



Needham School Committee

June 16, 2020

5:30 p.m. Executive Session

6:00 p.m. Open Session

**Meeting accessible via Zoom Webinar* and broadcast and
streamed live on The Needham Channel**

Broadcast on the Needham Channel municipal and HD
channels, live stream at: <https://needhamchannel.org>

*Please use the link below to join the webinar:

[School Committee 6/16](#)

Or iPhone one-tap :

US: +19292056099

Or Telephone:

Dial US: +1 929 205 6099 or +1 312 626 6799

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



SCHOOL COMMITTEE MEETING AGENDA

June 16, 2020

Meeting accessible via Zoom Webinar* and broadcast and streamed live on
The Needham Channel

Broadcast on the Needham Channel municipal and HD channels, live stream at:
<https://needhamchannel.org>

5:30 p.m. Executive Session

6:15 p.m. Public Comments

6:20 p.m. School Committee Chair and Subcommittee Updates

6:25 p.m. Superintendent's Comments

6:30 p.m. Consent Items

1. Approve Transportation Payments During COVID-19 School Closure
2. Minutes of the Meeting of April 28, 2020
3. Accept Donations

Discussion Items

6:30 p.m. Response to COVID-19 Health Emergency: School Updates

**7:00 p.m. School Committee Policy JECBC: Admission of METCO Students
Revision 3 - First Reading**

7:20 p.m. Superintendent's Evaluation

8:10 p.m. Action Items

- Vote on School Committee Resolution: COVID-19 State Funding
- Approve Agreements for Collective Bargaining Units C, D & E
- Approve Contracts for Non-Union Employees
- Discuss Superintendent's Contract

8:20 p.m. School Committee Comments

Information Item

Mitchell School Improvement Plan

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Needham School Committee

June 16, 2020

Agenda Item: **Executive Session**

Background Information:

Ms. Andrea Longo Carter, 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

June 16, 2020

Agenda Item: **Public Comments**

Background Information:

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



Needham School Committee

June 16, 2020

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

Background Information:

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

Members of the School Committee available for comment:

Andrea Longo Carter, Chair

Connie Barr, Vice-Chair

Heidi Black

Michael Greis

Susan Neckes

Aaron Pressman

Matthew Spengler

Aidan Michelow, Student Representative member of School Committee



Needham School Committee

June 16, 2020

Agenda Item: **Superintendent's Comments**

Background Information:

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



Needham School Committee

June 16, 2020

Agenda Item: **Consent Agenda**

1. Approve Transportation Payments During COVID-19 School Closure
2. Minutes of the Meeting of April 28, 2020
3. Accept Donations

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

If none removed:

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____

Date: June 11, 2020

Item Title: **Approve Payment of Transportation Invoices for COVID-19 No School Days**

Item Description: On Friday, June 5, Governor Baker signed into law Chapter 92 of the Acts of 2020 - *An Act Relative to Municipal Governance During the COVID-19 Emergency*. This bill provides guidance to local officials regarding changes in the municipal finance laws, including extended dates for municipal elections, relaxed rules for Town Meetings, and relaxed rules for appropriation from stabilization funds. It also allows cities, towns and regional school districts to make payment for education-related contracted services, such as transportation, during the COVID-19 no school days. The full text of this law is available at: <https://malegislature.gov/Bills/191/S2680>. A section-by-section summary is available at: <https://www.mass.gov/doc/chapter-92-of-the-acts-of-2020-section-by-section-summary/download>.

The new law allows COVID-19 transportation invoices to be paid under the following conditions:

- the services were rendered after March 10, 2020 under a pre-existing service contract (or a modified contract entered into for the purpose of ensuring a contractor's future ability to perform due to the economic disruption);
- the service contractor has been unable to perform services under the contract as a result of the governor's March 10, 2020 declaration of a state of emergency;
- there are sufficient unencumbered funds remaining for such payment;
- the provider attests to any COVID-19 financial assistance received (or expected to be received) from a state, federal or local government, and that the school district's payment will not exceed the contractual amount, less offsetting COVID-19 financial assistance received by the provider; and
- The payment is approved by the School Committee, Town Accountant and Town Manager.

As of this date, all of the aforementioned conditions have been met for our three of our transportation providers (Connolly Bus, Van Pool and Local Motion), with the exception of the School Committee vote and Town Accountant's approval, the latter of which will be granted upon authorization of the school warrant for payment of invoices. The School District had a pre-existing contract in place with each vendor, and successfully negotiated contract modifications to reduce the per diem payment during the COVID-19 school closure. These contract amendments reduced the per diem rates as follows: Connolly @ 57.2% of original contracted rate; Van Pool @ 78% of the contracted rate, and Local Motion @ 50% of the contracted rate. Attached, please find the required vendor attestations.

At this time, we seek School Committee approval for payment of transportation invoices during the COVID-19 school closure period, March 13, 2020 - June 30, 2020. The Department of Revenue opined this week in written guidance (BUL-2020-08) that school committees may not delegate authority to one of its members to approve payments under the new law.

Issues: Chapter 92 of the Acts of 2020 - *An Act Relative to Municipal Governance During the COVID-19 Emergency* authorize payment of education-related contracted services, such as transportation, during the COVID-19 no school days, subject to the conditions above.

Recommendations/Options: That the School Committee approve the payment of transportation invoices received during the COVID-19 no school period.

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

Sworn Statement Reporting Grants, Discounted Loans or Other Financial Support Received from a State, Federal or Local Government as a Result of the COVID-19 Outbreak

Organization: Local Motion, Inc.

1. ☐ Local Motion, Inc. has not received, and shall not receive thereafter, any such grants, discounted loans or other financial support.
2. ☒ Local Motion, Inc. has received, or expects to receive, the following grants, discounted loans or other financial support from a state, federal or local government:

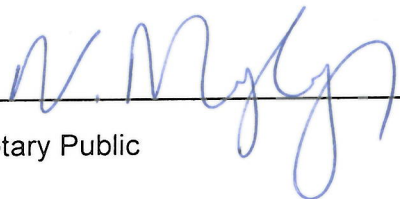
Furthermore, payments from local school districts to Local Motion, Inc. will not exceed the amount that Local Motion, Inc. was eligible to receive through the underlying service contract that was in effect before March 10, 2020, less the amount received in such grants, discounted loans or other financial support.

Randy Eaton

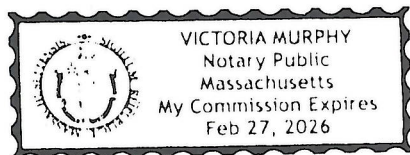
Randy Eaton, CFO, Local Motion, Inc.

Commonwealth of Massachusetts
COUNTY OF Bristol

I, the undersigned Notary Public, do hereby affirm that Randy Eaton personally appeared before me on the 11th day of June 2020, and signed the above Affidavit as his free and voluntary act and deed.



Notary Public



AFFIDAVIT OF MICHAEL J CONNOLLY & SONS, INC.

**Sworn Statement Reporting Grants, Discounted Loans or Other Financial Support
Received from a State, Federal or Local Government as a Result of the COVID-19
Outbreak**

Name: Steve Sullivan

Organization: Michael J Connolly & Sons, Inc.

I, Stephen E Sullivan, swear or affirm:

[SELECT EITHER 1 or 2 BELOW]

1. ☐ Michael J Connolly & Sons, Inc. has not received, and shall not receive thereafter, any such grants, discounted loans or other financial support.
2. ☒ Michael J Connolly & Sons, Inc. has received, or expects to receive, the following grants, discounted loans or other financial support from a state, federal or local government:

Michael J Connolly & Sons had already negotiated a reduced contracted rate with the Needham Public School district in anticipation of hopefully receiving a PPP loan.

Furthermore, payments from the Needham Public Schools to Michael J. Connolly & Sons, Inc. will not exceed the amount that Michael J. Connolly & Sons was eligible to receive through the underlying service contract that was in effect before March 10, 2020, less the amount received in such grants, discounted loans or other financial support.

I SWEAR OR AFFIRM THAT THE ABOVE AND FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE, AND BELIEF.

May 27, 2020

Stephen E Sullivan, CEO

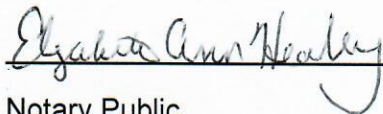


Date

Michael J Connolly & Sons, Inc.

Commonwealth of Massachusetts
COUNTY OF Norfolk

I, the undersigned Notary Public, do hereby affirm that Stephen E Sullivan personally appeared before me on the 27th day of May 2020, and signed the above Affidavit as his free and voluntary act and deed.


Notary Public

Elizabeth Ann Healey
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
5/8/2026

AFFIDAVIT OF VAN POOL TRANSPORTATION, LLC

**Sworn Statement Reporting Grants, Discounted Loans or Other Financial Support
Received from a State, Federal or Local Government as a Result of the COVID-19
Outbreak**

Name: Van Pool Transportation, LLC

I, Kevin Hinkamper, swear or affirm:

[SELECT EITHER 1 or 2 BELOW]

1. ☐ Van Pool Transportation, LLC has not received, and shall not receive thereafter, any such grants, discounted loans or other financial support.
2. ☒ Van Pool Transportation, LLC has received, or expects to receive, the following grants, discounted loans or other financial support from a state, federal or local government:

Employee Retention Credit as identified in the CARES Act

Furthermore, payments from local school districts to Van Pool Transportation, LLC will not exceed the amount that Van Pool Transportation, LLC was eligible to receive through the underlying service contract that was in effect before March 10, 2020, less the amount received in such grants, discounted loans or other financial support.

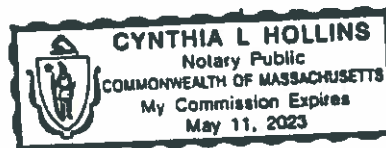
I SWEAR OR AFFIRM THAT THE ABOVE AND FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE, AND BELIEF.

May 18, 2020 Kevin Hinkamper President
Date Van Pool Transportation, LLC

Commonwealth of Massachusetts
COUNTY OF Worcester

the undersigned Notary Public, do hereby affirm that Kevin Hinkamper personally appeared before me on the 18th day of May 2020, and signed the above Affidavit as his free and voluntary act and deed.

Cynthia L Hollins
Notary Public



Needham School Committee
Live on the Needham Channel
Minutes of the Meeting
April 28, 2020

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 5:00 p.m., Live on the Needham Channel. Meeting accessible via Zoom Webinar and Broadcast and Streamed Live at <https://needhamchannel.org>

Members of the School Committee present were:

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

Aidan Michelow (non-voting student member)

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Also present were:

Aaron Sicotte, Principal of Needham High School
Members of the Needham High School Student Advisory to School Committee: Robin Kane, Sara Kates, Hannah Keselman, Aidan Michelow, Zach Sickles, and Evan Tsingos

Election of School Committee Officers

Election of School
Committee
Officers

Chairman Greis opened this item for discussion. He stated that the first order of business is to reorganize and elect School Committee Officers per School Committee Policy BCA, which requires that the election of its officers shall be no later than the next regularly scheduled meeting after the annual election of town officers. Chairman Greis stated that because the annual election has been postponed to May 26, 2020, the School Committee will temporarily suspend School Committee Policy BCA: Organization Meeting.

ACTION ITEM

Vote to Suspend School Committee Policy BCA: Organization Meeting

Upon the recommendation of the Chairman, that the Needham School Committee temporarily suspend Policy BCA: Organization Meeting due to COVID-19 emergency and the subsequent delay of

the Town election to allow for the election of School Committee Officers.

The motion was moved by Susan Neckes and seconded by Matthew Spengler

Roll Call Vote: Heidi Black, Aye; Susan Neckes, Aye; Aaron Pressman, Aye; Matthew Spengler, Aye; Andrea Longo Carter, Aye; and Michael Greis, Aye.

