92
Enrichment Grants	Crickot Media	Grade 4 - Crickot Media Magazine Subscription	258.70
Enrichment Grants	School Outfitters	K-5 and SPED - 2 Rocker Chairs	207.42
Enrichment Grants	Demco	K-5 and SPEC - 5 Back Jack Chairs and 10 Replacement Covers	594.84
Enrichment Grants	Own Your Peace	Own Your Peace - Mr. K and Mrs. Petrovich Initiative	750.00
Enrichment Grants	Cricut	Hilton/Bracken - Cricut for use in Media and Classrooms	249.99
Enrichment Grants	Iditarod	Grade 5 - Iditarod	67.95
Enrichment Grants	A-Z Learning	Grade 2 - AloZ Learning - Subscription to online Reading	116.82
Enrichment Grants	Know Your Peace	Know Your Peace - T-shirts for Staff	150.00
Enrichment Grants	Inner Explorer	Grade 3 - Inner Explorer - Enrichment Grants	1,000.00
Total for Enrichment Grants			\$ 4,330.64
Field Day - 5th Grade	Fannia Glarde	Tshirts for Field Day	\$ 663.00
Field Trips	Hillside Elementary School	Field Trip Transportation Expense	\$ 6,000.00 Cash
Literacy Night	Wellesley Book Store	Josh Funk Books for Classrooms	\$ 560.69
Media Center Technology	Amazon.com	Liz Hilton Book Order - Native American Books	5.82
Media Center Technology	Amazon.com	Liz Hilton Book Order - Native American Books	213.29
Media Center Technology	Amazon.com	Liz Hilton Book Order - Native American Books	6.36
Media Center Technology	Amazon.com	Liz Hilton Book Order - Native American Books	10.89
Media Center Technology	Amazon.com	Liz Hilton Book Order - Native American Books	8.44
Media Center Technology	Reference Point Press	Books for Media	37.95
Total for Media Center Technology			\$ 282.75
NEF Spelling Bee Team	Noodham Education Foundation	2 Spelling Bee Team	\$ 750.00
Principal's Grant	Hillside Elementary School	Mr. K - discretionary spending	250.00
Principal's Grant	Hillside Elementary School	Mr. K - discretionary spending	750.00
Total for Principal's Grant			\$ 1,000.00 Cash
Staff Appreciation	Rock Paper	Sun4s Williams Mugs for the Teachers	\$ 542.15
Student Subsidies	School Tool Kits	School Tool Kits for Students in need	848.80
Student Subsidies	Noodham Community Education	Summer Camp Support for Hillside Students in Need of Assistance	112.00
Total for Student Subsidies			\$ 960.80
Teachers' Grants	Staples, Amazon, Lakeshore, Target	Teacher Gift Cards	7,007.00
Teachers' Grants	Unsub	Mr. Tatno's Exhibition Travel Expense	405.43
Total for Teachers' Grants			\$ 7,412.43
Year Book Expenses	Apple	Apple - pods for yearbook	718.25
Year Book Expenses	Amazon.com	pod cases	86.22
Total for Year Book Expenses			\$ 1,232.57
Holiday Gifts	Amazon.com	12 Giftcards for Staff	\$ 300.00
Playground Equipment	Hillside Elementary School	Repair Slide - 1/2 contribution	760.00 Cash
Playground Equipment	US Games	Playground Equipment	123.53
Playground Equipment	US Games	Playground Equipment	557.40
Total for Playground Equipment			\$ 1,430.93
Total In-Kind Donations to Hillside Elementary School - 2018/2019 School Year			\$ 34,500.98
			- 9230 Cash
			25,270.96
			In Kind

Mitchell School PTC
Profit and Loss Detail
January 1 - June 26, 2019

	Date	Name	Memo/Description	Amount
Ordinary Income/Expenses				
Expenses				
2000 Curriculum				
2001 CAPP				
	04/01/2019	Needham Community Council/CAP	2018-2019 Child Assault Prevention Program Grades 1,3,5; 12 classes @ \$150 each	1,800.00
Total for 2001 CAPP				<u>\$ 1,800.00</u>
2002 Creative Arts				
	01/07/2019	Museum of Science Traveling Programs	Gr 5 5/10/19	575.00
	01/07/2019	Museum of Science Traveling Programs	Gr 2 1/14/19	475.00
	01/07/2019	Museum of Science Traveling Programs	Gr 3 May 20, 2019	575.00
	01/22/2019	Tomaquag Museum	Reimbursement for invoice paid twice	-700.00
	01/22/2019	Potato Hill Poetry	Jan. 28 Andrew Green Poetry Workshop for 2nd grade at Mitchell Elementary School.	900.00
	04/02/2019	Discovery Museums	Kindergarten April 26, 2019	835.00
	04/02/2019	Art Quest Programs	April 11, 2019 Mitchell School 3rd Grade Class Presentation	690.00
	04/02/2019	Discovery Museums	April 10, 2019 - Grade 1 classes	965.00
	04/11/2019	Concord Museum	4th Grade Colonial Conversations, May 7 & 9	671.28
	04/15/2019	Rochel Garner Coleman	final payment for 4th grade 5/3 rochelle performance	613.00
	05/20/2019	David Rottenberg	May 24, 2019 1st grade	310.50
	06/04/2019	Fundraiser	checks to pay for books for David Rotenberg	-345.00
	06/12/2019	Sue Murray	5 books from author Jacky Lamenzo, 1st grade.	74.95
	06/14/2019	Elizabeth Hartford	3rd grade play	200.00
	06/19/2019	Kristen Mazzocchi	3rd grade play	600.00
	06/26/2019	Kristen Mazzocchi	Reimbursement for 3rd grade costumes	259.66
Total for 2002 Creative Arts				<u>\$ 6,699.39</u>
2003 Enrichment Grants				
	03/10/2019	Needham Public Schools	4th grade supplement for field trip - Plimoth Plantation	4,050.00 <i>cash</i>
	05/09/2019	Amazon.com	Technology Grant	341.29
	06/25/2019	Fish Works	Aquarium Move	960.88
Total for 2003 Enrichment Grants				<u>\$ 2,358.17</u>

2004 Grade Level Initiative				
	01/10/2019	Amazon.com	5th grade yoga items	159.98
	04/01/2019	Amazon.com	4th Grade - Allotment items from Amazon	362.87
	05/09/2019	Amazon.com	1st grade books	237.00
	05/09/2019	Thinking Moves LLC	1st Grade allotment	199.95
	05/09/2019	Thinking Moves LLC	1st Grade allotment	199.95
	05/28/2019	Amazon.com	2nd grade amazon book purchase	587.96
	06/14/2019	Elizabeth Hartford	3rd grade play	800.00
Initiative				\$ 2,547.71
2005 Specialist Allotment				
	01/06/2019	Zhanna Berezina	State Fair accompanist	75.00
	01/10/2019	Amazon.com	Art - glue sticks	44.95
	01/22/2019	Lowe's	Art - wood for sculpture	113.26
Allotment				\$ 233.21
2006 Principal Allotment				
	01/10/2019	mascootcheap	credit from company after they charged us twice for the school mascot costume	-349.99
	05/22/2019	Coffee Pond Productions	3 books for Mr. Bayse, office & Mr. Walek	56.43
	06/06/2019	Bertucci's	lunch for interview meetings with Mr. Bayse	173.89
Total for 2006 Principal Allotment				-\$ 119.67
2014 Scholarships				
	02/11/2019	Scholastic Book	paid for books for scholarship students	132.40
	05/22/2019	Coffee Pond Productions	8 books for scholarships	150.48
Total for 2014 Scholarships				\$ 282.88
2018 Media Expenses				
2008 Media Center Fund				
	01/10/2019	Amazon.com	Media - Slaves of Socorro	9.55
	01/10/2019	Amazon.com	purchase wildwood bakery book	5.30
Fund				\$ 14.85
2012 Book Fair				
	01/22/2019	Cash change for candy bar bingo	cash for change box	150.00
	01/22/2019	Wellesley Books	Purchase books	70.36
	01/23/2019	Cash	more cash for cash box	110.50
	03/03/2019	Scholastic Book Fairs	Pay for books from book fair	4,560.55
	05/09/2019	Ingram Library Services	purchase books	486.11
Total for 2012 Book Fair				\$ 5,377.52
Total for 2018 Media Expenses				\$ 5,392.37

2021 Arts Festival				
	05/09/2019	Staples	supplies	267.23
	05/09/2019	Amazon.com		129.19
Total for 2021 Arts Festival				\$ 396.42
Total for 2000 Curriculum				\$ 19,590.48
2200 Community				
2201 Beautification				
	05/20/2019	Alison Leschinski	flowers	84.00
Total for 2201 Beautification				\$ 84.00
2202 OLC Maintenance				
	06/19/2019	Pondsmith, Inc.	Seasonal Maintenance for pond, new water pump - Spring & Fall	1,794.38
Total for 2202 OLC Maintenance				\$ 1,794.38
2204 Fifth Grade Luncheon				
	06/16/2019	Rachel Busby	plates, napkins, plastic table clothes	53.85
	06/19/2019	Christine Wantman	Reimbursement of GF Pizza & Cupcakes	79.03
	06/21/2019	Jennifer Lockhart	reimbursement of pizza, certificates and invites	340.30
	06/21/2019	Needham School Food Services	watermelons and water	133.10
	06/25/2019	Elisabeth Vivaldi	Reimbursement for programs	78.31
	06/25/2019	Elisabeth Vivaldi	Reimbursement for cupcakes	99.75
Luncheon				\$ 784.34
Lunc				
	02/13/2019	Jennifer Kenneway	Reimbursement for I Love you Lunch Flowers	79.62
	05/27/2019	Linsey Larson	reimbursement for sandwiches from Rocha Bros & Ice	231.93
Spring Fac Lunc				\$ 311.55
2209 Invention Invasion				
	03/14/2019	Megan Murphy	reimbursement for git	10.00
	04/08/2019	Beth Kirstein	Copies for invention invasion	68.25
	05/09/2019	Collector of Taxes	custodial overtime	135.00
Total for 2209 Invention Invasion				\$ 213.25
2210 Metco Afterschool				
	02/15/2019	Nicole Medina	reimbursement for A little piece of Cuba for Dinner for metco dinner 2/9	420.00
	02/24/2019	Liz Sosland	Reimbursement for Metco Science event Feb. 2019	35.72
	05/20/2019	Anna McCaffrey	Reimbursement for Chez Vous / Roller skating	707.75
	08/03/2019	Anna McCaffrey	purchase 2 bracelets to graduates	42.50
Total for 2210 Metco Afterschool				\$ 1,205.97
2211 Prizes for Presidents				

	03/10/2019	Sarah Ledbury	Gift cards for prizes	109.40
Presidents				<u>\$ 109.40</u>
2215 School Yearbook				
	05/22/2019	Coffee Pond Productions	3 books for media	56.49
	05/22/2019	Coffee Pond Productions	11 books to sell	206.91
	05/22/2019	MaryAnn Black	10 Posters to sell yearbooks	27.73
	05/22/2019	Coffee Pond Productions	9 books for 5th graders that did not purchase	169.29
Total for 2215 School Yearbook				<u>\$ 460.42</u>
2216 Family Fun Events				
	01/13/2019	Needham Village Club	deposit for parents night	75.00
	02/11/2019	Rachel Busby	Raffle permit	25.00
	03/22/2019	Cash	\$250 for cash box for parents' night 3/30	250.00
	03/22/2019	Needham Village Club	Final Payment for parents' night event	200.00
	03/22/2019	Needham Village Club	Pay for bartender for parents' night event	75.00
	03/22/2019	Press Play	deposit for parent's night event on March 30, 2019	300.00
	03/22/2019	Needham Village Club	Pay for event manager for parents' night event	75.00
	04/01/2019	Jen Greene	reimbursement for parent's night supplies	141.49
Events				<u>\$ 1,141.49</u>
2218 Candy Bar Bingo				
	01/17/2019	Anne McCaffrey	reimbursement of candy purchased for candy bar bingo	441.00
	01/22/2019	Cash change for candy bar bingo	cash for change box	100.00
	04/01/2019	Collector of Taxes	Custodian 4 hrs. Candy Bar Bingo	180.00
Total for 2218 Candy Bar Bingo				<u>\$ 721.00</u>
2219 Fall Fling				
	04/01/2019	Collector of Taxes	Custodian 3 hrs. Fall Fling	114.00
Total for 2219 Fall Fling				<u>\$ 114.00</u>
game				
	04/30/2019	Cash	cash box for ticket sales - \$100 in 10's & \$50 in 5's	150.00
	04/30/2019	Cash	cash box for concession sales - \$100 in 10's & \$100 in 5's & \$100 in 1's	300.00
	06/17/2019	Broadmeadow PTC	\$415 for 1/2 of the ticket sales and \$564.82 for 1/2 the expenses	1,022.32
Mitchell/Broadmeadow BB game				<u>\$ 1,472.32</u>
2221 Mitchell School Apparel				
	06/04/2019	Cash	cash box for end of year picnic	150.00
	06/12/2019	Fannie's Tees	5th grade tshirts	616.00
Apparel				<u>\$ 766.00</u>
2223 End of Year Picnic				

	05/15/2019	Keith Levine	DJ & Photo Booth	600.00
	06/14/2019	Busy Bee Jumpers	bouncy house and snow cones for end of year picnic	1,504.00
	06/26/2019	Collector of Taxes	Custodial Detail Overtime	157.50
Picnic				<u>\$ 2,261.50</u>
2229 Misc Family Fun Events				
	01/11/2019	Cash	Cash for bank for Skating night	200.00
	03/03/2019	Providence Bruins	Purchase tickets for game	1,672.00
	03/29/2019	Custom Sock Company	Pay for high socks	1,358.00
	04/23/2019	Kellie Beck	Reimbursement for skating rink rental	325.00
Events				<u>\$ 3,555.00</u>
Outing				
	02/11/2019	Boston Red Sox	Payment for red sox tickets	5,940.00
Sox Outing				<u>\$ 5,940.00</u>
with sub-accounts				<u>\$ 15,971.31</u>
2217 Mitchell Spelling Bee				
	04/23/2019	Kellie Beck	reimbursement for gifts	116.00
Boo				<u>\$ 116.00</u>
2224 Playground Equipment				
	05/09/2019	Amazon.com	balls for playground	108.35
Equipment				<u>\$ 108.35</u>
students				
	02/11/2019	Rachel Busby	coffee	73.23
now students				<u>\$ 73.23</u>
Total for 2200 Community				<u>\$ 21,232.20</u>
2230 Donations				
2232 NEF Spelling Grant				
	02/11/2019	Needham Education Foundation	Payment for NEF Spelling Be	375.00
Total for 2232 NEF Spelling Grant				<u>\$ 375.00</u>
2233 Other Donations Given				
	01/06/2019	Needham History Center and Museum	donation to help educational programs	100.00
	05/09/2019	The Gatekeeper	Math movie Kickstarter	100.00
Given				<u>\$ 200.00</u>
2234 Tavalone Scholarship				
	03/12/2019	Tavalone Scholarship	Mitchell donation	300.00
Scholarship				<u>\$ 300.00</u>
Arts				