The motion carried; the vote was 6-0-0.

Chairman Greis called for the nomination of Chairman of the Needham School Committee for the 2020-2021 school year.

Heidi Black made a motion to nominate Vice Chair Andrea Longo Carter as Chairman of the Needham School Committee, 2020-2021.

The motion was seconded by Susan Neckes.

Heidi Black stated that she is pleased to nominate Vice Chair Andrea Longo Carter as Chair of the Needham School Committee for the 2020-2021 school year. Ms. Black stated that from the time Ms. Longo Carter moved to Needham there was no question that she would move quickly to put her talents to use in Needham and fortunately the schools were the lucky recipients of her talent. Ms. Black added that Ms. Longo Carter is more than ready to take over as Chair of the Needham School Committee during this critical and defining time in the history of the Needham Public Schools and public education. Ms. Black stated that what she appreciates most about Ms. Longo Carter is her ability to see the big picture yet analyze and use data to precision. Ms. Black stated that Ms. Longo Carter is bright, kind, thoughtful, measured, and collaborative and an extremely hard worker. Ms. Black stated that these are all qualities that she believes is necessary to lead, articulate vision, evaluate, make changes, and support the work of the Needham Public Schools.

Roll Call Vote: Connie Barr, Aye; Heidi Black, Aye; Susan Neckes, Aye; Aaron Pressman, Aye; Matthew Spengler, Aye; Andrea Longo Carter, Aye; and Michael Greis, Aye.

The motion carried; the vote was 7-0-0.

Chairman Andrea Longo Carter called for the nomination of Vice Chairman of the Needham School Committee.

Susan Neckes made a motion to nominate Connie Barr as Vice Chairman of the Needham School Committee, 2020-2021.

Susan Neckes stated that it is her pleasure to nominate Connie Barr as Vice Chairman of the Needham School Committee, 2020-2021. Ms. Neckes stated that she has worked alongside Dr. Barr for years on the School Committee but most importantly as Vice Chairman

when Dr. Barr was last the Chair of the School Committee. Ms. Neckes stated that she learned so much from Dr. Barr. She stated that Dr. Barr brings a hefty dose of smart and heart to her leadership. Ms. Neckes also stated that Dr. Barr is very cognizant of her constituencies, the communities, staff, administration, and of course the students.

Roll Call Vote: Aaron Pressman, Aye; Heidi Black, Aye; Matthew Spengler, Aye; Michael Greis, Aye; Susan Neckes, Aye; Connie Barr, Aye; and Andrea Longo Carter, Aye.

The motion carried; the vote was 7-0-0.

Chairman Longo Carter called for the nomination of Executive Secretary of the Needham School Committee.

Matthew Spengler made a motion to nominate Dan Gutekanst as Executive Secretary of the Needham School Committee, 2020-2021.

The motion was seconded by Michael Greis.

Roll Call Vote: Aaron Pressman, Aye; Connie Barr, Aye; Heidi Black, Aye; Matthew Spengler, Aye; Michael Greis, Aye; Susan Neckes, Aye; and Andrea Longo Carter, Aye.

The motion carried; the vote was 7-0-0.

School Committee Chair and Subcommittee Update

School
Committee Chair
and
Subcommittee
Updates

During this period Heidi Black took a moment to thank Michael Greis for his leadership as School Committee Chair this past year. Ms. Black stated that she cannot think of anyone that is more knowledgeable about the Town of Needham and Needham Public Schools and certainly not more passionate about this work than Michael Greis. Ms. Black stated that the School Committee owes Mr. Greis their thanks for being its leader during this critical time.

Susan Neckes echoed Heidi Black's comments. Ms. Neckes thanked Michael Greis for his leadership during a very unusual year. Ms. Neckes stated that Mr. Greis has taken all challenges in stride and has provided the best support possible to the community, staff, students, and the Superintendent throughout the year. Ms. Neckes also stated that Mr. Greis works hard and communicates with the School Committee and the community at large in terms of access to information. Ms. Neckes remarked on the work Mr. Greis has done with contract negotiations, his work with the Finance Committee, and his knowledge of technology. Ms. Neckes stated that Mr. Greis has been ever present and has been extremely helpful in this unprecedented time. Ms. Neckes thanked Mr. Greis for his leadership and his service.

Aidan Michelow thanked Michael Greis for being inclusive, welcoming, and thoughtful to him. Aidan stated that during the

review of the budget, Michael Greis met with him, one on one for an hour and reviewed the entire budget with him. Aidan added that he genuinely appreciates all that Michael Greis has done to help him learn the ropes.

Matthew Spengler stated that he appreciates the passion Michael Greis has for education and environmentally friendly endeavors. Mr. Spengler added that Mr. Greis has thoughtfully engaged that the school department and the town in concrete projects to create a more sustainable and economically healthy community. Mr. Spengler thanked Mr. Greis for his year of remarkable service.

Aaron Pressman echoed the comments of School Committee members. He stated that Michael Greis has done a tremendous job and has put in a tremendous amount of work which is obvious to both teachers, students, and parents but also behind the scenes tirelessly working to improve the school district. Mr. Pressman also expressed his appreciation to Mr. Greis for his leadership during this difficult and unprecedented time. He added that the District has benefited from his guidance.

Chairman Longo Carter stated that Michael Greis has been a mentor to her before she was on the School Committee. She stated that Mr. Greis has a deep commitment to the Needham Public Schools and the larger Needham community. Chairman Longo Carter also stated that Mr. Greis has tremendous knowledge, he is always willing to help and to talk through any issues, concerns, and questions. Chairman Longo Carter stated that Mr. Greis is very skilled at making connections throughout the district and in the larger community. Chairman Longo Carter stated that it has been great to be the Vice-Chair and that she has learned a lot from Mr. Greis.

Michael Greis expressed his appreciation to his colleagues for their kind words. He also expressed his appreciation to members of Central Office, and the staff of Needham Public Schools who are doing their best in, particularly challenging times to put Needham families and students first. Mr. Greis stated that the School Committee and Town Officials are working together as a team in response to the public health crisis. He thanked Andrea Longo Carter for her service as Vice-Chairman of the Needham School Committee and stated that Ms. Longo Carter is going to be a terrific Chair and help the district get through the next phase.

Superintendent's Comments

Superintendent's Comments

Superintendent Gutekanst congratulated Chairman Andrea Longo Carter and Vice-Chairman Connie Barr in their new roles as Chair and Vice-Chair of the Needham School Committee. Superintendent Gutekanst thanked Michael Greis for his leadership.

Superintendent Gutekanst stated that the Needham Board of Health has adopted an Emergency Order that will require individuals to

wear face coverings in a variety of setting including businesses, work sites, and government buildings effective Friday, May 1, 2020, at 6:01 a.m., and will remain in effect until June 16, 2020. Superintendent Gutekanst encouraged members of the community to visit the Town of Needham's website at www.needhamma.gov for more information on the pandemic and this emergency order as well as other health and safety information.

Superintendent Gutekanst expressed his appreciation to Needham Public Schools van drivers for delivering meals and to the nutrition service workers who continue to plan, prepare, and serve meals for all families of the Needham community. Superintendent Gutekanst also stated that today 323 students picked up meals. He added that this is a record number of students up from 199 students. Superintendent Gutekanst thanked the Nutrition Service workers for their remarkable efforts, creativity, and hard work.

CONSENT ITEMS

Consent Items

1. Minutes of the Meeting of February 25, 2020, and April 7, 2020
2. Approve FY20 Budget Transfers

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

DISCUSSION ITEMS

Student Advisory to School Committee (SASC) Report

Student Advisory to School Committee Report

Chairman Longo Carter introduced this item and welcomed SASC members Robin Kane, Sara Kates, Hannah Keselman, Aidan Michelow, Zach Sickles, and Evan Tsingos and invited them to present their report.

Sara Kates thanked the School Committee for the opportunity to present the current events of Needham High School.

Aidan Michelow reported that the high school administration is doing a fantastic job in keeping up a sufficient workload while also connecting with students and allowing for many opportunities for students to ask questions and receive help. Aidan stated that in general, teachers have been extremely responsive in checking their emails multiple times a day and offering one-on-one meetings or small group breakout sessions for students. He stated that teachers are using the opportunity to review important topics and AP teachers are reviewing content for the new online AP tests. Now that the proper remote learning system is underway, teachers are sending out assignments at the beginning of the week and answering questions at their office hours.

Robin Kane spoke about the cancellation of school events. She stated that the Underclass Semi-Formal, the Junior Harbor Cruise, and the Senior Prom have been canceled. Robin stated that the administration along with the Senior Class Student Council is brainstorming possible options for graduation in June.

Zach Sickles reported on student experience with the Remote Learning schedule and teacher office hours. Zach stated that students have had varied experiences with the new learning system and for some the adjustment is difficult and for others, the new system is working well. Zach pointed out that while some students have some frustrations, everyone is grateful to what the teachers are doing and how the school is continuing to adapt to the growing situation while keeping students in the loop. He added that the communication has been very good.

Evan Tisingos stated that the high school administration has recently sent out a survey to all students and parents asking questions on the remote learning process. He stated that the results will allow the administration to respond to feedback and further develop the Remote Learning Plan.

Hannah Keselman reported on the new Grading and Term System. She stated that there have been some mixed feelings from students about the new grading system for Term 4. Hannah added that the administration has decided to move to a pass/fail system, in which students must attain a 75% or higher to pass the class. Hannah stated that there are no longer any extra credit assignments, and testing has been reduced, for obvious reasons. Hannah stated that due to the new grading system, Term 3 grades have been extended. She explained that this was done to help students bring up their grades since many had been relying on test corrections and more assignments before the school closure. Hannah stated that GPAs will be calculated from the first three terms, which is the main source of frustration for some students, mainly juniors, who are worried about college applications.

Sara concluded the report with an update on plans for community building and At-Large activity. Sara described the activities that the Student Council is working on to bring the classes together during this difficult time and to ensure that the work that has been done to increase class spirit will not go to waste.

Sara will be continuing her education at Emerson College studying the business of creative enterprises and Zach will be attending the University of Michigan majoring in data science. Sara and Zach expressed their appreciation for a great 4 years. A lengthy discussion followed.

Remote Learning Plan Update

Remote Learning
Plan Update

Dr. Gutekanst introduced this item. He stated that in collaboration

with teachers, staff, and administrators, the district has developed a Remote Learning Plan to provide continuity of learning for students during this period of school closure.

Dr. Gutekanst presented a slideshow presentation Remote Learning, strategies on strengthening the Remote Learning Plan, communication, a reopening of the school plan, and implementing a COVID-19 Planning and Steering Committee. Dr. Gutekanst reminded the community that the COVID-19 health crisis disproportionately impacts the district's most vulnerable students in terms of physical and mental health as well as academically. Dr. Gutekanst also stated that equitable access to resources, nutrition services, and learning opportunities is a top priority of the school department as it plans for an extended school closure.

Dr. Gutekanst provided an overview of the following topics: Remote Learning Guiding Principles, Remote Learning Plan Components, and strengthening the plan. Dr. Gutekanst shared benchmark data on other remote learning plans from neighboring communities.

Aaron Sicotte, Needham High School Principal shared results from the student, staff, and parent survey on the Remote Learning Plan. Dr. Gutekanst spoke about the feedback he has received from many groups. He also summarized steps the district has taken to strengthen the Remote Learning Plan. Dr. Gutekanst provided an update on school schedules. He noted that the District is in the midst of conversations on implementing the Department of Elementary and Secondary Education guidance, the needs of the community and families as well as ensuring that the needs of teachers are being met so that students can connect with them in a robust way between now and the end of the year.