	03/12/2019	Stephanie Kenney Creative Arts Fund		100.00
Creative Arts			\$	100.00
Total for 2230 Donations			\$	975.00
2400 General & Administrative				
2401 Misc. (Stamps, Copies, Mail)				
	02/11/2019	Rachel Busby	Copies	8.26
	02/11/2019	Rachel Busby	copies	26.18
	02/18/2019	Needham Public Schools	copies for providence bruins	18.50
	02/18/2019	Needham Public Schools	copies for parents night out	67.50
	04/01/2019	Amazon.com	Ink for printer	18.95
	05/09/2019	Amazon.com	ink	18.95
Copies, Mail)			\$	158.34
2405 Tax Preparation				
	06/18/2019	Enk Thomas	Professional services to prepare taxes 2018/2019	400.00
Total for 2405 Tax Preparation			\$	400.00
Administrative			\$	558.34
Total for Expenses			\$	42,356.02
Net Ordinary Income			\$	8,921.56
Other Income/Expense				
Other Income				
4000 Interest Income				
	01/31/2019			1.45
	02/28/2019			1.64
	03/29/2019			1.57
	04/30/2019			1.71
Total for 4000 Interest Income			\$	6.37
Total for Other Income			\$	6.37
Net Other Income			\$	6.37
Net Income			\$	8,915.19

	1.45
	1.64
	1.57
	1.71
\$	6.37
\$	6.37
\$	6.37
\$	6.37
\$	8,915.19

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42,356.02
 - 1056 Cash
 41,300.02 In Kind

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2018-19 HIGH ROCK POLLARD PTC - SUMMARY OF IN-KIND DONATIONS

Curriculum Enrichment (formerly Creative Arts)	-\$23,496
Grants & After School Grants (formerly Enrichment and After School Grants)	-\$4,196
Artist in Residence	-\$500
Scholarship	-\$3,163
STA Day	-\$1,174
Garden Club	-\$587
Media	-\$286
	-\$33,401

CATEGORY	DATE	NUM	DESCRIPTIONS	MEMO	AMOUNT
Curriculum Enrichment	9/30/18	3774, 3796	Pharoahs & Pyramids		-\$1,075
	10/29/18	3779	Art Quest - The Art of France; Spanish & Latin America		-2220
	11/21/18	3780	Sigh/Omelas		-1500
	11/23/19	3781	A Little Potato and Hard to Peel		-1850
	12/3/18	3787	Taal Tales		-1600
	12/7/18	3789	All School Read - Boi Riiny		-250
	12/21/18	3788	All School Read - Khaaleel Street		-250
	1/7/19	3793	Traveling Museum of Science - Dynamic Earth: Heat Flow		-950
	1/28/19	3797	New Rep Theater - Midsummer Dream		-2200
	1/31/19	3775	All School Read - Gardener Pilot Academy Montes		-250
	4/25/19	3808	Chariot of the Sun		-1245
	5/28/19	3830	Honorarium for Holocaust Speaker		-200
Grants & After School Grants	5/10/19	3809	Feminine Hygiene Grant	Grant #1819-1	-481.94
	7/1/19	3829	Audition Workshop	Grant #1819-2	-375
	1/23/19	3795	Mark Healey - Astronomy Night		-50
	9/24/18	3771	Solar Cars	Solar Cars	-3174
	3785; 3798; 3799; 3801; 3821; 3844		Best Buddies - food at gatherings	Best Buddies	-115
Artist In Residence	3/18/19	3803	Tigger Okoshi	Needham MS/HS Jazz Night 2019	-500
Scholarship	12/10/18	3790	Pollard Social Committee	Pollard Holiday Fund - Kids in Need	-200
	11/30/19	3721	Needham School Nutrition Services	School lunch supplement 2017-18	-463
	1/22/19	3782	Needham School Nutrition Services	School lunch supplement 2019-19	-1000
	3/16/18	3738	Needham Education Fund	NEF Spelling Bee	-1500
STA Day	5/1/19	3814	Pollard Social Committee	STA Day	-1174
Garden Club	5/29/18	3832	Mark Yetman	Garden Club	-587
Media Center	7/23/18	3768	Sue Doherty	Media	-196.81
	6/29/18	3755	Sue Doherty	Media	-88.88

NEEDHAM HIGH SCHOOL PARENT TEACHER COUNCIL TRUST
In-Kind Donations Report
September 1, 2018 - August 13, 2019

	Memo/Description	Amount
5100 Enrichment Grants		
	Art project	280.00
	Jazz night - NHS PTC portion	750.00
	Reimbursement- supplies for art sculpture	441.65
	Reimbursement - Biobuilders participation	170.00
	Reimbursement - supplies for art project	17.82
	Reimbursement - Mandala mural	205.70
	Reimbursement - mandala mural	107.61
	Reimbursement - mural supplies	547.42
	NHD/MHD	750.00
	Lighting for student directed musical	750.00
	Rocketry supplies - reimbursement	535.23
5110 Furniture Fund		
	Furniture for Special Ed room - Wayfair	109.09
	Table with stools and bike rack	3,398.91
	4X8 mat	167.20
	sales tax refund	-7.74
	1/2 of tables for science classroom	4,332.54
5200 Athletics Discretionary Fund		
	Basketball officials for Coaches vs. Cancer - reimbursement	50.00
	Wrestling scale cord - reimbursement	54.95
	JV girls hockey practice uniforms	234.00
	Donation for ice machine	1,000.00
	Reimbursement for Volleyball antenna	150.00
	Rugby socks	99.75
5400 Principal's Discretionary Fund		
	Food for faculty luncheon	1,013.71
	Reimbursement for demo lesson for permanent bldg. sub and lunch for new to Needham students	164.85
	Miscellaneous - reimbursement	11.12
	Special ed cooking supplies - reimbursement	477.35
	13 planners for students not in Castle program - reimbursement	156.00
	Padlock and lanyards	54.77
	New wing staff welcome - reimbursement	15.99
	Reimbursement - One Day reception	46.99
	Reimbursement for artwork for main office	29.99
	Reimbursement - graduation boxes & plant	46.57
	Reimbursement - Valentine's Day	45.00
	Replacement for lost check 2429	42.24
	Teacher appreciation week items	42.90
	Reimbursement - Breathalyzer	351.00
	Flowers for staff	33.98
	Mending Hearts club - fabric reimbursement	65.14
	AP interview supplies	76.63
	Picture frame	24.53

	Racial equity work	2,200.00
5500 Assistant Principals' Funds		
	Gift cards for students - reimbursement	6.67
	Transportation for student	30.00
	Reimbursement - new staff meeting	14.37
	Reimbursement - MCAS coffee for staff	35.98
	Reimbursement - refreshments for all-day scheduling team meeting	86.10
	Reimbursement - lunch for HS scheduling team	61.40
	Staff lunchion	15.16
	Sweatshirt, staff lunch, water delivery	373.28
	1/3 of printing cost	15.28
	5 water bottles	50.00
	Reimbursement for meeting w/ Beth Pinals	3.78
	Gift cards for students - reimbursement	6.67
	Gift cards for student contest - reimbursement	28.77
	Castle HR breakfast - reimbursement	17.56
	Breakfast catering - reimbursement	60.00
	Reimbursement - trip to movies for Castle students	62.75
	Postcards	33.00
	1/2 of bus trip	212.50
	Business cards - reimbursement	33.00
	Breakfast meeting	34.75
	CCOR training - Reimbursement for Needham House	62.60
	Tip for pizza	9.40
	Breakfast function	40.34
	Reimbursement - new staff meeting	14.38
	Breakfast	59.30
	T19-101 breakfast	40.68
	Reimbursement - refreshments for MCAS proctors	17.94
	CPT breakfast - reimbursement	21.90
	Staff breakfast - reimbursement	25.30
	MCAS coffee, refreshments	19.21
	CCOR pizza,	34.16
	MCAS coffee, refreshments	132.91
	Starbucks cards - reimbursement	28.41
	Bagels for breakfast	16.00
	Underpayment on check 2570	10.01
	1/3 of printing cost	15.28
	Reimbursement - new staff meeting	30.00
	Reimbursement - candy for GLO	14.99
	Gift cards for students - reimbursement	6.66
	Safety care donut breakfast - reimbursement	35.23
	Safety care meeting refreshments - reimbursement	26.17
	Reimbursement - new staff meeting	14.37
	Reimbursement - coffee & donuts for safety meeting	34.68
	Reimbursement-refreshments for CPT meeting	38.83
	Reimbursement - Safety meeting refreshments	27.93
	Reimbursement - ticket to Needham Steps Up	60.00
	Reimbursement - refreshments for Safety meeting	27.93
	Reimbursement - refreshments for meeting	48.42

	Mistaken reimbursement - check 2499 and 2500	-32.93
	Donuts for meeting	30.80
	Staff member gift	20.00
	Mtg for asst principal search	60.19
	Town house pizza lunch	26.59
	1/3 of printing cost	15.27
5550 Guidance Fund		
	T-pass for student - reimbursement	240.00
	Visit to Curry College	212.50
	Transportation for student	30.00
	Reimbursement - OYP breakfast	341.25
	Reimbursement - 5 planners for students	60.00
	Reimbursement - pizza for 4/26 student event	97.06
5560 Guidance / Holiday Fund		
	Holiday gift cards - 1,000 donation from PTC+ 1,915 for checks received from PTC	2,915.00
5600 Cap and Gown Breakfast		
	Party goods - reimbursement	182.73
	Cap & Gown breakfast bagels - reimbursement	198.00
	Cream cheese - reimbursement	58.73
	Balloons for senior breakfast - reimbursement	16.45
5700 NEF Spelling Bee		
	Registration fee	750.00
5800 Book Fund		
	8 books - reimbursement	90.00
	4 copies of My True Love gave to me - reimbursement	42.90
5900 PTC Scholarships		
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
		300.00
6000 Principal's Coffee/Staff Brkfst		
	Coffee for Principal's breakfast	16.00
	Refreshments - reimbursement	46.83
	Coffee for 11/13 PTC principal's meeting	16.00

	T19-98 coffee for PTC breakfast	16.00
	T19-67 coffee for PTC Breakfast	16.00
6005 Staff Appreciation BBQ - food		
	Staff bbq	69.97
	Staff bbq	80.45
	Food for staff bbq	1,418.00
6010 Staff Appreciation BBQ - gifts		
	Gift card to purchase gifts	500.00
	Remainder of expenses	43.07
6100 Graduation Reception for Staff		
	Grad reception	145.11
6900 5th Quarter/SALSA		
	Sponsorship of 10/5 5th quarter - donation	1,500.00
7050 Challenge Day/Reach Out Day		
	Sophomore class reach out day snacks - Reimbursement	185.30
	Reach out days 10/15, 10/17 food	199.91
	Amazon and office depot- reimbursement	320.94
	Reimbursement - One Day	438.96
7060 Castle Scholars Program		
	Reimbursement for 39 planners	468.00
	7 planners	84.00
	Bagels for castle students	54.00
	Bagels for Castle program	36.00
	Bagels - T19-50	36.00
	Starbucks cards - reimbursement	30.00
	Treasurer/bank error - added 0.80 to check by mistake. Not corrected due to small amount	0.80
	Bagels	36.00
	Invoice T19-89-Bagels	36.00
	T19-100 bagels for breakfast	36.00
	Replacement for voided check 2459	36.00
	T19-115 - Bagels	36.00
	T133 Bagels for castle scholars	36.00
7070 Pathways Program		
	Field trip to movies - reimbursement	117.50
	Pathways graduation	238.95
7080 Step Up Day		
	Reimbursement - wristbands	108.10
	Step Up day refreshments	13.50
	Pizza for step up day	252.40
	Step up day t shirts	704.00
	T134 refreshments for step up day	99.00
7100 Student Travel Fund		
	Chaperone for Spain 2019 trip	1,000.00
7600 HS Admin Staff Miscellaneous		
	Staff mtg expenses - Reimbursement	43.38
	Staff mtg expenses and candy for students - Reimbursement	124.89
	Candy for GLO - reimbursement	19.99
	Office candy - reimbursement	55.95
	Candy	163.86
	Candy - reimbursement	142.37

Candy for Grade level office - reimbursement	20.75
Donuts, coffee, candy for GLO	36.92
Cups for faculty meeting - reimbursement	10.63
Reimbursement: candy, munchkins, bins	128.47
Reimbursement - candy	118.41
Reimbursement - refreshments for admin meeting	24.94
Reimbursement - HS LT meeting refreshments	59.71
Reimbursement-refreshments for recognition of effort	9.98
Reimbursement-candy, recognition of effort donuts	38.82
Reimbursement - candy for main office	81.92
Reimbursement - candy	71.96
Reimbursement - candy for main office	69.43
Reimbursement = candy for Main office	71.94
Reimbursement - cake and candy for GLO	22.06
Refreshments for principal's mtg T19-101	16.00
Reimbursement - secretaries gathering, kitchenette supplies	26.70
Reimbursement - secretaries gathering	6.99
Reimbursement - candy	133.88
Candy for main office - reimbursement	96.43
Candy for GLO	131.39
Coffee and cookies for main office	12.98
CCOR meeting refreshments	11.00
Candy for Main office	114.90
Candy for GLO; donuts for meeting	40.60
Keurigs for main office	34.99
Candy for main office	170.14
HSLT Retreat supplies	21.98
Flowers for staff member	18.04
Candy for GLO	127.87
Clips	21.17

7701 Departmental Grants:Math Department

Math league state championships	75.00
Transport to math tournament. Replacement for check 2575	220.92
Curriculum pilot - CEC	800.00
Equipment for wellness dept	963.00
Honors Chemistry Showcase Breakfast	69.80
Refreshments for Chemistry Honors project T-19-97	166.00
T19-97	166.00
Reimbursement - TV production class cooking show	561.75

TOTAL

\$ 46,286.18

Needham Preschool/Early Childhood Center PTC
In Kind Donation For 2018-2019 School Year

Curriculum Enrichment

Sept:	Brenda Callahan/ Imagine and Move	\$0.00
Oct:	Brenda Callahan/ Imagine and Move	\$300.00
Nov:	Brenda Callahan/ Imagine and Move	\$300.00
Dec:	Pumpnickel Puppets	\$540.00
Dec:	Brenda Callahan/ Imagine and Move	\$200.00
Jan	Brenda Callahan/ Imagine and Move	\$300.00
Feb:	Brenda Callahan/ Imagine and Move	\$300.00
Mar:	Brenda Callahan/ Imagine and Move	\$300.00
Mar:	New England Aquarium	\$1,378.00
Mar:	Curious Creatures	\$1,250.00
Mar:	Farm Visits	\$1,250.00
April:	Imagine & Move: Brenda C.	\$300.00
May	Imagine & Move: Brenda C.	\$300.00
Total		\$ 6,718.00

Community Events

Fall Apple Picking Playdate	\$434.00
Pumpkin Patch (Pumpkins)	\$244.98
End-of-Year Picnic (Food Only)	\$310.28
Graduation Caps	\$224.43
Parent Coffee	\$81.89

Total	\$1,295.58
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Staff Appreciation

December Staff Breakfast	\$342.73
May Staff Appreciation Lunch	\$316.00
Get Well/Sympathy Gifts for Staff	\$177.18
Valentine's Day Gifts for Teachers	\$153.74
Teacher Appreciation Week	\$228.50

Total	\$1,218.15
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Teacher & Classroom Grants

Butterfly Gardens & Planting Supplies	\$ 209.91
Preschool Playground Donation	\$ -
Total	\$ 209.91

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____

Date: September 17, 2019

Item Title: **FY 2019/2020 Booster Club Budget**

Item Description: The Booster Club has submitted the attached budget for FY 2019/20, which totals \$145,275. Planned donations to Needham Public Schools total \$59,100, which includes \$25,500 in athletic fee waivers and \$33,600 in anticipated in-kind gifts of goods and services. The balance of the expenditure budget relates to fundraising activities by the Club.

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

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

Recommendations/Options: That the School Committee review and approve the attached budget of the Needham Booster Club for FY2019/20.

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 High School Athletic Booster Club
FY19 YTD August 5, 2019 Results & FY20 Budget

	FY20 Budget	YTD FY19 Actual	FY20 vs FY19 \$	FY20 vs FY19 %	Notes
Income					
Sticker Drive	45,000	46,916	(1,916)	-4%	Last year was "really good"
Xmas Trees	20,000	19,144	856	4%	
Bball Game	75,000	83,858	(8,858)	-11%	Risk of "model" (home phones, etc)
Banner Auction		3,950	(3,950)	-100%	Not to repeat
Hats and Tshirts	3,000	2,858	142	5%	\$3,760 left in inventory - - assumes rid of inventory at cost with some giveaways
Dave Arnold Photo	250	320	(70)	-22%	
Misc	25	41	(16)	-39%	Mostly interest income
General Donations	2,000	2,260	(260)	-12%	
Subtotal Income	145,275	159,347	(14,072)	-9%	
Fundraising Expenses					
Sticker Drive	11,300	11,281	(19)	0%	
Xmas Tree & Sale Materials	11,500	10,564	(936)	-9%	Potential price increase
Bball Game	54,258	60,666	6,408	11%	Assumes 72% of revenue
Banner Auction		261			Not to repeat
Hats and Tshirts	3,760	3,186	(574)	-18%	Assumes rid of inventory at cost with some give-aways
Dave Arnold Photo	250	1,080	830	77%	Assumes can break even in FY20. Need to look into FY19 costs
Admin/Misc Exp	-		-		
Subtotal Fundraising Exp.	81,068	87,039	5,710	7%	
Income from Fundraising Events	64,207	72,308	(8,362)	-12%	
Income by Fundraising Event					
Sticker Drive	33,700	35,635	(1,935)	-5%	
Xmas Trees	8,500	8,580	(80)	-1%	
Bball Game	20,742	23,192	(2,450)	-11%	
Banner Auction	-	3,689	(3,689)	-100%	Not to repeat. Cost of banners was \$6k
Hats and Tshirts	(760)	(328)	(432)	131%	
Dave Arnold Photo	-	(760)	760	-100%	
Other	25	41	(16)	-39%	
General Donations	2,000	2,260	(260)	-12%	
Income from Fundraising Events	64,207	72,308	(8,101)	-11%	
Expenses/Donations					
AD - Coaches Support	3,000	3,000	-	0%	
AD - Fan Expense (Buses)	750	257	(493)	-191%	
AD - Gym Banners	200	6,000	5,800	97%	Booster recognition banner (approved in FY19)
AD - School Equipment	2,500	2,154	(346)	-16%	
AD - Space Rental	1,500	379	(1,121)	-296%	See below
AD - Video/ Tape Breakdown Software	7,300	4,352	(2,948)	-68%	New vendor / pricing. Hopefully less if other dept's use it / pitch in

Needham High School Athletic Booster Club
FY19 YTD August 5, 2019 Results & FY20 Budget

	FY20 Budget	YTD FY19 Actual	FY20 vs FY19 \$	FY20 vs FY19 %	Notes
AD - Waivers	25,500	24,000	(1,500)	-6%	Assumes 6% increase or \$8,500 per season, which may be low. Last year was \$26k (\$24k from Boosters). Also, user fee increasing 5%. FY19 included a prior year one for \$1,000
Scholarship	6,750	7,750	1,000	13%	
Team - Equipment/ Supplies	5,200	5,105	(95)	-2%	
Team - Space Rental		1,125	1,125	100%	See above
Team - Trip	3,200	3,414	214	6%	
Admin Exp (Accountant, PO Box)	3,200	3,118	(82)	-3%	Assumes small increase
Total Expenses/Donations	59,100	60,653	1,553	3%	
Net Income	5,107	11,655	(6,548)	-56%	
Cash Balance	55,240	50,133	5,107	10%	
# Months of Expenses Cash "Covers"	11	10			Expenses / Donations
# Months of Expenses Cash "Covers"	8	7			Expenses / Donations + Sticker & Tree Expenses

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____

Date: September 17, 2019

Item Title: **FY 2018/2019 Booster Club In-Kind Donations**

Item Description: The Booster Club made in-kind donations to the Needham Public Schools totaling \$31,900 between July 1, 2018 and June 30, 2019. In kind donations are gifts of goods or services (excluding money), which support the Needham Public School Athletic Program.

These donations were “pre-approved” in concept at the School Committee’s September 11, 2018 meeting, upon receipt of the 2018/19 Booster Club Budget. At this time, School Committee approval is requested to affirm the actual in-kind donations made during 2018/19.

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

Recommendations/Options:

That the School Committee be approve of the aforementioned donations.

School Committee: (circle one)

☒ Action ☐ Information ☐ Discussion ☐ Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

Needham High School Athletic Booster Club
FY19 YTD August 5, 2019 Donations

Date	Amount	Payor	Description	Type *
12/12/2018	3,000	NHS Athletics	\$3000 for new coach gear	AD - Coaches Support
05/14/2019	Cash 257	NHS Athletics	\$257.43 girls basketball fan bus	AD - Fan Expense (Buses)
02/04/2019	6,000	NHS Athletics	\$6,000 for banners (vs about \$4,000 raised from auction)	AD - Gym Banners
02/04/2019	Cash 1,000	NHS Athletics	\$1000 ice machine	AD - School Equipment
05/14/2019	904	NHS Athletics	TV for outside AD office	AD - School Equipment
10/24/2018	250	Touch Down Club	Donation towards field logo, for Thanksgiving game	AD - School Equipment
04/01/2019	Cash 379	Needham High School	spring indoor space	AD - Space Rental
09/08/2018	4,096	Stack Sports(Krossover)	Krossover software for multiple teams	AD - Video/ Tape Breakdown Software
11/18/2018	256	Stack Sports(Krossover)	Krossover software for multiple teams	AD - Video/ Tape Breakdown Software
04/01/2019	Cash { 8,000	Needham High School	Spring 2019 waivers	AD - Waivers
10/11/2018	{ 8,000	NHS Athletics	Fall 2018 waivers	AD - Waivers
12/12/2018	{ 8,000	NHS Athletics	Winter 2018-19 waivers	AD - Waivers
02/07/2019	1,000	Caroline Walsh	Scholarship from prior period	Scholarship
05/29/2019	375	The Village Club	Yearly scholarship donation to Village Club, Building Association	Scholarship
05/29/2019	375	The Village Club	Yearly scholarship donation to Village Club, Scholarship Fund	Scholarship
06/19/2019	500	Talia Barratt	Scholarship	Scholarship
06/22/2019	500	Dana Fernandez	Scholarship	Scholarship
06/22/2019	500	Julie Hoffmeister	Village Club Scholarship	Scholarship
06/22/2019	1,000	Joshua Batra	Ronald DesRoches Scholarship	Scholarship
06/22/2019	500	Isabel Dirks	Village Club Scholarship	Scholarship
06/22/2019	500	Mason Colwell	Scholarship	Scholarship
06/22/2019	500	Christian Rufo	Scholarship	Scholarship
06/22/2019	500	Trent Kamke	Scholarship	Scholarship
06/22/2019	500	Claudia Sesso	Scholarship	Scholarship
06/22/2019	500	Kyle Sullivan	Scholarship	Scholarship
06/22/2019	500	Siena Tacelli	Scholarship	Scholarship
01/08/2019	96	Mike Hoban	Boys hockey	Team - Equipment/ Supplies
01/12/2019	527	Dan Lee	Wrestling scale	Team - Equipment/ Supplies
01/12/2019	314	Karen Clark	Dance Team Music	Team - Equipment/ Supplies
01/19/2019	450	Karen Clark	Dance Team choreographer	Team - Equipment/ Supplies
03/03/2019	800	Tom Guarante	Ski team supplies, poles, banner, radio	Team - Equipment/ Supplies
05/24/2019	636	Meghan Thress	Sailing pinnies	Team - Equipment/ Supplies
06/18/2019	710	Josh Yankell	Boys rugby - 2 tackle bags, 1 ruck shield, 5 tackle rings	Team - Equipment/ Supplies
07/31/2019	990	TBD	\$789.92 for baseball, \$200 for water polo, approved in spring'19 but not yet paid	Team - Equipment/ Supplies
09/23/2018	582	Rachel Waldstein	Girls swim flags and watches	Team - Equipment/ Supplies

Needham High School Athletic Booster Club
FY19 YTD August 5, 2019 Donations

Date	Amount	Payor	Description	Type *
02/22/2019	600	Frozen Ropes	Girls softball practice facilities	Team - Space Rental
04/01/2019	221	Chris Ledger	Tennis - spring and indoor practice space	Team - Space Rental
12/12/2018	304	Adam Cole	Golf practice at Natick, Needham CG closed for emergency repairs	Team - Space Rental
01/12/2019	64	Needham girls basketball	Girls Basketball jamboree	Team - Trip
02/11/2019	800	Friends of Needham Hockey	Girls hockey Martha's Vineyard trip	Team - Trip
05/06/2019	200	Natalie Halagan	Girls gymnastics - natalie to go to nationals	Team - Trip
05/14/2019	800	NHS Athletics	Ultimate frisbee transport to tournament	Team - Trip
05/29/2019	800	Noah Carp	Boys ultimate hotel	Team - Trip
09/01/2018	750	TBD	Girls soccer trip Fall'18	Team - Trip

Subtotal 57,536
-25,636

* Select from the following

AD - Waivers 31,900
AD - Video/ Tape Breakdown Software
AD - School Equipment
AD - Gym Banners
AD - Coaches Support
Team - Equipment/Supplies
Team - Trips
Fan Expense (buses)
Space Rental
Scholarships

Cash
24,000.+
379.+
1,000.+
257.+
25,636.0
25,636.*

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** September 17, 2019

Item Title: **Approve School Department Donations**

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

• Joe Panepinto, Needham MA, donations of a Glowforge Basic Laser Engraver to benefit the NHS DaVinci Lab	Est. Value: \$2,495.00
• Louise Condon Realty, Needham MA, donation to benefit Needham Community Education	\$1,000.00
• Riso Inc., Burlington MA, donation to benefit Needham Public Schools	\$1,000.00
• Lyn & David Hadden, Needham MA, donation to support Music Travel	\$5,000.00
• Café Fresh Bagels Inc., Needham MA, donation to benefit NHS Speech Debate Club	\$50.00
• Dedham Savings Bank, Dedham MA, donation to benefit Needham Community Education	\$500.00
• Donation to Elizabeth L.Gardner Scholarship from Elizabeth L.Gardner Charitable Trust	\$7,186.50
• Naomi Goldman, Needham MA, donation to support the Pollard Middle School Puerto Rico Trip	\$500.00
• Wellesley Books, Wellesley MA, donation to support the Book Fair at Newman Elementary	\$280.15
• Jill Finkelstein, Dover MA, donation to support Performance Report	\$500.00
• Rotary Club of Needham, donation to support Needham High School KIVA Club	\$250.00

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

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

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations



Needham School Committee

September 17, 2019

Agenda Item: **Discussion**

Opening of School Update

Background Information:

- The Superintendent will update the School Committee on the opening of the 2019-2020 school year.

Persons Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools



Needham School Committee

September 17, 2019

Agenda Item: **Discussion**

Introduction of School Resource Officers

Background Information:

- The School Committee will meet School Resource Officers (SRO) Adrienne Anderson and RJ Poirier who will provide information on the roles of SROs in the schools.

Persons Available for Presentation:

Adrienne Anderson, School Resource Officer
RJ Poirier, School Resource Officer



Needham School Committee

September 17, 2019

Agenda Item: **Discussion**

MetroWest Adolescent Health Survey

Background Information:

- Mary Lammi will present results of the 2018 MetroWest Adolescent Health Survey.
- The results will help inform planning and programming for our middle and high school students.