Dr. Gutekanst provided an update on Learning Goals for the remainder of the school year. Dr. Gutekanst state that a communication plan is in place and will ensure that families, students, and staff are engaged and informed. Dr. Gutekanst concluded his report with information on the reopening of schools. He pointed out that this report is available online at www.needham.k12.ma.us and in the School Committee Packet for April 28, 2020, School Committee Meeting. Discussion followed.

2020-2021 Elementary, Middle School and High School Handbook Proposed Changes

Dr. Gutekanst introduced this item. He stated that consistent with the School Committee policy and Massachusetts General Laws (M.G.L.), the School Committee must review and vote to approve student handbooks at the elementary and secondary levels. Dr. Gutekanst noted that the School Committee has copies of the proposed 2020-2021 family and student handbook changes for the

2020-2021
Elementary,
Middle School
and High School
Handbook
Proposed
Changes

elementary schools, middle schools, and high school. He also noted that the proposed changes to the handbooks are highlighted in red. Dr. Gutekanst stated that the School Committee would vote on the handbook proposed changes at their next meeting.

Mary Lammi, Assistant Superintendent for Student Support Services stated that there are minor changes in the nutrition and health service sections of the handbooks. She stated that nutrition services changes include information about breakfast and afterschool snack programs for students. She also stated that health services changes include a small update for religious exemptions on required documentation for vaccinations. Ms. Lammi stated there are some changes at the middle and high school levels on the clarity of expectations around safety and conduct.

Dr. Gutekanst responded to Heidi Black's question on the breakfast and afterschool snack programs and will get specific information to her on this program ASAP.

School Committee Comments

School
Committee
Comments

Chairman Longo Carter stated that Tuesday, May 5, 2020, is Teacher Appreciation Day. Chairman Longo Carter encouraged members of the community to take time to express to our teacher how much we appreciate them.

Anne Gulati, Assistant Superintendent for Finance and Operations stated that two elementary schools have a breakfast program: John Eliot School and Mitchell School. She also stated the Pollard Middle School and Needham High School have breakfast programs as well.

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

A List of
Documents

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

A motion
was made:

At approximately 7:30 p.m., a motion was made to adjourn the School Committee meeting of April 28, 2020.
The motion was moved by Michael Greis and seconded by Connie Barr.

Adjournment

Roll Call Vote: Aaron Pressman, Aye; Connie Barr, Aye; Heidi Black, Aye; Matthew Spengler, Aye; Michael Greis, Aye; Susan Neckes, Aye; and Andrea Longo Carter, Aye.
The motion carried; the vote was 7-0-0.

Respectfully submitted by Cheryl Gosmon, Note Taker

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____

Date: June 16, 2020

Item Title: **Approve School Department Donations**

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

	Value:
• NPS Booster, Needham Ma, donation to support Fan Buses for Winter Athletics	\$659.49
• Donation to Elizabeth L. Gardner Scholarship from Elizabeth L. Gardner Charitable Trust	\$7,067.50
• Wells Fargo, Your Cause, Plano TX, donation to benefit High Rock School	\$250.00
• Box Tops for Education, Minneapolis, MN donation to benefit the Williams School	\$18.60
• Proceeds from a Water Bottle Sale to benefit Class of 2022	\$20.00

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

June 16, 2020

Agenda Item: **Discussion**

Response to COVID-19 Health Emergency: School Updates

Background Information:

- The Superintendent will provide an update on the district's response to the COVID-19 health emergency.

Person Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools

**Learning from
Home:**

**An Update to the
Needham School
Committee &
Community**



**Needham School Committee
June 16, 2020**

- **Data Collection on Remote Learning**
- **Summer Activities**
- **Reopening School:
COVID-19 Advisory
Committee**
- **Reopening School
Department Offices**

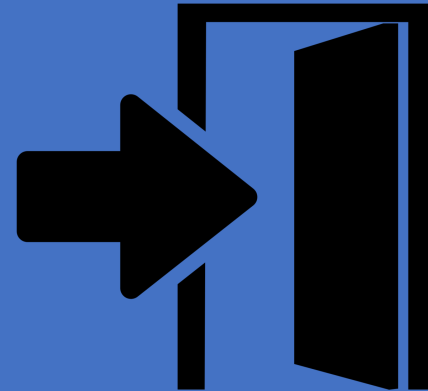
Agenda



- **Data Collection on Remote Learning**
 - **Parent and Student surveys sent to all NPS families and grades 3-12 students.**
 - **The data will be used to help guide planning efforts and to improve the Remote Learning Plan**



Reopening Our Schools



- **Summer Activities**

- **Summer Bridge Program**

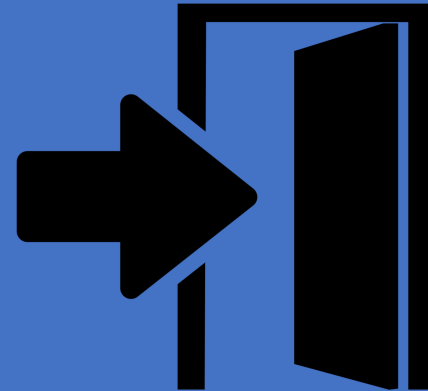
Designed to support K-5 students in maintaining, or even growing, academic skills over the summer. Summer Bridge will take place remotely from July 6 - 31.

- **Extended School Year Program**

Designed to support special education students with their academic and SEL skills over the summer remotely and also at Sunita L. Williams



Reopening Our Schools



- **Summer Activities**

- **Curriculum Development**

Designed to review and adjust curriculum at all levels to adjust for & meet student needs:

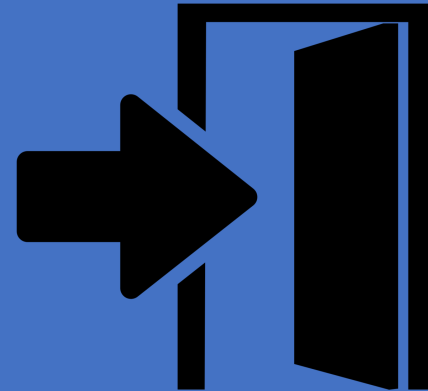
- 69 projects
- 707 total participant days
- 388 teachers involved

- **“Meals-to-Go” Program**

With the recent approval of the U.S.D.A. our Nutrition Services staff will continue meal service throughout the summer months



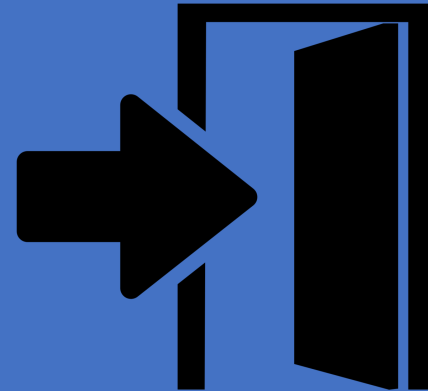
Reopening Our Schools



- **Reopening School:
COVID-19 Advisory
Committee**
- **Advisory Committee has met twice to hear updates and provide feedback & ideas about school reopening**
- **Discussed a CDC model to help understand & plan for options for reopening**



Reopening Our Schools



Applying CDC Guidance to Develop Scenarios for the Needham Public Schools



**SCHOOLS OPEN TO A
“NEW NORMAL”**



**MINIMAL TO MODERATE
COMMUNITY SPREAD**



**SUBSTANTIAL
COMMUNITY SPREAD
SCHOOL BUILDINGS
CLOSED**

CONSIDERATIONS FOR EACH SCENARIO BEING
DRAFTED BY TASK FORCES

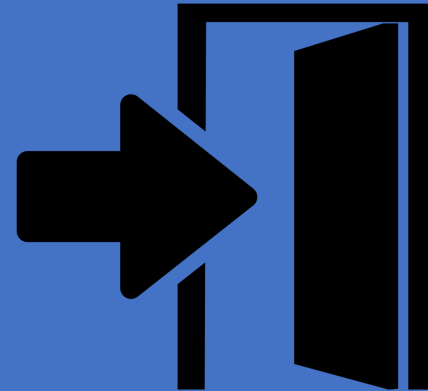
Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
ALL STUDENTS IN PHYSICAL BUILDINGS	SOME STUDENTS IN PHYSICAL BUILDINGS WITH SOME VIRTUAL	HYBRID MODEL (e.g., ALTERNATING SCHEDULE)	INTERMITTENT VIRTUAL	ALL STUDENTS VIRTUAL

- **Reopening School: What is the Commissioner Saying?**

- **Guidance will be based on public health needs and, in part, the experiences of international schools**
- **Strong interest in returning students to the schoolhouse**
- **Guidance expected by late June**



Reopening Our Schools

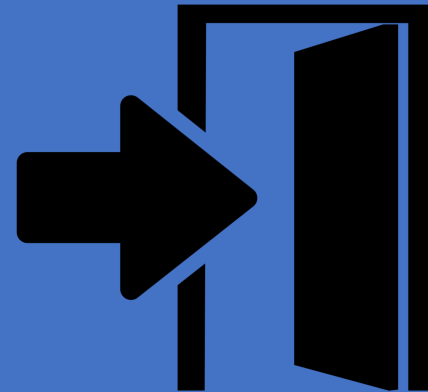


- **Reopening School
Department Offices**

- **Standard Operating Procedures (SOP) in place in all Town & school offices**
- **Only 25% of office staff allowed to work with certain health & safety protocols**
- **In schools & Emery Grover Administrative Building, appointments only**



**Reopening
Our Schools**



Questions? Feedback?

For more information,
please go to
www.needham.k12.ma.us





Needham School Committee

June 16, 2020

Agenda Item: **Discussion**

School Committee Policy JECBC: Admission of METCO Students – Revision 3

Background Information:

- The Policy Subcommittee has reviewed and revised this policy for discussion by the School Committee.
- A copy of the current policy is enclosed.
- The policy will be brought back for further discussion and vote at a subsequent meeting.

Persons Available for Presentation:

Dr. Connie Barr, Policy Subcommittee Member
Ms. Heidi Black, Policy Subcommittee Member
Mr. Matthew Spengler, Policy Subcommittee Member

DRAFT

SC 6-16-20

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

JECBC

Policy for: ADMISSION OF METCO STUDENTS	Revision 3
Date Approved by School Committee: Signature of Chair:	Page 1 of 1

Consistent with the Needham Public Schools commitment to equity and inclusion the District enrolls Boston resident students who are participating in the Metropolitan Council for Educational Opportunity, Inc. (METCO) Program according to the following provisions:

- The Needham Public Schools adhere to Mass. Gen. Laws ch. 76, Section 12A (METCO) in enrolling non-resident students under the METCO program.
- Admission to the Needham Public Schools is subject to space availability and is generally limited to Kindergarteners and first graders. Exceptions allowing for the admission of students in grades two and up must be approved by the Superintendent of Schools.
- Admission of students is done in accordance with the METCO, Inc. application process, which includes certification that the student resides in the City of Boston and is eligible for admission.
- Prior to making an admission decision, Needham Public Schools administrators and staff will review the student's initial application materials and invite families to meet to provide information about the program and the District. Depending on the student's grade level staff may also request additional information, including a teacher recommendation and/or student records, including, for example, report cards and attendance.
- Students enrolled into the Needham Public Schools through the METCO Program enjoy the full rights and privileges afforded all resident students and are expected to adhere to the rules and regulations of the Needham Public Schools as set forth for all resident students.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

JECBC

Policy for:

ADMISSION OF METCO STUDENTS

2

Date Approved by
School Committee:

September 5, 1995

Signature of Chair:



Page 1 of 2

It is the policy of the School Committee to assure that correct and consistent practices are followed with regard to admission of students to the METCO program in Needham.