Members of the School Committee Available for Presentation:

Ms. Mary Lammi, Assistant Superintendent of Student Support Services



Results of 2018 MetroWest Adolescent Health Survey

Key Findings and Recommended Action Steps

| SCHOOL COMMITTEE PRESENTATION: September 17, 2019

Background and Methodology



- The MWAH Survey is an initiative of the Metrowest Health Foundation focused on improving adolescent health and wellness through data driven advancements in prevention efforts, programs, and policies
- Survey data strengthens school and community efforts to better understand, prioritize, and address physical and mental health challenges facing our students
- Needham uses data to monitor trends, identify emerging health issues, and reflect on progress and set priorities for coming years
- The survey is administered every other year; parents/guardians informed and given a choice to opt out their child(ren); student participation is voluntary and protocols are in place to protect privacy
- Needham has participated in the MWAHS at the middle school level Grades 7-8 and high school level since 2006 and expanded survey administration to Grade 6 in 2018; 19 of 25 communities who participate include Grade 6; 94% participation rate

Key Health Indicators and Emerging Trends



Key Health Indicators

- Substance Abuse
- Violence
- Bullying
- Mental Health
- Physical Activity
- Protective Factors

Emerging Trends

- Electronic vapor products
- Stress and anxiety
- Social media use

Key Finding: 2006-2018 Trend

Substance Use



Middle School Students

- Cigarette smoking has declined from 7% in 2006 to 2% in 2018
- Lifetime alcohol use in Grades 7 and 8: declined from 20% in 2006 to 11% in 2018; and current use declined from 8% in 2006 to 4% in 2018
- Alcohol use increases by grade: Lifetime use increases from 5% in 6th grade to 12% in 8th grade; current drinking increases from 1% in 6th grade to 4% in 8th grade
- Marijuana lifetime use remains steady at 1-2% in 2018 compared to 5% in 2006

High School Students

- Cigarette smoking has declined from 29% in 2006 to 11% in 2018
- Alcohol use in high school has declined substantially: From 2006 to 2018, lifetime use decreased from 66% to 49% and current use decreased from 45% to 29%
- Marijuana use has remained relatively steady from 32% in 2010 to 29% in 2018
- Lifetime misuse of prescription drugs decreased from 11% in 2006 to 4% in 2018

Key Finding: 2006-2018 Trend

Substance Use



Middle School Students

E-Cigarettes and VAPING

- 5% of youth have tried an electronic vapor product (EVP) in their lifetime, and 3% used EVPs in the past 30 days
- Lifetime EVP use increases from 1% in 6th grade to 8% in 8th grade, and current use increases from 1% in 6th grade to 3-4% in 7th and 8th grade
- Despite the increase in EVP use, perception of risk rose from 73% in 2014 to 83% in 2018

High School Students

E-Cigarettes & VAPING

- 35% of youth have used electronic vapor products (EVPs) in their lifetime, and 23% used EVPS in the past 30 days
- EVP use has increased rapidly in the last two years: The proportion of youth who ever tried EVPs increased from 26% in 2016 to 35% in 2018
- Nearly one in ten 12th grade students (8%) report daily use
- Despite the increase in EVP use, perception of risk rose steadily from 42% in 2014 to 71% in 2018

Key Finding: 2006-2018 Trend

Bullying and Cyberbullying



Middle School Students

- School bullying victimization is slightly higher in 2018 (14%) compared to 2010 (10%) but remains substantially lower than 2006 (41%)
- Cyberbullying has decreased from 17% in 2006 to 11% in 2018
- Youth with learning and/or physical disabilities are more likely to be bullied at school than youth without disabilities (24% vs 14%)

High School Students

- School bullying victimization declined from a high of 27% in 2008 to 11% in 2018
- Cyberbullying has remained relatively steady at 15% since 2006
- LGBTQ youth are more likely to be bullied (18%) compared with heterosexual cisgender youth (10%)
- Youth with learning and/or physical disabilities are twice as likely to be bullied at school than youth without disabilities (18% vs 9%)

Key Finding: 2006-2018 Trend

Mental Health



Middle School Students

- Reports of life being stressful have remained relatively steady since 2006 (12% vs 14%)
- Females continue to report higher levels of stress and are much more likely to report life being stressful compared to males (18% vs 7%)
- Reports of mental health problems (depressive symptoms, self-injury, and suicidality) have remained similar in recent surveys
- Youth with disabilities report more mental health problems than without: depressive symptoms (22% vs 7%), self injury (18% vs 5%) and considering suicide (25% vs 6%)

High School Students

- Reports of life being stressful are lower in 2018 (32%) compared with 2016 (38%) with prior reports ranging from 25-32%
- Females continue to report higher levels of stress and are much more likely to report life being stressful compared to males (44% vs 19%)
- Reports of mental health problems (depressive symptoms, self-injury, and suicidality) are slightly lower over the past two surveys
- LGBTQ youth are more likely to report depressive symptoms (33% vs 11%), self-injury (25% vs 7%), and suicidal ideation (27% vs 7%)
- Youth with disabilities also report more mental health problems than without: depressive symptoms (24% vs 11%), self injury (17% vs 7%) and considering suicide (16% vs 7%)

Key Finding: 2006-2018 Trend

Social Media



Middle School Students

Time Spent Online, Social Media Use, and Gaming

- 42% of youth spend 3 or more hours online on the average school day – a substantial increase from 2010 (19%)
- Time on social media is correlated with reports of cyberbullying victimization, substance use and mental health problems

High School Students

Time Spent Online, Social Media Use, and Gaming

- 64% of youth spend 3 or more hours online on the average school day – a substantial increase from 2010 (35%)
- Time on social media is correlated with reports of cyberbullying victimization, substance use and mental health problems.

Distracted Drivers:

- 28% of youth rode in a car with high school driver who was texting in the past 30 days and 31% of 11th and 12th grade drivers report texting while driving

Key Finding: 2006-2018 Trend

ADULT SUPPORT as a PROTECTIVE FACTOR



Middle School Students

- About three-quarters of youth report being engaged in and connected with their school Grades 6-8
- For Grades 7-8, school attachment is slightly lower in 2018 after remaining stable in recent surveys; for example 67% of students reported feeling happy to be at school compared to 77% in 2016
- 74% of youth have at least one teacher or other adult at school to talk to if they have a problem, and 96% of youth have a parent or other adult outside of school to talk to about things that are important to them

High School Students

- Over two-thirds of youth report being engaged in and connected with their school; remaining steady since 2006
- School attachment and adult support at school increased from 60% in 2006 to 72% in 2016 and further rose in 2018
- 75% of youth have at least one teacher or other adult at school to talk to if they have a problem, and 94% of youth have a parent or other adult outside of school to talk to about things that are important to them

Recommended Action Steps



Education and Awareness

- Dangers of vaping
- Time spent online
- Stress and Mental Health

Expand and/or refine programs, supports, and interventions

- Bullying Prevention Programs
- Social Emotional Learning
- Student Led Groups (e.g. SALSA, SAFE)

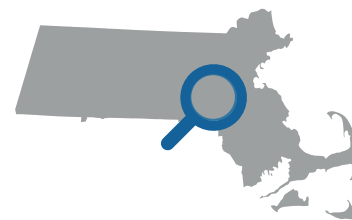
Leverage efforts to support positive inclusive school cultures

- Subgroup vulnerabilities

QUESTIONS
&
COMMENTS

Highlights from the MetroWest Adolescent Health Survey

*Informing data-driven school and community
health policies and practices*



2018 | Needham Middle School Students

GRADES 6-8



METROWEST
HEALTH
FOUNDATION



Education
Development
Center

Spring 2019

Funded by:
MetroWest Health Foundation

Submitted by:
Education Development Center, Inc.

Highlights from the 2018 MetroWest Adolescent Health Survey

Needham Middle Schools

Background and Methodology

The MetroWest Adolescent Health Survey (MWAHS), an initiative of the MetroWest Health Foundation, signifies a deep commitment to improving adolescent health and wellness by supporting data-driven advancements in prevention efforts, programs, and policies. The 2018 survey is the 7th administration of the MWAHS, which has been administered every other year since 2006 in the region served by the MetroWest Health Foundation. In 2018 alone, over 41,000 middle and high school students in all 25 communities in the region participated in the survey. Needham has participated in the MWAHS at the middle school level since 2006.

The 2018 middle school survey was administered to a census of students in grades 7 and 8 in 24 school districts in the MetroWest Region. Nineteen school districts chose to include 6th grade in their surveys. In total, 16,799 middle school students in the region participated in this voluntary and anonymous survey. In Needham, 1,217 students in grades 6 through 8 participated in the 2018 MWAHS, representing 95% of students. The 6th grade at the High Rock School participated in the MWAHS for the first time in 2018.

As in previous survey waves, local procedures were followed to inform parents of the survey and give them the choice to opt out their child(ren). Students were also informed that their participation was voluntary and that no names or other identifying information were being collected. Data collection at each school was guided by a protocol that protected the privacy of students' responses.

This report summarizes current youth behaviors on key health indicators in the areas of substance use, violence, bullying, mental health, physical activity, and protective factors. The 2018 reports include new information on emerging trends such as use of electronic vapor products (including e-cigarettes) and areas of heightened concern, such as stress and anxiety, and social media use. The data allow for an examination of behavioral trends across seven time points from 2006 to 2018. Current data from 2018 are provided by sex and grade, and trends over the seven waves of the MWAHS are highlighted.

Findings from the MWAHS are used by schools and communities to improve health education, inform prevention efforts, and set priorities for achieving a healthier youth population. By monitoring trends in adolescent health and risk behaviors for well over a decade, the survey data has improved efforts across the region to better understand, prioritize, and address the most pressing physical and mental health challenges facing youth today.

Key Findings: Substance Use

Cigarette Smoking (Conventional)

- 2018 Patterns (Grades 6-8)** » **2% of students have smoked a cigarette in their lifetime, and fewer than 1% smoked recently (in the past 30 days).**
- » Reports of lifetime smoking are similarly low among females and males.
- » Initiation of smoking increases from less than 1% in 6th grade to 2% in 7th and 8th grades.
- 2006-2018 Trends (Grades 7-8)** » **Youth smoking has declined substantially: Reports of lifetime smoking decreased from 7% in 2006 to 2% in 2018.**
- » During the same period, reports of current smoking (in the past 30 days) dropped from 3% to less than 1%.
- » Cigarette smoking decreased among both males and females.
- » In the MetroWest region, reports of cigarette smoking in middle school have declined steadily since 2006.

Electronic Vapor Products*

- 2018 Patterns (Grades 6-8)** » **5% of youth have tried an electronic vapor product (EVP) in their lifetime, and 3% used EVPs in the past 30 days.**
- » Lifetime EVP use does not differ by sex, but current EVP use is higher among females (4%) than males (2%).
- » Lifetime EVP use increases from 1% in 6th grade to 8% in 8th grade, and current use increases from 1% in 6th grade to 3-4% in 7th and 8th grades.
- » 85% of youth perceive moderate or great risk in using EVPs, with slightly higher perceptions of risk among females and 6th grade students.
- 2006-2018 Trends (Grades 7-8)** » **EVP use has increased in the last two years: The proportion of youth who ever tried EVPs increased from 3% in 2016 to 7% in 2018.** (EVP data were first collected in 2014.)
- » Current EVP use increased from 1% in 2016 to 4% in 2018.
- » EVP use increased among both sexes. For example, lifetime use increased from 3% in 2016 to 7% in 2018 among females, and from 2% to 7% among males.
- » Despite the increase in EVP use, perception of risk rose from 73% in 2014 to 87% in 2016, with reports slightly lower at 83% in 2018.
- » Reports of EVP use in the MetroWest region have risen rapidly since 2016.

* Electronic vapor products (EVPs) include electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods.

Alcohol Use

- 2018 Patterns (Grades 6-8)**
- » **9% of students drank alcohol in their lifetime, and 3% drank in the past 30 days.**
 - » Less than 1% of middle school youth report recent binge drinking.*
 - » More males than females initiate alcohol use during the middle school years (11% compared to 7%); however, current drinking is similar by sex.
 - » Alcohol use increases substantially by grade: Lifetime use increases from 5% in 6th grade to 12% in 8th grade. Current drinking increases from 1% in 6th grade to 4% in 8th grade.
 - » 1% of students report ever being a passenger in a car driven by a high school student who had been drinking alcohol.
- 2006-2018 Trends (Grades 7-8)**
- » **After declining steadily from 2006 to 2016, reports of alcohol use in middle school are higher in 2018.**
 - » Lifetime use declined from 20% in 2006 to 6% in 2016, increasing to 11% in 2018.
 - » Current use declined from 8% in 2006 to 2% in 2016, with reports at 4% in 2018.
 - » Binge drinking has been steady at less than 1% since 2012, slightly lower than prior surveys (2%).
 - » There are recent increases in lifetime drinking among both females (from 5% in 2016 to 9% in 2018) and males (from 8% to 14%).
 - » In the MetroWest region, alcohol use declined substantially from 2006 to 2016, and then remained similar in 2018.

Marijuana Use

- 2018 Patterns (Grades 6-8)**
- » **1% of middle school youth have ever used marijuana in their lifetime, and 1% used marijuana in the past 30 days.**
 - » Marijuana use is similarly low among females and males.
 - » A small proportion of youth initiate marijuana use in middle school, with lifetime use increasing from less than 1% in 6th grade to 2% in 8th grade.
 - » 15% of youth report that marijuana is “fairly easy” or “very easy” to obtain.
 - » 89% of youth perceive that using marijuana is of “moderate” or “great risk.” Lower risk perception is associated with increased use.
- 2006-2018 Trends (Grades 7-8)**
- » **After past declines, marijuana use is steady in 2018. For example, lifetime use decreased from 4% in 2006 to 2% in 2014, and has remained similar at 1-2% over the last two surveys.**
 - » Lifetime use decreased from 5% in 2006 to 2% in 2018 among males; reports have been similar at 1-2% among females.
 - » Current marijuana use has been steady at 1-2% since 2012, slightly below 2006 levels (3%).
 - » Marijuana use in the MetroWest region has levelled in 2018 after previous declines.

* Binge drinking is defined as consuming 4 or more drinks in a row for females, or 5 or more drinks in a row for males in the past 30 days. This does not take into account body weight or other factors that influence intoxication levels.

Key Findings: Violence

Physical Fighting

- 2018 Patterns (Grades 6-8)** » **29% of youth have been in a physical fight in their lifetime, and 7% have been in a fight on school property.**
- » Many more males than females report fighting overall (45% compared with 14%) and on school property (11% compared with 3%).
- » The proportion of students who have engaged in physical fighting in their lifetime ranges from 26-32% by grade.
- 2006-2018 Trends (Grades 7-8)** » **Fewer youth are involved in physical fights. Reports of lifetime physical fighting decreased from 45% in 2006 to 25% in 2016 and remained similar at 27% in 2018.**
- » Reports of fighting on school property decreased steadily from 20% in 2006 to 5-6% in 2016-2018.
- » There have been notable decreases in lifetime fighting among both males and females: From 2006 to 2018, fighting decreased from 66% to 43% among males, and from 24% to 13% among females.
- » In the MetroWest region, physical fighting decreased steadily in early years of the MWAHS, both overall and on school property, and have been similar in recent reports.

Weapon Carrying

- 2018 Patterns (Grades 6-8)** » **9% of youth carried a weapon in their lifetime, and fewer than 1% carried a weapon on school property.**
- » Consistent with patterns for physical fighting, many more males (15%) than females (4%) report carrying weapons in their lifetime.
- » Lifetime reports of weapon carrying are similar during the middle school grades at 8-11%.
- 2006-2018 Trends (Grades 7-8)** » **Lifetime weapon carrying is lower in 2018 (9%) than 2016 (12%), with prior surveys ranging from 9-13%.**
- » Weapon carrying on school property has been steady at 1% since 2010, slightly lower than 2006 levels (3%).
- » Reports of weapon carrying decreased notably among males (from 20% in 2006 to 14% in 2018), whereas they have been similar among females at 4-5%.
- » In MetroWest, weapon carrying declined slightly in 2018 after remaining steady in prior years.

Key Findings: Bullying and Cyberbullying

Bullying

- 2018 Patterns (Grades 6-8)**
- » **19% of middle school youth have been bullied in the past 12 months, and 15% have been bullied on school property. 3% of students report bullying other students.**
 - » Bullying victimization is slightly higher among females than males overall (20% compared to 18%) and on school property (16% compared to 14%).
 - » Reports of bullying at school are slightly higher in 6th grade (18%) compared with 7th and 8th grades (14-15%).
 - » 7% of youth reported being verbally harassed in the past 12 months due to their race, ethnicity or culture, 4% due to their sexual orientation or gender identity, 4% due to a disability, and 21% due to their appearance (height, weight, or how they look).
 - » Youth with learning and/or physical disabilities are more likely to be bullied at school than youth without disabilities (24% vs. 14%).
 - » Among students bullied at school in the past 12 months, 38% had talked to a school adult, and 62% had talked to a parent/adult outside of school.
- 2006-2018 Trends (Grades 7-8)**
- » **After declining from 41% in 2006 to 10% in 2016, school bullying victimization is slightly higher in 2018 at 14%. Future data will show if this is indicative of a trend.**
 - » Reports of overall bullying victimization follow a similar pattern.
 - » There recent increase in school bullying is higher among females (from 8% in 2016 to 15% in 2018) than among males (from 11% to 14%).
 - » Bullying victimization is also higher in 2018 in MetroWest after decreasing in prior years.

Cyberbullying

- 2018 Patterns (Grades 6-8)**
- » **11% of youth report being victims of cyberbullying in the past 12 months, and 3% report cyberbullying someone else.**
 - » Females are more likely to be victims of cyberbullying than males (14% vs. 8%).
 - » Cyberbullying is similar by grade at 10-13%.
 - » Youth with disabilities are at elevated risk of being victimized online compared to youth without disabilities (16% vs. 10%).
 - » The majority of cyberbullying victims do not seek help from adults: Among students who were cyberbullied in the past 12 months, only 9% had talked to an adult at school and 33% had talked to a parent or other adult outside of school.
- 2006-2018 Trends (Grades 7-8)**
- » **Reports of cyberbullying have decreased from 17% in 2006 to 14% in 2012-2016, further lowering to 11% in 2018.**
 - » There are recent decreases in cyberbullying among both females (from 17% in 2006 to 14% in 2018) and males (from 10% to 8%).
 - » Cyberbullying victimization has levelled in MetroWest in 2018 after a prior increase.

Key Findings: Mental Health

Stress and Anxiety

- 2018 Patterns (Grades 6-8)**
- » **13% of students report that their life was very stressful in the past 30 days.**
 - » Females are much more likely to report this level of stress than males (18% vs. 7%).
 - » Reports of stress increase by grade, from 10% in 6th grade to 15% in 8th grade.
 - » School is the most common source of stress, reported by 38% of youth. This is followed by stress related to social issues (17%), appearance issues (17%) and family issues (12%).
 - » 15% of students report feeling nervous, anxious, or on edge on at least half the days in the past two weeks, and 12% report feeling unable to stop or control worrying. Reports of anxiety symptoms are over twice as high among females as males and increase during the middle school years.
 - » 18% of youth report feeling tired or having little energy, 16% report sleeping problems, 14% report having trouble concentrating in school, and 11% report eating problems due to feeling stressed, anxious, or worried in the past two weeks.
- 2006-2018 Trends (Grades 7-8)**
- » **Reports of life being very stressful in the past 30 days decreased from 12% in 2006 to 9% in 2016, but were higher in 2018 at 14%.**
 - » The recent increase in stress from 2016 to 2018 is driven largely by an increase among females, from 13% to 20%. Stress increased slightly among males, from 5% to 7%.
 - » In the MetroWest region, stress continued to rise notably from 2016 to 2018 after an earlier increase.

Depressive Symptoms, Self-Injury, and Suicidality

- 2018 Patterns (Grades 6-8)**
- » **9% of students reported depressive symptoms in the past 12 months.***
 - » **6% of youth reported self-injury in the past 12 months.†**
 - » **9% of youth have seriously considered suicide in their lifetime, and 2% have made a suicide attempt.**
 - » Females are more likely than males to report all of the above mental health problems. For example, 11% of females and 5% of males report depressive symptoms.
 - » Reports of depressive symptoms and self-injury in the past 12 are similar in grades 6 through 8. Lifetime reports of suicidal thoughts and attempts increase by grade.
 - » Youth with disabilities report more mental health problems than youth without disabilities, including depressive symptoms (22% vs. 7%), self-injury (18% vs. 5%) and seriously considering suicide (25% vs. 6%).
 - » Many youth who report mental health problems are not receiving mental health services: Among students reporting depressive symptoms in the past 12 months, 36% talked to a school counselor, therapist, or psychologist at school, 16% talked to a school nurse, and 45% of students talked to a therapist, psychologist, or other mental health professional outside of school.
- 2006-2018 Trends (Grades 7-8)**
- » **Overall reports of mental health problems have not changed substantially in recent surveys.**
 - » Specifically, reports of depressive symptoms have been similar at 7-9% since 2008, down from 13% in 2018.
 - » Reports of self-injury have been steady at 5-6% since 2006. However, there has been an increase among females (from 5% in 2006 to 9% in 2018), whereas reports have been similar among males at 3-5%.
 - » There may be a slight increase in seriously considering suicide: After remaining steady at 8% from 2006 to 2016, reports are slightly higher at 10% in 2018. Since 2006, reports have been similar among males at 6-7%, but have increased slightly among females, from 9% in 2006 to 12% in 2018.
 - » Suicide attempts have been steady at 1-2% throughout all years of the survey.
 - » Reports of mental health problems among MetroWest youth are higher in 2018 compared with past surveys.

* Depressive symptoms are defined as feeling sad or hopeless almost every day for two or more weeks during the past 12 months.

† Self-injury is defined as cutting, burning, or bruising oneself on purpose in the past 12 months.

Key Findings: Physical Activity, Overweight/Obesity, Sleep

Physical Activity

- 2018 Patterns (Grades 6-8)** » **65% of youth report moderate physical activity in the past week,* and 86% of youth report vigorous physical activity.†**
- » Males are more likely than females to report moderate physical activity (68% compared to 63%); reports of vigorous physical activity do not differ by sex.
- » Reports of moderate physical activity are higher in 6th grade (72%) than in 7th and 8th grades (62%).
- » 3% of youth report no moderate physical activity in the past 7 days.
- 2006-2018 Trends (Grades 7-8)** » **After increasing from 81% in 2006 to 89% in 2014, the proportion of youth who exercised vigorously on at least 3 days in the past week has remained steady at 85%.**
- » In the MetroWest region, physical activity levels have not changed substantially since 2006.

Overweight/Obesity

- 2018 Patterns (Grades 6-8)** » **15% of youth are overweight or obese.‡**
- » Males are more likely than females to be overweight or obese (20% compared with 10%).
- » Overweight/obesity increases from 13% in 6th grade to 17% in 8th grade.
- 2006-2018 Trends (Grades 7-8)** » **Overweight/obesity has ranged from 12-17% since 2006.**
- » In the MetroWest region, overweight/obesity in middle school has not changed notably over the seven surveys.

* Moderate physical activity is defined as activity that increases heart rate and makes you breathe hard for ≥60 min on 5+ of the past 7 days.

† Vigorous physical activity is defined as exercising for at least 20 minutes that makes you sweat and breathe hard on 3+ of the past 7 days.

‡ Overweight/obesity is based on self-reported height and weight, which is used to calculate body mass index. Overweight/obesity is defined as being in the 85th percentile or above for body mass index by age and sex, based on reference data.

Sleep

- 2018 Patterns (Grades 6-8)**
- » **66% of youth get 8 or more hours of sleep on an average school night.**
 - » More males than females get 8 hours of sleep per night (70% compared to 64%).
 - » Reports of getting 8 or more hours of sleep decrease substantially as students get older, from 80% in 6th grade to 53% in 8th grade.
 - » As noted earlier, 16% of youth (20% of females and 11% of males) report sleep issues related to being stressed, anxious, or worried.
 - » Youth who sleep less than eight hours per night are more likely to report poor mental health, including depressive symptoms (18% vs. 4%), self-injury (14% vs. 3%), and seriously considering suicide (17% vs. 5%).
- 2006-2018 Trends (Grades 7-8)**
- » **The proportion of youth sleeping 8 or more hours on an average school night has decreased from 66% in 2014 to 59% in 2018.** (2014 was the first year that sleep data was collected.)
 - » Both females and males report less sleep.
 - » Youth in the MetroWest region also report getting less sleep in 2018 compared with 2014.

Key Findings: Online Behavior

Time Spent Online, Social Media Use, and Gaming

- 2018 Patterns (Grades 6-8)**
- » **34% of youth spend three or more hours online on the average school day.**
 - » **9% spend three or more hours per day on social media, specifically, and 8% spend three or more hours gaming.**
 - » Females are more likely than males to spend three or more hours on social media daily (11% vs. 7%), and males are more likely to spend three or more hours gaming (14% vs. 2%).
 - » Youth report both positive and negative attitudes towards social media. On the positive side, social media helps youth feel more connected to peers (51%), provides a source of social support (24%), and helps them find people with common interests and hobbies (52%). On the negative side, social media makes a sizeable minority of students feel badly about themselves or excluded (18%), keeps them from doing important things like homework or family responsibilities (15%), and has hurt relationships with peers (6%).
 - » 25% of all youth feel they spend too much time on social media (35% of females and 13% of males).
 - » Youth who spend three or more hours on social media daily are more likely to report cyberbullying victimization (25% vs. 10%) and perpetration (9% vs. 2%).
 - » Youth who spend more time on social media are more likely to report substance use and mental health problems. For example, high users of social media are more likely to report lifetime alcohol use (25% vs. 8%) than lower users. They are also more likely to report depressive symptoms in the past 12 months (23% vs. 7%) and seriously considering suicide in their lifetime (21% vs. 7%).
- 2006-2018 Trends (Grades 7-8)**
- » **The proportion of youth spending three or more hours online on an average school day has increased substantially from 19% in 2010 to 42% in 2018.** (2010 was the first year this data was collected.)
 - » Increases in time spent online are considerable among both females and males.
 - » In the MetroWest region, the proportion of youth spending three or more hours online daily nearly tripled from 2010 to 2018.

Key Findings: Protective Factors

School Attachment and Engagement

- 2018 Patterns (Grades 6-8)** » **About three-quarters of youth report being engaged in and connected with their school.** This is indicated by agreement with statements such as “I feel close to people at this school” (72%), “I am happy to be at this school” (70%), and “I feel safe in my school” (86%).
- » While a majority of both males and females report high levels of school attachment, reports are generally higher among males.
 - » School attachment does not follow a consistent pattern by grade.
- 2006-2018 Trends (Grades 7-8)** » **Several indicators of school attachment are slightly lower in 2018 after having been relatively stable in recent surveys.**
- » For example, the proportion of students reporting that they feel happy to be at their school decreased from 77% in 2016 to 67% in 2018, and the proportion reporting that they feel like a part of their school decreased from 79% to 74%. In addition, student reports of feeling safe in their school decrease from 89% to 85%; these findings may reflect perceptions of physical and/or emotional safety.
 - » Several indicators of school attachment are also lower in 2018 in the MetroWest region compared with prior years.

Adult Support

- 2018 Patterns (Grades 6-8)** » **74% of youth have at least one teacher or other adult at school to talk to if they have a problem, and 96% of youth have a parent or other adult outside of school to talk to about things that are important to them.**
- » Adult support at school is similar among females and males and range from 68-78% by grade, with the highest reports in 6th and 8th grades.
 - » Reports of adult support outside of school are similar by sex and grade.
- 2006-2018 Trends (Grades 7-8)** » **Reports of adult support at school increased from 63% in 2006 to 76% in 2016, with reports slightly lower in 2018 at 72%.**
- » Overall since 2006, there have been increases in adult support at school among both females and males.
 - » Adult support outside of school has increased from 90% in 2006 to 96% in the three most recent surveys.
 - » In the MetroWest region, there has also been an increase in adult support at school since 2006.

Conclusions

Now having completed the 7th administration, the MWAHS is an invaluable tool for guiding schools and communities across the region to take data-driven approaches to improve adolescent health. The 2018 survey data identifies areas of concern while also highlighting important progress that has been made since the survey began more than a decade ago. The 2018 data show that Needham is making important advances in some behavioral health areas, such as cigarette smoking and physical violence. While these demand continued attention, the data also highlight other areas of concern, including use of electronic vapor products, bullying, and mental health. Continued use of the MWAHS data to identify priorities and drive local decisions will help to address the greatest challenges to adolescent health and lead to safer and healthier communities.

Middle School Key Indicators

2006–2018 Trends
2018 Patterns by Sex
2018 Patterns by Grade

Needham Middle School Youth (Grades 7-8)

2006-2018 Trends in Key Indicators

MetroWest Adolescent Health Survey

	Year of Survey (%)						
	2006 (654)	2008 (653)	2010 (772)	2012 (787)	2014 (804)	2016 (833)	2018 (789)
SUBSTANCE USE							
Lifetime cigarette smoking	6.9	6.6	5.7	5.5	2.9	1.3	2.0
Current cigarette smoking (past 30 days)	3.4	2.0	2.0	1.6	0.4	0.5	0.5
Lifetime electronic vapor product use*	–	–	–	–	5.9	2.8	7.1
Current electronic vapor product use (past 30 days)*	–	–	–	–	2.7	1.4	3.6
Lifetime alcohol use	19.7	19.8	14.8	13.6	8.3	6.2	11.3
Current alcohol use (past 30 days)	8.1	6.3	6.4	6.2	1.9	1.9	3.7
Binge drinking (past 30 days) [†]	2.3	2.0	2.0	0.9	0.4	0.5	0.8
Lifetime marijuana use	3.5	3.3	4.3	3.5	1.6	0.8	1.8
Current marijuana use (past 30 days)	2.6	2.0	3.0	1.9	0.8	0.7	1.6
Lifetime inhalant use	13.4	6.8	7.1	3.3	1.1	1.1	3.1
VIOLENCE							
Physical fighting (lifetime)	45.4	42.3	36.9	39.3	31.7	25.0	27.4
Physical fighting on school property (lifetime)	20.3	14.9	12.3	9.5	7.1	5.0	6.3
Carried a weapon (lifetime)	12.6	10.9	8.8	10.8	9.8	12.0	9.3
Carried a weapon on school property (lifetime)	2.8	2.5	1.2	1.3	0.7	1.0	0.5
BULLYING VICTIMIZATION							
Bullying victim (past 12 months)	46.1	46.4	30.4	22.2	19.2	15.2	17.6
Bullying victim on school property (past 12 months)	41.0	41.6	24.1	16.5	12.5	9.7	14.3
Cyberbullying victim (past 12 months)	17.3	14.9	11.5	14.6	14.1	14.2	11.2
MENTAL HEALTH							
Life "very" stressful (past 30 days)	12.4	10.2	10.6	10.2	8.5	9.0	13.7
Depressive symptoms (past 12 months)	12.8	9.4	8.5	8.6	9.2	6.8	8.8
Self-injury (past 12 months)	4.5	5.6	4.4	4.9	4.9	4.9	6.2
Considered suicide (lifetime)	8.0	7.6	8.1	8.1	7.9	7.6	9.5
Attempted suicide (lifetime)	2.5	1.7	1.7	1.3	1.5	1.1	2.0
PHYSICAL ACTIVITY AND BODY WEIGHT							
Exercised for ≥20 minutes on 3 or more days/week	81.3	83.3	81.7	83.7	89.1	85.2	84.7
Overweight or obese [‡]	16.3	12.8	14.8	16.8	13.0	12.0	15.9