Admission and placement of METCO students will be conducted in accordance with the attached METCO Placement Procedure which describes the practices currently conducted by the Needham Public Schools in cooperation with the Metropolitan Council for Educational Opportunity, Inc. (METCO), and in accordance with the following specific rules:

1. Subject to the availability of funding and classroom capacity, a maximum of 143 students may be enrolled in the METCO program.
2. New METCO students should enter the program primarily in kindergarten. Qualified students in grades one, six and nine may also be admitted to the program, upon recommendation to the Superintendent by the METCO Coordinator.
3. Vacancies can be filled through the first term of the school year. Admissions will not take place after this grace period.
4. No METCO students shall be added to a class if it will impact the enrollment in such a way that an aide or a new class must be assigned. Therefore, at least one or two spaces must be left available for new students entering the grade prior to putting new METCO students into any classroom.

Exceptions to this policy may be made only with prior approval of the School Committee.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

JECBC

Policy for:

ADMISSION OF METCO STUDENTS

2

Date Approved by
School Committee:

Signature of Chair:

September 5, 1995



Page 2 of 2

METCO PLACEMENT PROCEDURE

The following is a description of the METCO placement procedure:

1. Parents residing in Boston and surrounding areas fill out an application at the METCO office in Boston.
2. The family is placed on the METCO waiting list.
3. Coordinators notify the placement office at the end of the school year as to the number of vacancies in the program.
4. Parents on the waiting list are notified and must attend an orientation as well as submit an immunization and health record, cumulative school records and birth certificate.
5. Placement officers send coordinators applications and data on new parents.
6. Coordinators arrange intakes with new students and families. Students are tested by a psychologist affiliated with METCO to assess reading readiness skills, math, and writing skills and fine and gross motor coordination. Parents are individually interviewed to assess their understanding of and commitment to the METCO program philosophy.
7. This information is used to assist principals and staff in assessing the needs of the new students. It is not a procedure by which students are rejected. The state mandates that it is a violation of a student's rights to be denied a public education.



Needham School Committee

June 16, 2020

Agenda Item: **Discussion**

Superintendent's Evaluation

Background Information:

- School Committee Policy AFB/CBG details the process for evaluating the Superintendent of Schools.
- The evaluation is being compiled and will be made available to the School Committee at the meeting.

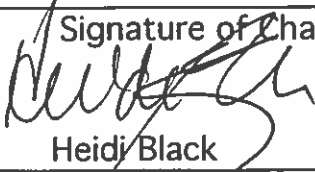
Members of the School Committee Available for Presentation:

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

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

AFB/CBG

Policy for: EVALUATION OF THE SUPERINTENDENT	Revision 1
Date Approved by School Committee: May 15, 2012	Signature of Chair:  Heidi Black
Page 1 of 1	

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as envisioned and expected by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide constructive feedback to improve future performance.
5. Provide data in assessing performance.
6. Ensure that the Superintendent provides excellent administrative leadership for the school system.
7. Ensure that the evaluation process supports student learning and achievement.

The School Committee will annually develop with the Superintendent a set of district objectives and goals based on the needs of the school system. The Superintendent's performance will be reviewed in public session in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent. The Chair and immediate past Chair will lead the evaluation process. If the immediate past Chair is no longer a member of the School Committee, then the Vice-chair will participate in leading the evaluation.



Needham School Committee

June 16, 2020

Agenda Item: Action

Vote on School Committee Resolution: COVID-19 State Funding

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee votes the School Committee Resolution: COVID-19 State Funding as submitted.

**NEEDHAM SCHOOL COMMITTEE RESOLUTION:
COVID-19 STATE FUNDING**

DATE: June 16, 2020

TO: MA Governor Charlie Baker
MA Secretary of Education James Peyser
MA Commissioner of Education Jeffrey Riley
MA Senate President Karen Spilka
MA House Speaker Robert DeLeo

CC: Senator Rebecca Rausch
Senator Michael Rush
Representative Denise Garlick
Kate Fitzpatrick, Needham Town Manager

WHEREAS, if schools are to re-open this fall in the midst of the COVID-19 pandemic, it is the responsibility of each school district to do so safely and responsibly; and

WHEREAS, it is the responsibility of the state to ensure that each school district is able to pay for the enormous additional staffing, transportation and material expenses required to do this; and

WHEREAS, the state cannot expect mandatory COVID-19 safety guidelines to be followed without also ensuring that each school district has the funds required to implement these guidelines; therefore, let it be

RESOLVED: that the state must guarantee every school district full reimbursement for whatever COVID-19 expenses are required to follow state mandates.

We must ensure a statewide school re-opening that is safe, responsible and equitable.

THERE CAN BE NO UNFUNDED MANDATES FOR COVID-19.

Respectfully,

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



Needham School Committee

June 16, 2020

Agenda Item: **Action**

Approve Agreements for Collective Bargaining Units C, D & E

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the agreements for Collective Bargaining Units C, D & E as submitted.

Memorandum of Agreement
between
The Needham School Committee
and
The Needham Education Association
Unit C Contract
Fiscal Years 2021 - 2023

This Memorandum of Agreement is entered into, by and between the School Committee of the Needham Public Schools ("Committee") and the Needham Education Association Unit C ("Association").

Whereas, the Association and the Committee are parties to a collective bargaining agreement for the period July 1, 2017 to June 30, 2020; and,

Whereas, both parties have met in good faith to negotiate a successor collective bargaining agreement for the period of July 1, 2020 to June 30, 2023.

Now, therefore, in consideration of the mutual covenants, the parties agree as follows:

1. Article 3: Management Rights and Non-Discrimination Policy:

Insert the following language on non-discrimination policy at the end of the article.

“The Needham Public Schools does not discriminate against students, parents, employees or the general public on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability or age. In addition to the protected classes identified and in regard to employment practices, the Needham Public Schools also does not discriminate based on genetic information, ancestry or status as a veteran.”

2. Article 7, Section 6:

Change from:

~~Convene a committee to evaluate the efficacy of the Unit C evaluation instrument. Specifically, address the following:~~

- ~~a. Understand how the instrument works to improve underperforming Teaching Assistants.~~
- ~~b. Evaluate the efficacy of the rating scale.~~

Change to:

“By June 30, 2021, a committee of three NEA members and three administrators will convene to revise and update the evaluation tool for Unit C. Once completed, the tool will be used for FY22 and FY23. No later than January 30, 2023, the School Committee and NEA team will meet to review the committee’s work and determine the new tool’s efficacy for ratification in the following contract.”

3. Article 8, Section 1:

Bereavement Leave

With the approval of the Superintendent of Schools, an employee will be allowed up to five (5) workdays without loss of pay in each case of death in the immediate family. The term “immediate family” includes the employee’s spouse, **domestic partner**, child, father, mother, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, or other person for whom the employee has primary responsibility for funeral arrangements.

The bereavement days must be taken within 60 calendar days of the death and if not taken consecutively, the days may only be taken in two (2) groups (*i.e.*, either 2 days and 3 days or 4 days and 1 day).

The Superintendent may grant additional leave at his/her sole discretion upon request in those circumstances which he/she deems appropriate.

An absence of two (2) days may be granted in such cases with respect to the death of the grandparents or sibling of his/her spouse, **domestic partner** or a permanent member of the employee’s household. The Superintendent may grant time off at his/her sole discretion with pay for an employee to attend services with respect to the death of any other family member.

These provisions shall be administered in the light of their purpose, which is to provide opportunity, when needed, to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death, and shall not be charged against sick leave.

4. Article 8, Section 5:

PARENTAL LEAVE

“Parental Leave in the Needham Public Schools supports all families. Any member may apply for parental leave of absence for the purpose of giving birth to and/or receiving a

child. This applies to members receiving a child through adoption, surrogacy, fostering with the intent to adopt or court-ordered placement.

Statutory Leave. The School Committee shall grant a leave of absence for up to twelve (12) weeks in accordance with the provisions of General Laws Chapter 149, Section 105D and the Family Medical Leave Act (FMLA). It is expected that the member will give at least two (2) weeks written notice prior to the member's anticipated date of departure.

Leaves under this article shall be granted in accordance with the applications of the FMLA. In the event of a dispute regarding the application of the FMLA, there will be no entitlement to arbitration if the matter is also pursued in another forum.

Notice of Pregnancy. The Superintendent of Schools will be notified in writing by the member no later than the beginning of the fourth month of pregnancy. Such notice will contain the approximate date on which the member intends to commence leave under this Article.

Notice of Child Placement. The Superintendent of Schools will be notified in writing by the adoptive or foster parent (member) requesting the leave as soon as practically possible, but at least thirty (30) days before the placement of the child.

Members shall have access to their sick accrual for up to ten (10) days in a contract year to be designated as Parental Leave Days upon the arrival of a new child for which the member has an established and documented legal responsibility. These 10 days shall run concurrently with FMLA.

All leave taken under this article on Parental Leave will be taken within one (1) year of the birth, adoption or placement of a child. If not taken consecutively, the days may only be taken in two (2) parts.

———**Extended Leave.** In the event that any member ~~with professional member status~~ who has completed three (3) full years of satisfactory service in Needham desires a leave without pay longer than the twelve (12) weeks provided by statute, said member will make every effort to commence such extended leave at a time corresponding with the beginning of a semester or a vacation period or marking period. Such leave will expire on ~~September 4~~ July 1 following the birth/arrival of a child. The date of anticipated return will be established with the Superintendent at the time the leave commences.

If medical problems develop beyond the control of the member, the date of anticipated return will, if requested by the member, be extended (subject to the limitations set forth above) to the applicable ~~September 4~~ July 1 at which the member is medically capable of resuming regular duties. The member of the unit must notify the Superintendent in writing

by January 15 in the calendar year in which the leave expires of the member's intention to return in September or the member's intention to resign from the school system. Failure to comply with this requirement will be considered a resignation.

———At the time of return, a doctor's certificate of good health must be presented upon request.

Termination of Parental Leave. In the event that a member desires to terminate Parental Leave, the member may make a written application for reinstatement prior to the previously established date for the termination of the leave. Such application shall be accompanied by a physician's statement of good health. Such reinstatement will be granted by the School Committee in the case that an acceptable vacancy exists.

Salary Advancement. A member returning from an extended leave under the provisions of this Article will be placed on the next step of the salary schedule if actively employed by the Needham Public Schools for more than ninety-one (91) school days in the school year in which the leave commenced. The member will be assigned to a position in a school where a vacancy occurs for which the member is qualified.”

5. Article 9:

“Sick leave is granted when an employee is incapacitated from performance of duties due to sickness or injury. Also, sick leave with pay may be granted in the case of a serious illness of a member of an individual’s immediate family (spouse, **domestic partner**, child, parent) which requires the attention of the employee, not to exceed **ten (10)** days of sick leave per year allocation, unless otherwise approved by the Superintendent of Schools.”

6. Article 11, Section 2:

Change from:

~~Each member of the bargaining unit has contributed one sick day of personal accumulation to fund the Bank, to be maintained year to year until exhausted. When exhausted, the Bank shall be renewed by the contribution of one additional day by each member of the bargaining unit.~~

Change to:

“Each member of the bargaining unit has contributed one sick day of personal accumulation to fund the Bank, to be maintained year to year until exhausted. When exhausted, the Bank shall be renewed **by the contribution of one additional day by each member of the bargaining unit who has completed one full year of service.** All new members hired into the bargaining unit shall contribute one sick day at the end of their first year of employment. If no balance remains in the employee’s account at the end of the first year, one day will be deducted from the first pay period of the following school year.”