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Students who were ≥85th percentile for body mass index by age and gender, based on reference data

Needham Middle School Youth (Grades 6-8)

2018 Key Indicator Patterns by Sex

MetroWest Adolescent Health Survey

	Sex (%)		Total (%)
	Female (629)	Male (582)	(1,217)
SUBSTANCE USE			
Lifetime cigarette smoking	1.6	1.4	1.5
Current cigarette smoking (past 30 days)	0.5	0.2	0.3
Lifetime electronic vapor product use*	4.9	5.2	5.1
Current electronic vapor product use (past 30 days)*	3.5	1.6	2.6
Lifetime alcohol use	6.7	11.4	8.9
Current alcohol use (past 30 days)	3.2	2.6	2.9
Binge drinking (past 30 days) [†]	0.7	0.4	0.5
Lifetime marijuana use	1.5	1.3	1.4
Current marijuana use (past 30 days)	1.3	0.9	1.2
Lifetime inhalant use	3.3	1.8	2.6
VIOLENCE			
Physical fighting (lifetime)	14.4	44.5	29.1
Physical fighting on school property (lifetime)	2.6	11.2	6.7
Carried a weapon (lifetime)	3.7	15.2	9.3
Carried a weapon on school property (lifetime)	0.5	0.2	0.3
BULLYING VICTIMIZATION			
Bullying victim (past 12 months)	20.1	18.3	19.2
Bullying victim on school property (past 12 months)	16.5	14.3	15.4
Cyberbullying victim (past 12 months)	13.9	8.2	11.1
MENTAL HEALTH			
Life "very" stressful (past 30 days)	17.7	6.7	12.5
Depressive symptoms (past 12 months)	11.3	5.4	8.7
Self-injury (past 12 months)	8.1	3.8	6.2
Considered suicide (lifetime)	10.6	6.1	8.6
Attempted suicide (lifetime)	2.5	1.1	1.8
PHYSICAL ACTIVITY AND BODY WEIGHT			
Exercised for ≥20 minutes on 3 or more days/week	86.3	85.6	86.0
Overweight or obese [‡]	10.0	20.3	15.0

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Students who were ≥85th percentile for body mass index by age and gender, based on reference data

Needham Middle School Youth (Grades 6-8)

2018 Key Indicator Patterns by Grade

MetroWest Adolescent Health Survey

	Year of Survey (%)			Total (%)
	6 th (428)	7 th (407)	8 th (382)	
SUBSTANCE USE				
Lifetime cigarette smoking	0.5	2.0	2.1	1.5
Current cigarette smoking (past 30 days)	0.0	0.5	0.5	0.3
Lifetime electronic vapor product use*	1.2	6.3	8.0	5.1
Current electronic vapor product use (past 30 days)*	0.7	3.8	3.4	2.6
Lifetime alcohol use	4.5	10.7	11.9	8.9
Current alcohol use (past 30 days)	1.4	3.0	4.5	2.9
Binge drinking (past 30 days) [†]	0.0	0.2	1.3	0.5
Lifetime marijuana use	0.5	1.3	2.4	1.4
Current marijuana use (past 30 days)	0.5	1.3	1.9	1.2
Lifetime inhalant use	1.5	4.1	2.2	2.6
VIOLENCE				
Physical fighting (lifetime)	32.1	26.1	28.7	29.1
Physical fighting on school property (lifetime)	7.3	5.0	7.8	6.7
Carried a weapon (lifetime)	9.2	11.0	7.5	9.3
Carried a weapon on school property (lifetime)	0.0	0.2	0.8	0.3
BULLYING VICTIMIZATION				
Bullying victim (past 12 months)	22.2	17.6	17.6	19.2
Bullying victim on school property (past 12 months)	17.5	13.6	15.0	15.4
Cyberbullying victim (past 12 months)	11.0	12.8	9.5	11.1
MENTAL HEALTH				
Life "very" stressful (past 30 days)	10.3	12.2	15.4	12.5
Depressive symptoms (past 12 months)	8.5	9.0	8.6	8.7
Self-injury (past 12 months)	6.1	6.9	5.4	6.2
Considered suicide (lifetime)	6.8	8.5	10.6	8.6
Attempted suicide (lifetime)	1.5	2.1	1.9	1.8
PHYSICAL ACTIVITY AND BODY WEIGHT				
Exercised for ≥20 minutes on 3 or more days/week	88.5	84.1	85.3	86.0
Overweight or obese [‡]	13.1	14.7	17.1	15.0

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Students who were ≥85th percentile for body mass index by age and gender, based on reference data

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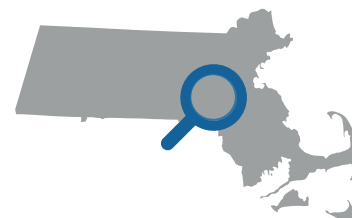
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Highlights from the MetroWest Adolescent Health Survey

*Informing data-driven school and community
health policies and practices*



2018 | Needham High School

GRADES 9-12



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Highlights from the 2018 MetroWest Adolescent Health Survey

Needham High School Report

Background and Methodology

The MetroWest Adolescent Health Survey (MWHAS), an initiative of the MetroWest Health Foundation, signifies a deep commitment to improving adolescent health and wellness by supporting data-driven advancements in prevention efforts, programs, and policies. The 2018 survey is the 7th administration of the MWAHS, which has been administered every other year since 2006 in the region served by the MetroWest Health Foundation. In 2018 alone, over 41,000 middle and high school students in all 25 communities in the region participated in the survey. Needham High School has participated in the MWAHS since 2006.

The 2018 high school survey was administered to a census of students in grades 9 through 12 in all 26 high schools in the MetroWest region. In total, 24,746 high school students in the region participated in this voluntary and anonymous survey. At Needham High School, 1,584 students in grades 9 through 12 participated in the 2018 MWAHS, representing 92% of students.

As in previous survey waves, local procedures were followed to inform parents of the survey and give them the choice to opt out their child(ren). Students were also informed that their participation was voluntary and that no names or other identifying information were being collected. Data collection at each school was guided by a protocol that protected the privacy of students' responses.

This report summarizes current youth behaviors on key health indicators in the areas of substance use, violence, bullying, mental health, sexual behavior, physical activity, and protective factors. The 2018 reports include new information on emerging trends such as use of electronic vapor products (including e-cigarettes) and areas of heightened concern, such as stress and anxiety, and social media use. The data allow for an examination of behavioral trends across seven time points from 2006 to 2018. Current data from 2018 are provided by sex and grade, and trends over the seven waves of the MWAHS are highlighted.

Findings from the MWAHS are used by schools and communities to improve health education, inform prevention efforts, and set priorities for achieving a healthier youth population. By monitoring trends in adolescent health and risk behaviors for well over a decade, the survey data has improved efforts across the region to better understand, prioritize, and address the most pressing physical and mental health challenges facing youth today.

Key Findings: Substance Use

Cigarette Smoking (Conventional)

2018 Patterns » **11% of students have smoked a cigarette in their lifetime, and 2% smoked recently (in the past 30 days).**

- » Males are more likely than females to smoke in their lifetime (13% compared with 9%).
- » Initiation of smoking increases from 5% in 9th grade to 19% in 12th grade.

2006-2018 Trends » **Cigarette smoking has declined markedly: Reports of lifetime smoking decreased from 29% in 2006 to 11% in 2018.**

- » During the same time period, current smoking (in the past 30 days) dropped from 13% to 2%.
- » Cigarette smoking decreased substantially among both males and females.
- » In the MetroWest region, reports of cigarette smoking have declined steadily since 2006.

Electronic Vapor Products*

2018 Patterns » **35% of youth have used electronic vapor products (EVPs) in their lifetime, and 23% used EVPs in the past 30 days.**

- » EVP use is greater among males than females. For example, current use is reported by 25% of males and 20% of females.
- » Lifetime EVP use increases from 20% in 9th grade to 48% in 12th grade, and current use increases from 13% to 33%.
- » 3% of high school students report using EVPs daily in the past 30 days. Nearly one in ten 12th grade students (8%) report daily use.
- » 71% of youth perceive moderate or great risk in using EVPs, with higher perceptions of risk among females and younger students.

2006-2018 Trends » **EVP use has increased rapidly in the last two years: The proportion of youth who ever tried EVPs increased from 26% in 2016 to 35% in 2018.**

- » Current EVP use increased from **16% in 2016 to 23% in 2018.**
- » While EVP use increased among both females and males since 2016, the recent increase was greater among females. For example, lifetime use increased from 21% in 2016 to 34% in 2018 among females, and from 31% to 35% among males.
- » Despite the increase in EVP use, perception of risk rose steadily, from 42% in 2014 to 71% in 2018.
- » Reports of EVP use in the MetroWest region have also risen considerably since 2016.

* Electronic vapor products (EVPs) include electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods.

Alcohol Use

- 2018 Patterns**
- » **49% of students drank alcohol in their lifetime, and 29% drank in the past 30 days.**
 - » 19% report recent binge drinking.*
 - » Reports of lifetime alcohol use, current use, and binge drinking are similar among females and males.
 - » Alcohol use increases substantially by grade: Current drinking increases from 13% in 9th grade to 50% in 12th grade, and binge drinking increases from 5% to 38%.

- 2006-2018 Trends**
- » **Alcohol use in high school has declined substantially: From 2006 to 2018, lifetime use decreased from 66% to 49%, and current use decreased from 45% to 29%.**
 - » Binge drinking also decreased during this time, from 28% to 19%.
 - » Drinking declined among both males and females. For example, lifetime drinking decreased from 67% in 2006 to 48% in 2018 among females, and from 66% to 50% among males.
 - » In the MetroWest region, alcohol use has declined substantially since 2006.

Marijuana Use

- 2018 Patterns**
- » **29% of youth have ever used marijuana, and 20% used marijuana in the past 30 days.**
 - » Males are more likely than females to initiate marijuana use (31% compared with 26%) and report recent use (24% compared with 15%).
 - » Marijuana use increases substantially by grade. For example, lifetime use increases from 10% in 9th grade to 51% in 12th grade. 36% of 12th grade students have used marijuana in the past 30 days.
 - » 4% of youth have used marijuana on school property in the past 30 days.
 - » 23% of youth have used marijuana in an electronic vaping device in their lifetime.
 - » A majority of youth (61%) report that marijuana is “fairly easy” or “very easy” to obtain.
 - » 60% of youth perceive that using marijuana is of “moderate” or “great risk.” Lower risk perception is associated with increased use.

- 2006-2018 Trends**
- » **After past declines, marijuana use is higher in 2018. For example, lifetime use decreased from 32% in 2010 to 24% in 2016, increasing to 29% in 2018. Future data will determine if this represents the beginning of a trend.**
 - » Current marijuana use is also slightly higher in 2018 (20%) compared with 2016 (16%), with prior reports ranging from 19-25%.
 - » There are recent increases in marijuana use among both females and males.
 - » Marijuana use in the MetroWest region is slightly higher in 2018 after previous declines.

* Binge drinking is defined as consuming 4 or more drinks in a row for females, or 5 or more drinks in a row for males in the past 30 days. This does not take into account body weight or other factors that influence intoxication levels.

Prescription Drug Misuse*

2018 Patterns » **4% of youth have misused prescription drugs in their lifetime, and 2% have misused prescription drugs in the past 30 days.**

- » Lifetime prescription drug misuse is similar by sex (4% of females and 5% of males).
- » Reports of lifetime misuse increase by grade, from 9th grade (2%) to 12th grade (8%).
- » 4% of youth have misused prescription stimulants in their lifetime.
- » 1% have misused prescription pain medicine in the past 30 days.[†]

2006-2018 Trends » **Lifetime misuse of prescription drugs decreased from 11% in 2006 to 4% in 2018.**

- » Reports of prescription drug misuse are lower among both females and males.
- » There has also been a substantial decrease in prescription drug misuse in the region since 2006.

Key Findings: Impaired and Distracted Driving

Impaired Driving

2018 Patterns » **11% of students report being a passenger in a car driven by someone who had been drinking alcohol in the past 30 days, and 5% rode with a high school driver who had been drinking.**

- » **13% of students report being a passenger in a car driven by a high school student who had been using marijuana in the past 30 days.**
- » 4% of 11th and 12th grade students who drive report driving after drinking in the past 30 days, and 15% report driving after using marijuana.
- » Males are more likely than females to report driving after using marijuana (20% compared to 10%); reports of driving after drinking are similar by sex.
- » 12th grade drivers are more likely to report driving after drinking (6% vs. 2%) or using marijuana (21% vs. 7%), compared with 11th grade drivers.

2006-2018 Trends » **Consistent with the decline in alcohol use, reports of riding in a car driven by someone who had been drinking decreased steadily from 24% in 2006 to 11% in 2018.**

- » Fewer high school drivers report driving after drinking, from 19% in 2006 to 4% in 2018.
- » Reports of driving after using marijuana are slightly higher in 2018 (15%) compared with 2012 (13%).
- » Drinking and driving among youth in the MetroWest region has declined substantially since 2006, and driving after using marijuana is also lower in recent surveys.

* Without a doctor's prescription, such as using someone else's prescription or obtaining the medicine illegally.

[†] Includes opioids like codeine, Vicodin, OxyContin, Hydrocodone, and Percocet. The wording "prescription pain medicine" was used for consistency with wording used on the Centers for Disease Control and Prevention's Youth Risk Behavior Survey.

Distracted Driving

- 2018 Patterns** » **28% of youth rode in a car with a high school driver who was texting in the past 30 days, and 31% of 11th and 12th grade drivers report texting while driving.**
- » Reports of texting while driving are similar among females (31%) and males (32%).
 - » Many more 12th grade drivers report texting while driving (43%) compared with 11th grade drivers (19%).

- 2006-2018 Trends** » **Reports of texting while driving among 11th and 12th grade drivers decreased from 39% in 2010 to 29% in 2016 and were slightly higher in 2018 at 31%.** (2010 was the first year that the survey asked about texting while driving.)
- » In the MetroWest region, texting while driving decreased from 2010 to 2016 and then was similar in 2018.

Key Findings: Violence

Physical Fighting

- 2018 Patterns** » **12% of youth have been in a physical fight in the past 12 months, and 4% have been in a fight on school property.**
- » Many more males than females report fighting (18% compared with 6%) and fighting on school property (6% compared with 2%).
 - » Reports of physical fighting are higher in 9th grade (15%) compared with grades 10 through 12 (11%).

- 2006-2018 Trends** » **Fewer youth are involved in physical fights. Reports of fighting in the past 12 months decreased steadily, from 20% in 2006 to 12% in 2018.**
- » Reports of fighting on school property declined from 7% in 2006 to 4% in 2014 and then levelled in the past two surveys at 3-4%.
 - » There were notable decreases in fighting among both males and females: From 2006 to 2018, fighting decreased from 29% to 18% among males, and from 11% to 6% among females.
 - » In the MetroWest region, physical fighting has decreased steadily since 2006, both overall and on school property.

Weapon Carrying

2018 Patterns » **3% of youth carried a weapon in the past 30 days, and 2% carried a weapon on school property.**

- » More males (5%) than females (1%) report carrying weapons.
- » Reports of weapon carrying range from 2-4% by grade.
- » 5% of youth were threatened or injured with a weapon in the past 12 months, and 3% were threatened or injured with a weapon on school property.

2006-2018 Trends » **After remaining similar from 2006 to 2016 at 4-6%, weapon carrying is slightly lower in 2018 at 3%.**

- » Weapon carrying on school property has been similar at 2-3% since 2006.
- » Reports of being threatened or injured with a weapon in the past 12 months have been similar at 4-5% since 2014, with prior reports ranging from 5-7%.
- » In MetroWest, weapon carrying declined slightly in 2018 after remaining steady in prior years.

Key Findings: Bullying and Cyberbullying

Bullying

2018 Patterns » **15% of high school youth have been bullied in the past 12 months, and 11% have been bullied on school property. 6% of students report bullying other students.**

- » More females than males are victims of bullying in general (17% compared to 13%) and on school property (12% compared to 10%).
- » Reports of bullying at school range from 9-13% by grade.
- » Among students bullied at school, 29% had talked to a school adult, and 50% had talked to a parent/adult outside of school.
- » 14% of youth reported being verbally harassed in the past 12 months due to their race, ethnicity or culture, 5% due to their sexual orientation or gender identity, 6% due to a disability, and 22% due to their appearance (height, weight, or how they look).
- » LGBTQ youth are at elevated risk of bullying at school (18%) compared with heterosexual cisgender youth (10%).
- » Youth with learning and/or physical disabilities are also more likely to be bullied at school than youth without disabilities (18% vs. 9%).

2006-2018 Trends » **School bullying victimization declined from a high of 27% in 2008 to 11% in 2018.**

- » Reports of overall bullying victimization follow a similar pattern, lowering from 32% in 2008 to 15% in 2018.
- » There are substantial decreases in bullying victimization at school among females and males.
- » Bullying victimization is slightly higher in 2018 in the MetroWest region after decreasing in prior years.

Cyberbullying

- 2018 Patterns** » **15% of youth report being victims of cyberbullying in the past 12 months, and 7% reported cyberbullying someone else.**
- » Females are more likely to be victims of cyberbullying than males (17% vs. 14%).
 - » Cyberbullying victimization is higher in grades 9-10 (16-18%) than in grades 11-12 (13%).
 - » The majority of cyberbullying victims do not seek help from adults: Among students who were cyberbullied in the past 12 months, only 13% had talked to an adult at school and 28% had talked to a parent or other adult outside of school.
 - » Youth with disabilities are at elevated risk of being victimized online compared to youth without disabilities (19% vs. 13%).
 - » Reports of cyberbullying are similar among LGBTQ and heterosexual cisgender youth.
- 2006-2018 Trends** » **Cyberbullying increased from 15% in 2006 to 18% in 2010, and is lower in recent surveys, returning to 15% in 2018.**
- » The recent decrease in cyberbullying was driven by a decrease among females, from 21% in 2014 to 17% in 2018. Cyberbullying among males was similar at 13-14% during this time.
 - » Cyberbullying victimization has also decreased in the MetroWest region since 2012.

Key Findings: Mental Health

Stress and Anxiety

- 2018 Patterns** » **32% of students report that their life was very stressful in the past 30 days.**
- » Females are much more likely to report this level of stress than males (44% vs. 19%).
 - » Reports of stress increase substantially by grade, from 18% in 9th grade to 51% in 12th grade.
 - » School is the most common source of stress, reported by 66% of youth. This is followed by stress related to social issues (30%).
 - » 33% of students report feeling nervous, anxious, or on edge on at least half the days in the past two weeks, and 23% report feeling unable to stop or control worrying. Reports of anxiety symptoms are over twice as high among females as males and increase during high school.
 - » 33% of youth report feeling tired or having little energy, 23% report sleeping problems, 22% report having trouble concentrating in school, and 18% report eating problems due to feeling stressed, anxious, or worried in the past two weeks.
- 2006-2018 Trends** » **Reports of life being very stressful are lower in 2018 (32%) compared with 2016 (38%), with prior reports ranging from 25-32%.**
- » The recent decrease in stress from 2016 to 2018 is greater among females than males. However, overall, stress is higher in 2018 compared with 2006 among females, whereas it is lower in 2018 among males.
 - » In MetroWest, stress increased substantially in prior surveys and then levelled in 2018.

Depressive Symptoms, Self-Injury, and Suicidality

- 2018 Patterns**
- » **13% of students reported depressive symptoms in the past 12 months.***
 - » **9% of youth reported self-injury in the past 12 months.†**
 - » **9% of youth said they had seriously considered suicide in the past 12 months, and 2% had made a suicide attempt during this time.**
 - » Females are more likely than males to report all of the above mental health problems. For example, 16% of females and 10% of males report depressive symptoms.
 - » Reports of mental health problems vary by grade by are highest in 12th grade.
 - » LGBTQ youth report elevated mental health problems. For example, compared with heterosexual cisgender youth, they are more likely to report depressive symptoms (33% vs. 11%), self-injury (25% vs. 7%), and suicidal ideation (27% vs. 7%).
 - » Youth with disabilities also report more mental health problems than youth without disabilities, including depressive symptoms (24% vs. 11%), self-injury (17% vs. 7%) and considering suicide (16% vs. 7%).
 - » Among students reporting depressive symptoms, 41% talked to a school counselor, therapist, or psychologist at school, 14% talked to a school nurse, and 56% of students talked to a therapist, psychologist, or other mental health professional outside of school.

- 2006-2018 Trends**
- » **Reports of mental health problems are slightly lower over the past two surveys.**
 - » Specifically, reports of depressive symptoms decreased from 19% in 2014 to 13% in 2018, with prior reports ranging from (14-20%).
 - » Self-injury has been steady at 9% since 2016, which is slightly lower than in earlier years of the MWAHS (11-13%).
 - » Reports of seriously considering suicide have been similar at 9-11% since the MWAHS began, with 2018 reports at 9%.
 - » Similarly, reports of suicide attempts have been steady at 2-3% since 2006.
 - » The recent declines in depressive symptoms and self-injury are driven mostly by a decrease among females
 - » Depressive symptoms are slightly higher in the MetroWest region in 2018, with little change in self-injury and suicidality in recent surveys.

* Depressive symptoms are defined as feeling sad or hopeless almost every day for two or more weeks during the past 12 months.

† Self-injury is defined as cutting, burning, or bruising oneself on purpose in the past 12 months.

Key Findings: Sexual Behavior

Sexual Intercourse and Condom Use

- 2018 Patterns** » **18% of youth have engaged in sexual intercourse during their lifetime, and 15% are currently sexually active (had intercourse within the past three months).**
- » The proportion of youth who have had intercourse in their lifetime increases from 6% in 9th grade to 38% in 12th grade. 32% of 12th grade youth are currently sexually active.
 - » Among sexually active youth, 60% used a condom the last time they had intercourse.
 - » 29% of youth used alcohol or drugs before they had sexual intercourse the last time (32% of males and 25% of females).
- 2006-2018 Trends** » **Reports of lifetime sexual intercourse decreased from 21% in 2006 to 16% in 2016 and were slightly higher in 2018 at 18%.**
- » The proportion of youth who are currently sexual active has ranged from 13-18% since 2006. Current reports (15%) are slightly higher than in 2016 (13%).
 - » Condom use among youth who are currently sexually active has ranged from 60% to 75% over the course of the MWAHS.
 - » MetroWest region data shows a decrease in sexual intercourse in high school.

Key Findings: Physical Activity, Overweight/Obesity, Sleep

Physical Activity

- 2018 Patterns** » **58% of youth report moderate physical activity in the past week,* and 74% of youth report vigorous physical activity.†**
- » Males are more likely than females to report vigorous physical activity (77% compared to 71%) and moderate physical activity (62% compared with 55%).
 - » Reports of moderate physical activity decrease from 67% in 9th grade to 51% in 12th grade.
 - » 10% of youth (11% of females and 9% of males) report no moderate physical activity in the past 7 days.
- 2006-2018 Trends** » **The proportion of youth reporting moderate exercise increased from 34% in 2006 to 58% in 2018, with increases among both females and males.**
- » This trend in physical activity is consistent with MetroWest regional data.

* Moderate physical activity is defined as activity that increases heart rate and makes you breathe hard for ≥60 min on 5+ of the past 7 days.

† Vigorous physical activity is defined as exercising for at least 20 minutes that makes you sweat and breathe hard on 3+ of the past 7 days.

Overweight/Obesity

2018 » **15% of youth are overweight or obese.***

- Patterns**
- » Males are more likely than females to be overweight or obese (18% compared with 12%).
 - » Overweight/obesity is similar across grades.

2006-2018 » **Overweight/obesity has ranged from 12-17% since 2006.**

- Trends**
- » In the MetroWest region, overweight/obesity has not changed notably over the seven surveys.

Sleep

2018 » **Only 27% of youth get 8 or more hours of sleep on an average school night.**

- Patterns**
- » More males than females get 8 hours of sleep per night (32% compared to 23%).
 - » Reports of getting 8 or more hours of sleep decrease substantially as students get older, from 38% in 9th grade to 14% in 12th grade.
 - » As noted earlier, 23% of youth (31% of females and 13% of males) report sleep issues related to being stressed, anxious, or worried.
 - » Youth who sleep less than eight hours per night are more likely to report poor mental health, including depressive symptoms (15% vs. 9%) and self-injury (11vs. 5%).

2006-2018 » **The proportion of youth sleeping 8 or more hours on an average school night has decreased from 31% in 2014 to 27% in 2018.** (2014 was the first year that sleep data was collected.)

- Trends**
- » Both females and males report less sleep.
 - » Youth in the MetroWest region also report getting less sleep in 2018 compared with 2014.

* Overweight/obesity is based on self-reported height and weight, which is used to calculate body mass index. Overweight/obesity is defined as being in the 85th percentile or above for body mass index by age and sex, based on reference data.

Key Findings: Online Behavior

Time Spent Online, Social Media Use, and Gaming

- 2018 Patterns**
- » **64% of youth spend three or more hours online on the average school day.**
 - » **21% spend three or more hours per day on social media, specifically, and 7% spend three or more hours gaming.**
 - » Females are more likely than males to spend three or more hours on social media daily (25% vs. 17%), and males are more likely to spend three or more hours gaming (14% vs. 1%).
 - » Youth report both positive and negative attitudes towards social media. On the positive side, social media helps youth feel more connected to peers (63%), provides a source of social support (27%), and helps them find people with common interests and hobbies (53%). On the negative side, social media makes a sizeable minority of students feel badly about themselves or excluded (25%), keeps them from doing important things like homework or family responsibilities (34%), and has hurt relationships with peers (10%).
 - » 45% of all youth feel they spend too much time on social media (53% of females and 36% of males).
 - » Youth who spend three or more hours on social media daily are more likely to report cyberbullying victimization (24% vs. 13%) and perpetration (9% vs. 6%).
 - » Youth who spend more time on social media are more likely to report substance use and mental health problems. For example, high users of social media are more likely to report current alcohol use (39% vs. 26%) and marijuana use (31% vs. 16%). They are also more likely to report depressive symptoms (19% vs. 12%) and seriously considering suicide (13% vs. 8%).
- 2006-2018 Trends**
- » **The proportion of youth spending three or more hours online on an average school day has increased substantially from 2010 (35%) to 2018 (64%).** (2010 was the first year this data was collected.)
 - » Increases in time spent online are considerable among both females and males.
 - » In the MetroWest region, the proportion of youth spending three or more hours online daily more than doubled from 2010 to 2018.

Key Findings: Protective Factors

School Attachment and Engagement

- 2018 Patterns** » **Over two-thirds of youth report being engaged in and connected with their school.** This is indicated by agreement with statements such as “I feel close to people at this school” (74%), “I am happy to be at this school” (64%), and “I feel safe in my school” (80%).
- » While a majority of both males and females report high levels of school attachment, reports are slightly higher among males.
 - » School attachment does not follow a consistent pattern by grade.
- 2006-2018 Trends** » **School attachment has not changed consistently in recent years.**
- » For example, the proportion of students reporting that they feel happy to be at their school increased from 61% in 2016 to 64% in 2018, but are lower than some prior years (ranging from 63-71%).
 - » Reports of feeling like a part of this school have been steady at 68% since 2014, with prior reports from 70-74%.
 - » There is a decrease in feeling safe at school, from 85% in 2016 to 80% in 2018; these findings may reflect perceptions of physical and/or emotional safety.
 - » Several indicators of school attachment are lower in 2018 in the MetroWest region compared with prior years.

Adult Support

- 2018 Patterns** » **75% of youth have at least one teacher or other adult at school to talk to if they have a problem, and 94% of youth have a parent or other adult outside of school to talk to about things that are important to them.**
- » Adult support at school is similar among females (77%) and males (74%), and increases during the high school years, from 63% in 9th grade to 88% in 12th grade.
 - » Reports of adult support outside of school are similar by sex and grade.
- 2006-2018 Trends** » **Reports of adult support at school increased from 60% in 2006 to 72% in 2016 and further rose to 75% in 2018.**
- » There have been substantial increases in adult support at school among both females and males.
 - » Adult support outside of school has increased from 89% in 2006 to 94% in 2018.
 - » In the MetroWest region, there has also been an increase in adult support at school since 2006.

Conclusions

Now having completed the 7th administration, the MWAHS is an invaluable tool for guiding schools and communities across the region to take data-driven approaches to improve adolescent health. The 2018 survey data identifies areas of concern while also highlighting important progress that has been made since the survey began more than a decade ago. The 2018 data show that Needham is making important advances in some behavioral health areas, such as alcohol use, cigarette smoking, and violence. While these demand continued attention, the data also highlight other areas of concern, including use of electronic vapor products, marijuana use, and mental health. Continued use of the MWAHS data to identify priorities and drive local decisions will help to address the greatest challenges to adolescent health and lead to safer and healthier communities.