7. Article 11, Section 6:

Update the years of third sick bank member as follows:

- 2020 - 2021: School Committee chooses 3rd member.
- 2021 - 2022: NEA chooses 3rd member.
- 2022 - 2023: School Committee chooses 3rd member.

8. Article 14:

Updated language so that it reads more clearly (keep the intent of the language); specifically, defines days as $\frac{1}{5}$ (.2) of the regularly-scheduled workweek hours:

“Days’ are equal to one-fifth (.2) of the employee’s regularly-scheduled workweek.”

9. Article 14, Section 2:

Each employee scheduled for twenty hours or more per week will be paid a total of 9.5 vacation days in the 2020 - 2021 school year and 10 vacation days for the subsequent years. All vacation days must be taken during designated school vacation weeks. For the 2020-2021 school year, 4 vacation days will be paid in December, 3 vacation days during the February vacation and 2.5 vacation days during the April vacation week. Beginning in the 2021-2022 school year, 4 vacation days will be paid in December, 3 vacation days during the February vacation and 3 vacation days during the April vacation week. "Days" are equal to one-fifth (1/5) of the employee's regularly-scheduled workweek.

10. Article 15, Section 7:

“Any paraprofessional hired prior to July 30, 2008, who is scheduled to work more than four hours per day shall receive a thirty-minute duty-free lunch break which is normally scheduled to fall within thirty minutes before, during, or thirty minutes after the lunch breaks for students.”

11. Article 15, Section 11:

Change from:

“The Committee may require all teaching assistant assigned to a district specialized program and those assigned to a specific student to work up to three (3) extra days for the purpose of professional development. In the event a teaching assistant will be required to work, the committee will give such teaching assistant notice other than newly hired teaching assistants no later than January 1 of each year. A teaching assistant working extra days will receive his or her hourly rate as assigned in that fiscal year. Absences will be excused only in a case of unforeseeable circumstances which create unreasonable hardship. The following Teaching Assistants may be included:

- a. Preschool ELC

- b. High Rock Insight and Intensive Programs
- c. Newman ELC
- d. Hillside ELC
- e. Pollard Bridges and Insight Programs
- f. Therapeutic Programs K-12
- g. NHS Insight, Skills and Post Graduate and Foundations Programs
- h. Those assigned to work with a specific student

The summer training will be held in August and no sooner than the conclusion of the NPS special education summer programs.”

Change to:

“The Committee may require all teaching assistants ~~assigned to a district specialized program and those assigned to a specific student~~ to work up to three (3) extra days for the purpose of professional development. In the event a teaching assistant will be required to work, the committee will give such teaching assistant notice other than newly hired teaching assistants no later than January 15 of each year. A teaching assistant working extra days will receive his or her hourly rate as assigned in that fiscal year. Absences will be excused only in a case of unforeseeable circumstances which create unreasonable hardship. ~~The following Teaching Assistants may be included:~~

- ~~a. —Preschool ELC~~
- ~~b. —High Rock Insight and Intensive Programs~~
- ~~c. —Newman ELC~~
- ~~d. —Hillside ELC~~
- ~~e. —Pollard Bridges and Insight Programs~~
- ~~f. —Therapeutic Programs K-12~~
- ~~g. —NHS Insight, Skills and Post Graduate and Foundations Programs~~
- ~~h. —Those assigned to work with a specific student~~

The summer training will be held in August and no sooner than the conclusion of the NPS special education summer programs.

12. Article 22, Section 1:

Change from:

~~“The HMO plans available to employees on July 1, 2011 are the so-called Rate Saver Plans provided through West Suburban Health Group and are in effect as of July 1, 2011.”~~

Change to:

The HMO plans available to employees effective July 1, 2018 include the so-called Benchmark Plans and Qualified High Deductible Health Plans provided through West Suburban Health Group.

13. Article 24:

Delete current Step 1 and reorder the steps from 1 to 6.

The salaries for Step 6 of all categories will be increased by \$0.15 on July 1, 2020.

The salaries for all categories and steps will be increased by 0.5 % on July 1, 2020, 0.75% July 1, 2021, 0.75% July 1, 2022. SALARY SCHEDULE IS ATTACHED.

14. Agree to update language for clarity and punctuation as mutually agreed upon.

Wherefore, the parties, by their duly authorized representatives, have caused this Memorandum of Agreement to be executed this 10th day of June 2020.

Negotiation Team of the Needham Education Association

Needham School Committee

Needham Education Association

Andrea Longo Carter, Chair

Michael Hirsh, VP of
Negotiations

Connie Barr, Vice-Chair

Tracy Ahrens

Michael Greis

Susan Kalish

Aaron Pressman

Rafael Martinez

Marcy Spink

Robert Super

Karen Vona McIntyre

Marianne McGowan

Unit C Salary Schedule July 2020																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Unit C Salary Schedule July 2021													
0.75%													
Classification	Grade	Days Per Year **	Hours Per Year ***	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6				
Category I													
Teaching Asst Cat I	ASA	204	See Chart	17.43098	18.25686	19.74385	21.35174	22.53494	23.53961				
Category II *													
Teaching Asst Cat II	ASC	204	See Chart	23.56261	24.80321	26.10689	27.48098	28.84823	30.09182				
Category IIIa													
Program Specialist: Library Program Specialist	ASD	204	See Chart	26.31500	27.69918	29.15709	30.69272	32.15632	33.52510				
Category IIIb													
Program Specialist: Media Technician	ASB	212	See Chart	26.31500	27.69918	29.15709	30.69272	32.15632	33.52510				
Category IV													
Program Specialist: Science Ctr	ASE	214	See Chart	27.07822	28.50349	30.00302	31.58252	33.07276	34.47622				
Category V													
Program Specialist: COTA Assistants/ Speech Language Assistants/ Special Education Program Specialists	ASF	204	See Chart	26.31500	27.69918	29.15709	30.69272	32.15632	33.52510				
Category VI													
Program Specialist: ELL Tutor	ASG	204	See Chart	27.07822	28.50349	30.00302	31.58252	33.07276	34.47622				
* In effect for those members of the bargaining unit hired prior to 1990.													
Employees Hired Before July 1, 2008		Schl Days (1)	Holidays (2)	Vac Day (3)	TL Days	Base Hrs	Ext Day	Pgm Spc Adj	Total Hrs/Day			Total Hours	
TA I, TA II	ASA, ASC	183	11	10	204	7.00	0.50		7.50	7 Hours, 30 Minutes		1,530.00	Elem, PreK (AM & PM - See Note 5)
SpEd Pgm Spec, ELL Pgm Spec	ASF, ASG	183	11	10	204	7.00	0.17		7.17	7 Hours, 10 Minutes		1,462.00	Middle High, PreK (AM or PM Only - See Note 5)
		183	11	10	204	7.00	0.00		7.00	7 Hours		1,428.00	
Library Pgm Spec	ASD	183	11	10	204	7.00	0.50	0.31	7.81	7 Hours, 49 Minutes		1,592.76	Elem
		183	11	10	204	7.00	0.17	0.31	7.47	7 Hours, 29 Minutes		1,524.76	Middle
		183	11	10	204	7.00	0.00	0.31	7.31	7 Hours, 19 Minutes		1,490.76	High
Media Pgm Spec	ASB	191	11	10	212	7.00	0.50		7.50	7 Hours, 30 Minutes		1,590.00	Elem
		191	11	10	212	7.00	0.17		7.17	7 Hours, 10 Minutes		1,519.33	Middle
		191	11	10	212	7.00	0.00		7.00	7 Hours		1,484.00	High
Science Ctr Pgm Spec	ASE	193	11	10	214	7.00	0.50	0.48	7.98	7 Hours, 59 Minutes		1,706.65	Elem
		193	11	10	214	7.00	0.17	0.48	7.64	7 Hours, 39 Minutes		1,635.32	Middle
		193	11	10	214	7.00	0.00	0.48	7.48	7 Hours, 29 Minutes		1,599.65	High
Employees Hired After July 1, 2008		Schl Days (1)	Holidays (2)	Vac Day (3)	TL Days	Base Hrs	Ext Day	Pgm Spc Adj	Total Hrs/Day			Total Hours	
TA I, TA II	ASA	183	11	10	204	6.50	0.50		7.00	7 Hours		1,428.00	Elem, PreK (AM & PM - See Note 5)
SpEd Pgm Spec, ELL Pgm Spec	ASF, ASG	183	11	10	204	6.50	0.17		6.67	6 Hours, 40 Minutes		1,360.00	Middle High, PreK (AM or PM Only - See Note 5)
		183	11	10	204	6.50	0.00		6.50	6 Hours, 30 Minutes		1,326.00	
Library Pgm Spec	ASD	183	11	10	204	6.50	0.50	0.31	7.31	7 Hours, 19 Minutes		1,490.76	Elem
		183	11	10	204	6.50	0.17	0.31	6.97	6 Hours, 59 Minutes		1,422.76	Middle
		183	11	10	204	6.50	0.00	0.32	6.82	6 Hours, 49 Minutes		1,391.28	High
Media Pgm Spec	ASB	191	11	10	212	6.50	0.50		7.00	7 Hours		1,484.00	Elem
		191	11	10	212	6.50	0.17		6.67	6 Hours, 40 Minutes		1,413.33	Middle
		191	11	10	212	6.50	0.00		6.50	6 Hours, 30 Minutes		1,378.00	High
Science Ctr Pgm Spec	ASE	193	11	10	214	6.50	0.50	0.48	7.48	7 Hours, 29 Minutes		1,599.65	Elem
		193	11	10	214	6.50	0.17	0.48	7.14	7 Hours, 9 Minutes		1,528.32	Middle
		193	11	10	214	6.50	0.00	0.48	6.98	6 Hours, 59 Minutes		1,492.65	High
(1) FY18 adds 183rd Work Day for Unit C staff.													
(2) Beginning FY19, Labor Day added as holiday in any year in which staff must report prior to Labor Day.													
(3) Additional vacation day for staff scheduled for 20 hours or more per week added FY18 and FY20.													
(4) ASA 1 removed from scale, effective FY19.													
(5) Additional 30 Minutes added to workday of Preschool TAs assigned to separate AM AND PM sessions, beginning FY19													

Memorandum of Agreement
between
The Needham School Committee
and
The Needham Education Association
Unit D Contract
Fiscal Years 2021 - 2023

This Memorandum of Agreement is entered into, by and between the School Committee of the Needham Public Schools ("Committee") and the Needham Education Association Unit D ("Association").

Whereas, the Association and the Committee are parties to a collective bargaining agreement for the period July 1, 2017 to June 30, 2020; and,

Whereas, both parties have met in good faith to negotiate a successor collective bargaining agreement for the period of July 1, 2020 to June 30, 2023.

Now, therefore, in consideration of the mutual covenants, the parties agree as follows:

1. Article 3: Management Rights and Non-Discrimination Policy:

Insert language on non-discrimination policy at the end of the article.

“The Needham Public Schools does not discriminate against students, parents, employees or the general public on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability or age. In addition to the protected classes identified and in regard to employment practices, the Needham Public Schools also does not discriminate based on genetic information, ancestry or status as a veteran.”

2. Article 7, Section 10:

Change from:

~~By June 30, 2019 a study committee of three NEA members and three administrators will convene to evaluate the efficacy of the Unit evaluation rating scale and forms.~~

Change to:

By June 30, 2021, a committee of three (3) NEA members and three (3) administrators will convene to revise and update the evaluation tool for Unit D. Once completed, the tool will be used for FY22 and FY23. No later than January 30, 2023, the School Committee and NEA team will meet to review the committee’s work and determine the new tool’s efficacy for ratification in the following contract.