High School Key Indicators

2006–2018 Trends
2018 Patterns by Sex
2018 Patterns by Grade

Needham High School (Grades 9-12)

2006-2018 Trends in Key Indicators

MetroWest Adolescent Health Survey

	Year of Survey (%)						
	2006 (1,281)	2008 (1,285)	2010 (1,326)	2012 (1,403)	2014 (1,490)	2016 (1,487)	2018 (1,584)
SUBSTANCE USE							
Lifetime cigarette smoking	29.1	28.3	17.9	16.8	19.3	13.4	10.8
Current cigarette smoking (past 30 days)	12.9	10.3	6.7	5.5	7.7	4.9	2.4
Lifetime electronic vapor product use*	–	–	–	–	29.4	25.9	34.6
Current electronic vapor product use (past 30 days)*	–	–	–	–	17.1	15.6	22.5
Lifetime alcohol use	66.1	63.5	55.8	55.1	54.0	49.0	49.0
Current alcohol use (past 30 days)	45.2	43.5	36.4	34.9	35.0	31.5	29.2
Binge drinking (past 30 days) [†]	27.7	25.0	23.0	21.3	19.7	19.4	18.5
Rode with driver who had been drinking (past 30 days)	23.5	21.1	17.7	15.1	16.3	13.7	11.0
Lifetime marijuana use	35.2	33.3	32.4	28.0	32.1	23.5	28.6
Current marijuana use (past 30 days)	24.8	23.7	22.9	19.4	21.8	16.1	19.6
Lifetime prescription drug misuse [‡]	10.5	7.4	6.5	4.6	6.7	4.5	4.3
VIOLENCE							
Physical fighting (past 12 months)	20.3	20.6	17.0	12.8	14.0	13.8	12.3
Physical fighting on school property (past 12 months)	6.9	6.3	5.0	4.1	4.2	3.3	4.0
Carried a weapon (past 30 days)	4.7	5.2	3.9	4.7	5.6	5.6	2.9
Carried a weapon on school property (past 30 days)	2.4	2.9	2.3	2.5	2.7	2.2	1.6
BULLYING VICTIMIZATION							
Bullying victim (past 12 months)	29.0	31.7	28.4	20.1	18.0	19.1	15.2
Bullying victim on school property (past 12 months)	25.1	27.3	24.2	15.7	13.9	14.6	11.3
Cyberbullying victim (past 12 months)	15.1	17.9	18.2	15.9	18.0	17.2	15.1
MENTAL HEALTH							
Life "very" stressful (past 30 days)	32.4	25.4	25.2	26.8	31.9	38.1	32.3
Depressive symptoms (past 12 months)	19.5	18.0	16.6	14.1	18.9	14.1	13.5
Self-injury (past 12 months)	11.4	12.2	12.0	12.5	12.3	9.4	9.1
Considered suicide (past 12 months)	11.2	9.5	10.2	10.3	11.0	9.9	9.4
Attempted suicide (past 12 months)	3.2	3.5	2.2	3.3	3.4	2.5	2.2
SEXUAL BEHAVIOR							
Lifetime sexual intercourse	21.3	21.1	20.3	18.8	22.5	15.8	17.7
Currently sexually active (past 3 months)	15.9	17.4	16.2	15.0	18.1	12.5	14.7
Condom use at last intercourse [§]	64.8	72.2	75.2	66.5	68.7	64.9	60.0
PHYSICAL ACTIVITY AND BODY WEIGHT							
Exercised for ≥60 minutes on 5 or more days/week	33.8	36.4	45.3	57.5	56.5	62.4	58.0
Overweight or obese ^{**}	16.8	16.8	14.9	15.7	17.5	16.5	14.8

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Without a doctor's prescription

§ Among currently sexually active youth

**Students who were ≥85th percentile for body mass index by age and gender, based on reference data

Needham High School (Grades 9-12)

2018 Key Indicator Patterns by Sex

MetroWest Adolescent Health Survey

	Sex (%)		Total (%)
	Female (795)	Male (769)	(1,584)
SUBSTANCE USE			
Lifetime cigarette smoking	8.5	13.4	10.8
Current cigarette smoking (past 30 days)	1.9	2.8	2.4
Lifetime electronic vapor product use*	34.1	34.6	34.6
Current electronic vapor product use (past 30 days)*	20.0	25.2	22.5
Lifetime alcohol use	48.0	49.8	49.0
Current alcohol use (past 30 days)	29.9	28.2	29.2
Binge drinking (past 30 days) [†]	18.6	18.4	18.5
Rode with driver who had been drinking (past 30 days)	10.4	11.8	11.0
Lifetime marijuana use	26.1	31.5	28.6
Current marijuana use (past 30 days)	15.3	24.0	19.6
Lifetime prescription drug misuse [‡]	3.8	4.7	4.3
VIOLENCE			
Physical fighting (past 12 months)	6.0	18.5	12.3
Physical fighting on school property (past 12 months)	1.8	6.0	4.0
Carried a weapon (past 30 days)	0.9	5.0	2.9
Carried a weapon on school property (past 30 days)	0.9	2.2	1.6
BULLYING VICTIMIZATION			
Bullying victim (past 12 months)	17.3	12.9	15.2
Bullying victim on school property (past 12 months)	12.1	10.4	11.3
Cyberbullying victim (past 12 months)	16.5	13.5	15.1
MENTAL HEALTH			
Life "very" stressful (past 30 days)	44.5	19.2	32.3
Depressive symptoms (past 12 months)	16.4	9.6	13.5
Self-injury (past 12 months)	11.2	6.8	9.1
Considered suicide (past 12 months)	10.9	7.3	9.4
Attempted suicide (past 12 months)	2.4	1.8	2.2
SEXUAL BEHAVIOR			
Lifetime sexual intercourse	14.3	21.2	17.7
Currently sexually active (past 3 months)	12.5	17.2	14.7
Condom use at last intercourse [§]	60.6	60.5	60.0
PHYSICAL ACTIVITY AND BODY WEIGHT			
Exercised for ≥60 minutes on 5 or more days/week	54.8	61.9	58.0
Overweight or obese ^{**}	12.1	17.7	14.8

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Without a doctor's prescription

§ Among currently sexually active youth

**Students who were ≥85th percentile for body mass index by age and gender, based on reference data

Needham High School (Grades 9-12)

2018 Key Indicator Patterns by Grade

MetroWest Adolescent Health Survey

	Grade (%)				Total (%)
	9 th (432)	10 th (400)	11 th (358)	12 th (378)	(1,584)
SUBSTANCE USE					
Lifetime cigarette smoking	5.2	8.1	12.5	19.1	10.8
Current cigarette smoking (past 30 days)	1.2	2.0	2.5	3.5	2.4
Lifetime electronic vapor product use*	19.9	27.1	45.8	47.8	34.6
Current electronic vapor product use (past 30 days)*	13.3	17.4	28.4	32.8	22.5
Lifetime alcohol use	32.1	33.5	65.0	69.6	49.0
Current alcohol use (past 30 days)	12.9	19.6	38.4	49.9	29.2
Binge drinking (past 30 days) [†]	5.2	7.8	26.4	38.4	18.5
Rode with driver who had been drinking (past 30 days)	12.6	9.3	10.7	11.2	11.0
Lifetime marijuana use	9.6	17.6	41.0	51.1	28.6
Current marijuana use (past 30 days)	5.4	12.6	27.5	35.9	19.6
Lifetime prescription drug misuse [‡]	1.9	3.3	3.7	8.2	4.3
VIOLENCE					
Physical fighting (past 12 months)	15.4	10.8	10.7	11.0	12.3
Physical fighting on school property (past 12 months)	5.1	4.0	3.9	2.4	4.0
Carried a weapon (past 30 days)	1.9	2.5	4.2	3.2	2.9
Carried a weapon on school property (past 30 days)	0.7	1.0	2.8	1.9	1.6
BULLYING VICTIMIZATION					
Bullying victim (past 12 months)	16.1	17.9	13.4	12.5	15.2
Bullying victim on school property (past 12 months)	11.7	12.9	9.1	10.8	11.3
Cyberbullying victim (past 12 months)	16.7	13.4	15.1	14.7	15.1
MENTAL HEALTH					
Life "very" stressful (past 30 days)	18.3	31.5	30.5	50.5	32.3
Depressive symptoms (past 12 months)	10.3	14.1	12.5	16.3	13.5
Self-injury (past 12 months)	8.6	9.2	6.1	12.1	9.1
Considered suicide (past 12 months)	4.6	10.7	9.7	12.1	9.4
Attempted suicide (past 12 months)	1.4	1.8	2.0	3.1	2.2
SEXUAL BEHAVIOR					
Lifetime sexual intercourse	6.2	8.1	21.3	37.8	17.7
Currently sexually active (past 3 months)	5.3	6.9	17.3	32.3	14.7
Condom use at last intercourse [§]	50.0	56.0	70.7	57.1	60.0
PHYSICAL ACTIVITY AND BODY WEIGHT					
Exercised for ≥60 minutes on 5 or more days/week	66.7	57.2	55.4	51.3	58.0
Overweight or obese**	15.6	12.2	16.9	14.8	14.8

* Includes electronic cigarettes (e-cigarettes) like JUUL, Phix, Vuse, MarkTen, and blu, and other electronic vapor products, like vapes, vape pens, e-cigars, e-hookahs, hookah pens, and mods

† From 2006 to 2014, binge drinking was defined as 5 or more drinks in a row on one or more occasion for all students. Since 2016, binge drinking has been defined as 4 or more drinks in a row for females and 5 or more drinks in a row for males.

‡ Without a doctor's prescription

§ Among currently sexually active youth

**Students who were ≥85th percentile for body mass index by age and gender, based on reference data

Education Development Center, Inc. (EDC)

43 Foundry Avenue
Waltham, MA 02453

www.edc.org

METROWEST
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FOUNDATION





Needham School Committee
September 17, 2019

Agenda Item: **Action**

Approve FY21 Budget Guidelines

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the FY21 budget guidelines as submitted.

Introduction

The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects applicable state and federal mandates, as well as the priorities and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved at the Annual Town Meeting. The purpose of this document is to outline the roles and responsibilities associated with the budget process, to identify a timeline for budget development and to outline assumptions and priorities that will guide the School Committee in its deliberations and interactions with other Town boards during the budget process. The budget for Fiscal Year 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 in ELA and Math for Grades 3-8 and 10, and reflect a curriculum that is aligned to the MA Common Core.
 1. The new format of the Next Generation MCAS includes assessments in ELA and Math that must be administered online in Grades 3-8 and Grade 10. It also includes Science in Grades 5 and 8, as well as Biology and Introductory Physics tests for students in the Class of 2023. 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. Ensure that the existing science curriculum is fully aligned to the new 2016 Massachusetts Science and Technology/Engineering Standards K-12.

(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 included: 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 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 and 2018 test results, initial gap setting targets will be set for 2019. Targets continue to be reviewed and established as additional longitudinal data becomes 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:
 - i. Provide academic support and English language instruction for all LEP students;
 - ii. Implement, coordinate and maintain systems for student identification, assessment, support and student data reporting; and
 - iii. Provide training in sheltered English immersion practices to teachers with LEP students in their classrooms.
- b. 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
- a. 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
- a. 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, and 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 will be negotiated for FY 2020/21 - 2022/23 during the FY 2019/20 School Year.
- b. Develop and retain "highly qualified" teaching staff through professional development and licensing; and maintain student/teacher ratios at within established guidelines:
 - i. Class sizes should be within the guidelines set forth in SC Policy #IHB. These guidelines specify class sizes of 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.
 - ii. Student/Teacher ratios should be set to optimize the instructional benefit to students, within the constraints of Policy #IHB, fiscal considerations and information from 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

September 17, 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

September 17, 2019

Agenda Item: **Information Items**

- 2019-2020 Needham School Committee Subcommittee Assignments
- Disposal of Surplus Items

**Needham School Committee
Subcommittee Assignments
2019-2020**

School Committee Leadership

Chair	Michael Greis
Vice Chair	Andrea Longo Carter
Superintendent's Evaluation	Michael Greis Aaron Pressman (if needed)
Grievance Committee	Michael Greis Andrea Longo Carter
Executive Compensation	Michael Greis Andrea Longo Carter

Policy-Related Subcommittees

Finance Committee Liaisons	Michael Greis Andrea Longo Carter Susan Neckes
Negotiations (Units A & B)	Connie Barr Michael Greis Andrea Longo Carter
Negotiations (Units C, D & E)	Connie Barr Andrea Longo Carter Aaron Pressman Michael Greis (Advisor)
Policy	Heidi Black Matthew Spengler Connie Barr (Advisor)
PPBC - Emery Grover	Matthew Spengler Anne Gulati

PPBC - School Master Plan

Susan Neckes
Anne Gulati

PPBC - Mitchell Modulares
(until completion)

Matthew Spengler
Greg Bayse

PPBC - Sunita L. Williams School
(until completion)

Susan Neckes
Michael Kascak

School Liaison Assignments

Broadmeadow
Eliot
Mitchell
Newman
Williams
High Rock/Pollard
Needham High School

Connie Barr
Matthew Spengler
Susan Neckes
Andrea Longo Carter
Aaron Pressman
Michael Greis
Heidi Black

School-Based Committees

Minuteman

Heidi Black
Tom Denton

Race Equity Access Leadership (REAL) Coalition

Susan Neckes

Special Education Parent Advisory Council (SEPAC)

Aaron Pressman

Student Advisory Council
(Mentor to School Committee Ex-Officio Member)

Andrea Longo Carter

Student Wellness
(Includes School Health Advisory, Suicide Prevention Coalition & SPAN/Needham Parents Care)

Heidi Black

Substance Abuse & Mental Health Task Force
(Norfolk County Sheriff's Office)

TBD

TEC Collaborative

Matthew Spengler

Town Committees

Community Preservation Committee

Matthew Spengler

Future School Needs

Heidi Black

Michael Greis

Anne Gulati

Needham 2025

Susan Neckes (Steering Committee)

Heidi Black

School Committee Appointees to Other Committees

Commission on Disabilities

Patrice Snellings

Council on Aging

Helen Gregory

Technology Advisory Board

Mark Messias

Youth Commission

Annie Stein (student)

Joshua Tuttleman (student)

David Bookston (NHS teacher)

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: September 17, 2019

Item Title: **Disposal of Surplus: Mitchell Elementary School, Newman Elementary School**

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

From Mitchell Elementary School

- 3 Old Teacher Desks
- 1 Old Trapezoid Table
- 1 Old Teacher Chair

From Newman Elementary School

- 11 Old Technology Tables
- 1 Old Overhead Projector
- 2 Old Trapezoid Tables
- 1 Television
- 5 Old Large Rectangular Tables
- 1 Old Half Circle Table
- 1 Old Drying Rack
- 1 Old Red Carpet
- 1 Old Teacher Desk
- 1 Old Listening Center Cubbie
- 16 Old Divider Panels
- 1 Damaged Art Cabinet
- 3 Old Office Chairs

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