3. Article 8, Section 1:

Bereavement Leave

With the approval of the Superintendent of Schools, an employee will be allowed up to five (5) workdays without loss of pay in each case of death in the immediate family. The term “immediate family” includes the employee’s spouse, **domestic partner**, child, father, mother, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, or other person for whom the employee has primary responsibility for funeral arrangements.

The bereavement days must be taken within 60 calendar days of the death and if not taken consecutively, the days may only be taken in two (2) groups (*i.e.*, either 2 days and 3 days or 4 days and 1 day).

The Superintendent may grant additional leave at his/her sole discretion upon request in those circumstances which he/she deems appropriate.

An absence of two (2) days may be granted in such cases with respect to the death of the grandparents or sibling of his/her spouse, **domestic partner** or a permanent member of the employee’s household. The Superintendent may grant time off at his/her sole discretion with pay for an employee to attend services with respect to the death of any other family member.

These provisions shall be administered in the light of their purpose, which is to provide opportunity, when needed, to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death, and shall not be charged against sick leave.

4. Article 8, Section 5:

PARENTAL LEAVE

Parental Leave in the Needham Public Schools supports all families. Any member may apply for parental leave of absence for the purpose of giving birth to and/or receiving a child. This applies to members receiving a child through adoption, surrogacy, fostering with the intent to adopt or court-ordered placement.

Statutory Leave. The School Committee shall grant a leave of absence for up to twelve (12) weeks in accordance with the provisions of General Laws Chapter 149, Section 105D and the Family Medical Leave Act (FMLA). It is expected that the member will give at least two (2) weeks written notice prior to the member’s anticipated date of departure.

Leaves under this article shall be granted in accordance with the applications of the FMLA. In the event of a dispute regarding the application of the FMLA, there will be no entitlement to arbitration if the matter is also pursued in another forum.

Notice of Pregnancy. The Superintendent of Schools will be notified in writing by the member no later than the beginning of the fourth month of pregnancy. Such notice will contain the approximate date on which the member intends to commence leave under this Article.

Notice of Child Placement. The Superintendent of Schools will be notified in writing by the adoptive or foster parent (member) requesting the leave as soon as practically possible, but at least thirty (30) days before the placement of the child.

Members shall have access to their sick accrual for up to ten (10) days in a contract year to be designated as Parental Leave Days upon the arrival of a new child for which the member has an established and documented legal responsibility. These 10 days shall run concurrently with FMLA.

All leave taken under Section 1 and Section 3 of this article will be taken within one (1) year of the birth, adoption or placement of a child. If not taken consecutively, the days may only be taken in two (2) parts.

———**Extended Leave.** In the event that any member who has completed three (3) full years of satisfactory service in Needham desires a leave without pay longer than the twelve (12) weeks provided by statute, said member will make every effort to commence such extended leave at a time corresponding with the beginning of a semester or a vacation period or marking period. Such leave will expire on ~~September 4~~ July 1 following the birth/arrival of a child. The date of anticipated return will be established with the Superintendent at the time the leave commences.

If medical problems develop beyond the control of the member, the date of anticipated return will, if requested by the member, be extended (subject to the limitations set forth above) to the applicable ~~September 4~~ July 1 at which the member is medically capable of resuming their regular duties. The member of the unit must notify the Superintendent in writing by January 15 in the calendar year in which the leave expires of the member's intention to return in July or the member's intention to resign from the school system. Failure to comply with this requirement will be considered a resignation.

———At the time of return, a doctor's certificate of good health must be presented upon request.

Termination of Parental Leave. In the event that a member desires to terminate Parental Leave, the member may make a written application for reinstatement prior to the

previously-established date for the termination of the leave. Such application shall be accompanied by a physician's statement of good health. Such reinstatement will be granted by the School Committee in the case that an acceptable vacancy exists.

Salary Advancement. A member returning from an extended leave under the provisions of this Article will be placed on the next step of the salary schedule if actively employed by the Needham Public Schools for more than ninety-one (91) school days in the school year in which the leave commenced. The member will be assigned to a position where a vacancy occurs for which the member is qualified.

5. Article 9:

Update language:

Sick leave is granted when an employee is incapacitated from performance of duties due to sickness or injury. Also, sick leave with pay may be granted in the case of a serious illness of a member of an individual's immediate family (spouse, **domestic partner**, child, parent) which requires the attention of the employee, not to exceed **ten (10)** days of sick leave per year allocation, unless otherwise approved by the Superintendent of Schools.

6. Article 10, Section 6:

Update the years of third sick bank member as follows:

- 2020 - 2021: NEA chooses 3rd member.
- 2021 - 2022: School Committee chooses 3rd member.
- 2022 - 2023: NEA chooses 3rd member.

7. Article 12, Section 4:

Change the word "after" in the first paragraph to "**at**" on the last line so it reads:

"During the first two (2) full years of employment, office employees on a ten-month or eleven-month basis are entitled to ten (10) or eleven (11) days of vacation. If such an employee enters the school system after the school year commences, he/she will be entitled to one (1) day of vacation for each month worked, not to exceed the 10 or 11 days as provided for in the previous paragraph. **At** the third year of employment and thereafter, office staff members in these two categories are entitled to fifteen (15) days of vacation, prorated for 10 or 11 months, as the case may be.

8. Article 14, Section 1:

Change from:

~~"The HMO plans available to employees on July 1, 2011 are the so-called Rate Saver Plans provided through West Suburban Health Group and are in effect as of July 1, 2011."~~

Change to:

The HMO plans available to employees effective July 1, 2018 include the so-called Benchmark Plans and Qualified High Deductible Health Plans provided through West Suburban Health Group.

9. Article 15, Section 5:

Change notice time from the administration regarding a reduction in force to 30 days.

10. Article 16 “No-School” Day Policy, Section 1:

When a snow day is declared, Unit D 10-month and 11-month employees are not required to work.

On days when the Superintendent cancels school for students and teachers due to inclement weather conditions, 12-month personnel assigned to school offices and the Administration Building shall report to work.

Beginning July 1, 2021, on a declared snow day, a 12-month employee may be granted permission by his/her supervisor to work from home. If a twelve-month employee is unable to report to work due to inclement weather and does not have permission to work from home, he/she shall notify the immediate supervisor. He/she may take the day as a vacation day, personal day, or unpaid day.

If notified by the Superintendent that all buildings are closed and that all employees are directed not to report to work, twelve-month employees will be paid for the day.

In cases in which the Governor has declared a State of Emergency that includes the Needham area, 12-month employees are not required to work, but will be paid.

11. Article 17, Sections 2 through 5:

Clarify that “T/E” is an abbreviation for “ten and eleven-month employees by amending the language and replacing all instances of “T/E” with “Ten-month and Eleven-month employees.”

12. Article 18, Section 1:

Change from:

~~“Notice of permanent vacancies will be posted by the principal in each school building during the school year and will be posted on email in “Human Resources/Payroll” for at least ten (10) working days. Notice of job vacancies will be sent to the Association President.”~~

Change to:

“Notice of permanent vacancies will be posted on the career page of the Needham Public Schools website for at least ten (10) working days. Notice of job vacancies will be sent to the Association President.”

13. Article 19, Section 5

Strike the last paragraph discussing the one-time \$1,000 payment for 11 month employees changing to 12 months. This has already taken place.

14. Article 22, Section 1:

The salaries for all categories and steps will be increased by 1.0 % on July 1, 2020, 1.5% July 1, 2021, 1.75% July 1, 2022. - SALARY SCALES ARE ATTACHED.

Adjust FY 20 Rates for AR 3, 4 and 5 as shown in schedule 1.

Delete:

~~“Effective July 1, 2017, reclassification of the Office Aide position at Needham High School, from AR1 to School Secretary, AR2.”~~

15. Agree to update language for clarity and punctuation as mutually agreed upon.

16. The following may be opened for negotiation at no economic impact during any year of the contract term by mutual agreement of the NEA and School Committee:

1. Review Job Descriptions - responsibilities in many Unit D positions have evolved since the last review. Unit D is interested in reviewing and updating job descriptions to include current responsibilities, reporting relationships and new positions.
2. Article 18 Section 9 - Review reclassification language in the contract regarding the role and scope of the committee, reclassification process and criteria.
3. Review of titles including (but not limited to); consider replacing current secretary titles with Secretary I-III to reflect progressive levels of responsibility and changing Tech. titles.
4. Professional Development - the current objectives of having a set of mandatory and elective courses as well as six hours per year of PD.

Wherefore, the parties, by their duly authorized representatives, have caused this Memorandum of Agreement to be executed this XX day of XXXX 2020.

Needham School Committee

Needham Education Association

Andrea Longo Carter, Chair

Michael Hirsh, VP of
Negotiations

Connie Barr, Vice-Chair

Kerri Cence

Michael Greis

Lori Donovan

Aaron Pressman

Judith Jacobs

Dana Langley

Jean McDavitt

Julie Pickard

Larry Shea

UNIT D
SALARY SCHEDULE JULY 2020-21 (1.0%)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
School Aide	AR1	17.8200	18.4200	19.0800	19.7500	20.4400	21.1500	21.8800	22.4200	22.9900	23.5500
School Secretary, Production Specialist, Program Assistant, School Library Support Assistant	AR2	21.9000	22.6600	23.4500	24.2800	25.1200	26.0100	26.9100	27.5800	28.2600	28.9700
Secretary/ Registrar, School Bookkeeper, District Receptionist/Secretary	AR3	22.9100	23.6700	24.4600	25.2900	26.1300	27.0200	27.9200	28.5900	29.2700	29.9800
Administrative Assistant I, Senior School Bookkeeper	AR4	23.9200	24.6800	25.4700	26.3000	27.1400	28.0300	28.9300	29.6000	30.2800	30.9900
School Lead Secretary, Payroll Coordinator, AP/AR Clerk	AR5	24.9300	25.6900	26.5400	27.4700	28.4400	29.4400	30.4800	31.5300	32.6400	32.9600
Category IV Comp Technician (260 Days) Category IV AV Technician (260 Days)	AR6	27.3700	28.8300	30.3200	31.9300	33.6100	34.7900	35.1400			

UNIT D
SALARY SCHEDULE JULY 2021-22 (1.5%)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
School Aide	AR1	18.0900	18.7000	19.3700	20.0500	20.7500	21.4700	22.2100	22.7600	23.3300	23.9000
School Secretary, Production Specialist, Program Assistant, School Library Support Assistant	AR2	22.2300	23.0000	23.8000	24.6400	25.5000	26.4000	27.3100	27.9900	28.6800	29.4000
Secretary/ Registrar, School Bookkeeper, District Receptionist/Secretary	AR3	23.2500	24.0300	24.8300	25.6700	26.5200	27.4300	28.3400	29.0200	29.7100	30.4300
Administrative Assistant I, Senior School Bookkeeper	AR4	24.2800	25.0500	25.8500	26.6900	27.5500	28.4500	29.3600	30.0400	30.7300	31.4500
School Lead Secretary, Payroll Coordinator, AP/AR Clerk	AR5	25.3000	26.0800	26.9400	27.8800	28.8700	29.8800	30.9400	32.0000	33.1300	33.4500
Category IV Comp Technician (260 Days) Category IV AV Technician (260 Days)	AR6	27.7800	29.2600	30.7700	32.4100	34.1100	35.3100	35.6700			

UNIT D
SALARY SCHEDULE JULY 2022-23 (1.75%)

Classification	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
School Aide	AR1	18.4100	19.0300	19.7100	20.4000	21.1100	21.8500	22.6000	23.1600	23.7400	24.3200
School Secretary, Production Specialist, Program Assistant, School Library Support Assistant	AR2	22.6200	23.4000	24.2200	25.0700	25.9500	26.8600	27.7900	28.4800	29.1800	29.9100
Secretary/ Registrar, School Bookkeeper, District Receptionist/Secretary	AR3	23.6600	24.4500	25.2600	26.1200	26.9800	27.9100	28.8400	29.5300	30.2300	30.9600
Administrative Assistant I, Senior School Bookkeeper	AR4	24.7000	25.4900	26.3000	27.1600	28.0300	28.9500	29.8700	30.5700	31.2700	32.0000
School Lead Secretary, Payroll Coordinator, AP/AR Clerk	AR5	25.7400	26.5400	27.4100	28.3700	29.3800	30.4000	31.4800	32.5600	33.7100	34.0400
Category IV Comp Technician (260 Days) Category IV AV Technician (260 Days)	AR6	28.2700	29.7700	31.3100	32.9800	34.7100	35.9300	36.2900			

Memorandum of Agreement
between
The Needham School Committee
and
The Needham Education Association
Unit E Contract
Fiscal Years 2021 - 2023

This Memorandum of Agreement is entered into, by and between the School Committee of the Needham Public Schools ("Committee") and the Needham Education Association Unit E ("Association").

Whereas, the Association and the Committee are parties to a collective bargaining agreement for the period July 1, 2017 to June 30, 2020; and,

Whereas, both parties have met in good faith to negotiate a successor collective bargaining agreement for the period of July 1, 2020 to June 30, 2023.

Now, therefore, in consideration of the mutual covenants, the parties agree as follows:

1. Article 4: Management Rights and Non-Discrimination Policy:

Insert the following language on non-discrimination policy at the end of the article.

“The Needham Public Schools does not discriminate against students, parents, employees or the general public on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability or age. In addition to the protected classes identified and in regard to employment practices, the Needham Public Schools also does not discriminate based on genetic information, ancestry or status as a veteran.”

2. Article 9, Section 1:

The salaries for all categories and steps will be increased by 1 % on July 1, 2020, 1% July 1, 2021, 1.5% July 1, 2022. SALARY SCHEDULE IS ATTACHED.

3. Article 9, Section 2:

Increase Longevity will increase in FY22 as follows:

After 5 years \$325
After 10 years \$450
After 15 years \$575
After 20 years \$700

4. Article 13, Section 5:

Bereavement Leave

With the approval of the Superintendent of Schools, an employee will be allowed up to five (5) workdays without loss of pay in each case of death in the immediate family. The term “immediate family” includes the employee’s spouse, **domestic partner**, child, father, mother, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, or other person for whom the employee has primary responsibility for funeral arrangements.

The bereavement days must be taken within 60 calendar days of the death and if not taken consecutively, the days may only be taken in two (2) groups (*i.e.*, either 2 days and 3 days or 4 days and 1 day).

The Superintendent may grant additional leave at his/her sole discretion upon request in those circumstances which he/she deems appropriate.

An absence of two (2) days may be granted in such cases with respect to the death of the grandparents or sibling of his/her spouse, **domestic partner** or a permanent member of the employee’s household. The Superintendent may grant time off at his/her sole discretion with pay for an employee to attend services with respect to the death of any other family member.

These provisions shall be administered in the light of their purpose, which is to provide opportunity, when needed, to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death, and shall not be charged against sick leave.

5. Article 13, Section 8:

PARENTAL LEAVE

“Parental Leave in the Needham Public Schools supports all families. Any member may apply for parental leave of absence for the purpose of giving birth to and/or receiving a child. This applies to members receiving a child through adoption, surrogacy, fostering with the intent to adopt or court-ordered placement.

Statutory Leave. The School Committee shall grant a leave of absence for up to twelve (12) weeks in accordance with the provisions of General Laws Chapter 149, Section 105D and the Family Medical Leave Act (FMLA). It is expected that the member will give at least two (2) weeks written notice prior to the member’s anticipated date of departure.

Leaves under this article shall be granted in accordance with the applications of the FMLA. In the event of a dispute regarding the application of the FMLA, there will be no entitlement to arbitration if the matter is also pursued in another forum.

Notice of Pregnancy. The Superintendent of Schools will be notified in writing by the member no later than the beginning of the fourth month of pregnancy. Such notice will contain the approximate date on which the member intends to commence leave under this Article.

Notice of Child Placement. The Superintendent of Schools will be notified in writing by the adoptive or foster parent (member) requesting the leave as soon as practically possible, but at least thirty (30) days before the placement of the child.

Members shall have access to their sick accrual for up to ten (10) days in a contract year to be designated as Parental Leave Days upon the arrival of a new child for which the member has an established and documented legal responsibility. These 10 days shall run concurrently with FMLA.

All leave taken under this article on Parental Leave will be taken within one (1) year of the birth, adoption or placement of a child. If not taken consecutively, the days may only be taken in two (2) parts.

———**Extended Leave.** In the event that any member ~~with professional member status~~ who has completed three (3) full years of satisfactory service in Needham desires a leave without pay longer than the twelve (12) weeks provided by statute, said member will make every effort to commence such extended leave at a time corresponding with the beginning of a semester or a vacation period or marking period. Such leave will expire on ~~September 4~~ July 1 following the birth/arrival of a child. The date of anticipated return will be established with the Superintendent at the time the leave commences.

If medical problems develop beyond the control of the member, the date of anticipated return will, if requested by the member, be extended (subject to the limitations set forth above) to the applicable ~~September 4~~ July 1 at which the member is medically capable of resuming regular duties. The member of the unit must notify the Superintendent in writing by January 15 in the calendar year in which the leave expires of the member's intention to return in September or the member's intention to resign from the school system. Failure to comply with this requirement will be considered a resignation.

———At the time of return, a doctor's certificate of good health must be presented upon request.

Termination of Parental Leave. In the event that a member desires to terminate Parental Leave, the member may make a written application for reinstatement prior to the

previously established date for the termination of the leave. Such application shall be accompanied by a physician's statement of good health. Such reinstatement will be granted by the School Committee in the case that an acceptable vacancy exists.

Salary Advancement. A member returning from an extended leave under the provisions of this Article will be placed on the next step of the salary schedule if actively employed by the Needham Public Schools for more than ninety-one (91) school days in the school year in which the leave commenced. The member will be assigned to a position in a school where a vacancy occurs for which the member is qualified.”

6. Article 13, Section 1:

“Sick leave is granted when an employee is incapacitated from performance of duties due to sickness or injury. Also, sick leave with pay may be granted in the case of a serious illness of a member of an individual’s immediate family (spouse, **domestic partner**, child, parent) which requires the attention of the employee, not to exceed **ten (10)** days of sick leave per year allocation, unless otherwise approved by the Superintendent of Schools.”

7. Article 13, Section 11:

Updated vacation language so that it reads more clearly (keep the intent of the language); specifically, defines days as $\frac{1}{5}$ (.2) of the regularly-scheduled workweek hours.

8. Article 14, Section 1:

Change from:

~~“The HMO plans available to employees on July 1, 2011 are the so-called Rate Saver Plans provided through West Suburban Health Group and are in effect as of July 1, 2011.”~~

Change to:

The HMO plans available to employees effective July 1, 2018 include the so-called Benchmark Plans and Qualified High Deductible Health Plans provided through West Suburban Health Group.

9. Article 16, Section 2:

The last sentence needs to include the last two credential levels mentioned in the chart - “Level 3” and “Specialist Credential.”

Update the chart as follows:

	Level 1	Level 2 New in SNA July 2018. New in Unit E 2021-2023 contract	Level 3 = OLD level 2	Level 4 = OLD Level 3	SNS Credential School Nutrition Specialist	
Training Hours required	16 hours (8 hr sanitation 8 hr nutrition)	Level 1 + 30 additional hours in specific areas	Level 2 + 40 additional hours in specific areas	Level 3 + additional 60 hours in specific areas	-BA; or -Associates or 60 college semester hours plus 30 credits in School Food Service or 3 years experience as director/supervisor; and -One year of recent experience in school food service	
Paid by	NSD Free		Up to \$100 NSD	Up to \$100 NSD		
Annual CEU's for certif renewal	6 employee 8 manager	8 employee 10 manager	10 employee 10 manager	12 employee 12 manager	NA	
Paid by	NSD will provide training and pay for attendance at chapter meetings and may host department-wide training on early release days		Employee/NSD NSD will pay for attendance at chapter meetings and may host department-wide training on early release days	Employee/NSD NSD will pay for attendance at chapter meetings and may host department-wide training on early release days		
Annual Application Fee*	\$18*	\$21*	\$23*	\$33*	Exam \$200 ? + Sitting time NSD	\$58 ? Empl oyee
Annual renewal fee*	\$12*	\$13*	\$15*	\$17*		
Paid by	Employee	Employee	Employee	Employee		
SNA annual membership fee	\$36* / worker, \$38* / manager	\$36* / worker, \$38* / manager	\$36* / worker, \$38* / manager	\$36* / worker, \$38* / manager	\$36* / worker, \$38* / manager	
Paid by	NSD	NSD	NSD	NSD	NSD	
One-time Incentive	\$150	\$300	\$400	\$500	\$500	
Certification maintenance incentive	\$50	\$100	\$150	\$150	\$150	

- Fees listed are as of May 2020. Could increase per School Nutrition Association

10. Agree to update language for clarity and punctuation as mutually agreed upon.

11. During the 2020-2021 School year, a committee consisting of the Director of Food Services and Unit E representatives from at least one Elementary School, High Rock, Pollard and NHS will meet to discuss and advise regarding menu or program changes and their effect on work and work conditions. The first meeting will occur no later than October 1 and the group will meet at least three times during the school year.

Wherefore, the parties, by their duly authorized representatives, have caused this Memorandum of Agreement to be executed this 10th day of June 2020.

Negotiation Team of the Needham Education Association

Needham School Committee

Needham Education
Association

Andrea Longo Carter, Chair

Michael Hirsh, VP of
Negotiations

Connie Barr, Vice-Chair

Claudia Bravin

Michael Greis

Barbara Carroll-Conway

Aaron Pressman

Deborah DiCicco

Jeanne Doucett

Edmund Farrell

Tina O'Donnell

Unit E
Salary Schedule
July 2020
1.0% COLA

Classification	Grade	Days Per Year *	Hours Per Year **	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cafeteria Workers	AW 1	210.0	1155.0	14.3336	14.9069	15.5033	16.1235	16.7683	17.4391	18.1366	18.7119	N/A	N/A
Cafeteria Workers Subs	AW 2	180											
Elementary Manager	AM 1	211.0	1477.0	19.3510	20.1251	20.9303	21.7673	22.6381	23.5436	24.4853	25.1614	N/A	N/A
High Rock Manager	AM 2	211.0	1507.5	20.3186	21.1314	21.9769	22.8556	23.7701	24.7208	25.7096	26.7380	27.4499	N/A
Secondary Manager	ZO 3	211.0	1688.0	23.4978	24.4377	25.4152	26.4318	27.4890	28.5885	29.7321	30.9214	31.8399	32.9563

Step increases shall occur on July 1 of each year. Any employee who has not completed his/her probationary period as of July 1, will move to the next step upon completion of the probationary period.

*** Includes Holidays + Vacation Days, for Employees Scheduled to Work 20- Hours or More Per Week**

**** Includes 30 Minute Paid Break For Employees Working 5 Hours or More Per Day**

PAY FREQ = WS

	Student Year	Additional Per Diem	Revised Holiday	Vac Day	Paid Days	Hours Per Day	Paid Break	Hours Per Year
Employees @ 20+ Hours	180.0	2.0	13.0	15.0	210.0	5.0	0.5	1,155.0
Elementary Managers	180.0	3.0	13.0	15.0	211.0	6.5	0.5	1,477.0
High Rock Manager	180.0	3.0	13.0	15.0	211.0	7.0	0.5	1,507.5
Secondary Managers	180.0	3.0	13.0	15.0	211.0	7.5	0.5	1,688.0

Unit E
Salary Schedule
July 2021
1.0% COLA

Classification	Grade	Days Per Year *	Hours Per Year **	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cafeteria Workers	AW 1	210.0	1155.0	14.4769	15.0560	15.6583	16.2847	16.9359	17.6135	18.3180	18.8991	N/A	N/A
Cafeteria Workers Subs	AW 2	180											
Elementary Manager	AM 1	211.0	1477.0	19.5445	20.3264	21.1396	21.9849	22.8644	23.7790	24.7301	25.4130	N/A	N/A
High Rock Manager	AM 2	211.0	1507.5	20.5218	21.3427	22.1967	23.0841	24.0078	24.9680	25.9667	27.0054	27.7244	N/A
Secondary Manager	ZO 3	211.0	1688.0	23.7328	24.6821	25.6693	26.6961	27.7639	28.8744	30.0294	31.2306	32.1583	33.2858

Step increases shall occur on July 1 of each year. Any employee who has not completed his/her probationary period as of July 1, will move to the next step upon completion of the probationary period.

* Includes Holidays + Vacation Days, for Employees Scheduled to Work 20- Hours or More Per Week

** Includes 30 Minute Paid Break For Employees Working 5 Hours or More Per Day

PAY FREQ = WS

	Student	Additional	Revised	Vac	Paid	Hours	Paid	Hours
	Year	Per Diem	Holiday	Day	Days	Per Day	Break	Per Year
Employees @ 20+ Hours	180.0	2.0	13.0	15.0	210.0	5.0	0.5	1,155.0
Elementary Managers	180.0	3.0	13.0	15.0	211.0	6.5	0.5	1,477.0
High Rock Manager	180.0	3.0	13.0	15.0	211.0	7.0	0.5	1,507.5
Secondary Managers	180.0	3.0	13.0	15.0	211.0	7.5	0.5	1,688.0

Unit E
Salary Schedule
July 2022
1.5% COLA

Classification	Grade	Days Per Year *	Hours Per Year **	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
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Cafeteria Workers	AW 1	210.0	1155.0	14.6941	15.2818	15.8932	16.5290	17.1900	17.8777	18.5927	19.1826	N/A	N/A
Cafeteria Workers Subs	AW 2	180											
Elementary Manager	AM 1	211.0	1477.0	19.8377	20.6313	21.4567	22.3147	23.2074	24.1357	25.1011	25.7942	N/A	N/A
High Rock Manager	AM 2	211.0	1507.5	20.8296	21.6628	22.5296	23.4304	24.3680	25.3426	26.3562	27.4105	28.1403	N/A
Secondary Manager	ZO 3	211.0	1688.0	24.0888	25.0523	26.0544	27.0966	28.1803	29.3075	30.4798	31.6991	32.6407	33.7851

Step increases shall occur on July 1 of each year. Any employee who has not completed his/her probationary period as of July 1, will move to the next step upon completion of the probationary period.

*** Includes Holidays + Vacation Days, for Employees Scheduled to Work 20- Hours or More Per Week**

**** Includes 30 Minute Paid Break For Employees Working 5 Hours or More Per Day**

PAY FREQ = WS

	Additional							
	Student	I	Revised		Paid	Hours	Paid	Hours
	Year	Per Diem	Holiday	Vac Day	Days	Per Day	Break	Per Year
Employees @ 20+ Hours	180.0	2.0	13.0	15.0	210.0	5.0	0.5	1,155.0
Elementary Managers	180.0	3.0	13.0	15.0	211.0	6.5	0.5	1,477.0
High Rock Manager	180.0	3.0	13.0	15.0	211.0	7.0	0.5	1,507.5
Secondary Managers	180.0	3.0	13.0	15.0	211.0	7.5	0.5	1,688.0



Needham School Committee

June 16, 2020

Agenda Item: **Action**

Approve Contracts for Non-Union Employees

Background Information:

- Human Resources Services, Inc. completed a compensation and classification study of Needham Public Schools non-union (individual contract) staff positions. The study is enclosed for your information.

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the contracts for non-union employees as submitted.

M E M O R A N D U M

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

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

DATE: June 10, 2020

RE: Cost of Living Increase for Non-Contracted Employees

CC: Anne Gulati

We have a number of hourly employees who are non-contracted. I am requesting that we increase the salaries for these employees as stated below for the 2020-2021 school year. This would be effective August 28, 2020, for most employees and July 1, 2020, for those with an 11 or 12-month contract.

Position	FY20 Rate	FY21 Rate	Percent Increase included in FY21 Budget	Number of People	Funding Source
Home Hospital Tutors	\$39.76/hr	\$40.36/hr	1.5%	Varies	Operating
Private Music Instructors	\$54.02/hr	\$54.83/hr	1.5%	20 people at various times	Revolving
Music Accompanist	\$21.97/hr	\$22.30/hr	1.5%	5 people	Operating & Revolving
Substitute Teachers	\$119.47/day	\$121.26	1.5%	Approximately 150	Operating
Substitute Teachers with 5+ years of service to Needham	\$121.81/day	\$123.64	1.5%	6-7	Operating
Permanent Substitutes	\$121.81/day	\$123.64	1.5%	2	Operating
Long Term Sub Rate	\$119.47/day \$164.56/day \$251.68/day	\$121.26/day \$167.03/day \$255.46/day	1.5%	Varies	Operating
Student Media Assistants	\$9.94/hr- \$17.28/hr	\$10.09/hr - \$17.54/hr	1.5%	4 students who work approximately 40 hours in a school year	Operating
Science Lab Assistants	\$9.52/hr	\$9.66/hr	1.5%	3 people average 2 hours/week for school year	Operating
Student Summer Printing	\$10.33/hr- \$15.49/hr	\$10.48/hr - \$15.72/hr	1.5%	5 students	Revolving
Science Center Animal Care Giver	\$17.17/hr	\$17.43/hr	1.5%	1 person	Operating
ESY Nurse	\$39.23/hr	39.82/hr	1.5%	3 people	Operating
ESY Teacher, Tutor, Counselor	\$39.23/hr	39.82/hr	1.5%	29 people	Operating
ESY Teaching Assistant	\$17.04/hr- \$22.87/hr	\$17.30/hr - \$23.21/hr	1.5%	37 people	Operating

ESY Speech Pathologist	\$54.56/hr	\$55.38/hr	1.5%	4 people	Operating
ESY OT/PT	\$55.39/hr	\$56.22/hr	1.5%	4 people	Operating
ESY BCBA	\$52.44/hr	\$53.23/hr	1.5%	1.5 people	Operating
ESY Onsite Coordinator	\$42.18/hr	\$42.18/hr	1.5%	1 person	Operating

Additionally, and based on our past experience and the inability to hire school nurse substitutes, we propose to adjust the daily sub rate for nurses significantly from \$135.00 per diem to \$170.00 per diem. This has been accounted for in the FY21 Budget.

HRS

HUMAN RESOURCES SERVICES, INC.

Management Consultants to Local Government

*Nine Bartlet Street, Suite 186
Andover, Massachusetts 01810*

**Needham Public Schools, MA
(Non-Union Contracted Employees)**

COMPENSATION AND CLASSIFICATION STUDY

FINAL REPORT

February 2020

NEEDHAM PUBLIC SCHOOLS, MASSACHUSETTS COMPENSATION AND CLASSIFICATION STUDY

I. Introduction

A. Scope of Services

The Needham Public Schools retained Human Resources Services, Inc. to conduct a compensation and classification study of its non-union (individual contract) staff positions. This study was commissioned to re-examine the responsibilities, work performed, and market pay rates for each position included in the study. In general, the study involved developing new job descriptions, classifying those positions according to a uniform point analysis standard, surveying the market of comparable school districts to determine representative rates of compensation, and developing and recommending a new compensation and classification plan and system for the non-union staff positions. The positions included in this analysis are listed on the next page. It is important to note here that all of the positions listed have individual contracts. This plan was developed to ensure external equity to the market, and is used as a guide for setting pay rates based on an internal equity scale. It will also assist with determining pay for new employees in a consistent and fair manner. Needham public schools has the option to adopt a unified compensation and classification plan for these employees, or to use this study and analysis as a guide for internal and external equity purposes.

The job descriptions are FLSA compliant and list essential functions and requisite requirements for all positions. The Needham Public Schools is a high performing and highly regarded school district offering a broad array of educational programs, activities and job functions for the Needham community; from early childcare to high school to adult education programs. Many of these programs, activities and functions are required by state or federal law, others are central to achieving the School District's mission at each school. The new job descriptions will

facilitate in better understanding of the non-union staff's overall responsibilities that ensure these requirements and missions for the Needham Public Schools. Below are the twenty-five (25) positions that were requested to be studied, as listed in the Needham Public Schools request for quotations:

1. Administrator of IT Services
2. District Data Manager
3. Assistant Administrator for IT Services
4. Network Engineer
5. Assistant Network and Systems Engineer
6. Assistant Director of Financial Operations
7. Lead Accountant
8. School Business and Operations Coordinator
9. Transportation Director
10. Community Education Marketing and Registration Manager
11. Coordinator of Community Education Programs/Secondary
12. Community Education Volunteer Coordinator
13. Director of Nutrition Services
14. Nutrition Outreach Coordinator
15. Assistant Director of Human Resources
16. HR Specialist
17. Payroll Supervisor
18. Administrative Secretary (Student Support Services)
19. Administrative Secretary (Student Learning)
20. Assistant to the Assistant Superintendent of Human Resources
21. Administrative Assistant to the Superintendent of Schools
22. Assistant Athletic and Club Sports Director
23. Bus Driver
24. Van Driver
25. Director/Teacher of Early Childcare

A position classification and compensation plan is an essential component of a total personnel administration program. The perception that the compensation plan is objective and fair in its assignment of pay to individual positions lends credibility to the Needham Public Schools' entire personnel system. This study and its recommended plans are derived from a systematic, formalized and objective method for developing equitable job groupings and compensation levels for all positions covered. An underlying assumption is that all positions and individuals should receive "equal pay for comparable work." The plan establishes a uniform point of beginning from which to regularly review and ensure that decisions regarding position requirements and compensation accurately reflect the School District's current service needs and the performance of employees. Each new position established and adjustments to the plan need to be done in a consistent manner to maintain the plan's integrity and relevance.

B. Study Process

This project included the following steps:

- *Organizational Meeting* with Needham School officials from HR and Finance to discuss the goals and objectives of the study.
- *Orientation Meetings* with Needham Schools' officials and the employees covered in the study to explain project activities, objectives, methodology. These meetings also gave employees an opportunity to meet an HRS consultant and ask questions.
- A thorough *Job Analysis Process* which involved reviewing position duties and responsibilities (essential functions) utilizing position analysis questionnaires and onsite interviews.

- Preparation of updated *Job Descriptions* that will be reviewed by human resources, employees, and supervisors. Every employee will have an opportunity to review their job description.
- A thorough *Job Evaluation Process*. Position rating and ranking utilizing HRS' rating manual.
- Development of a *Classification Plan*. Position assignment to grades based on a system of objective evaluation.
- Thorough *Market Analysis* using comparable School Districts jointly selected by school officials and HRS.
- Establishment of *Compensation Schedules* using external comparative wage data and the policy guidance of the Needham Public Schools.
- Several *meetings* with HR and Finance school officials to discuss pay policies and review draft work products (i.e. market data, classification plan, salary schedule, and other related information).
- Final preparation of *Report* to the Needham Public Schools with explanation of recommendations and methodology.
- Final *Presentations* to school officials and employees will be provided as needed.

The following documents have been prepared for the NPS:

- Proposed “*Unified*” Classification Plan
- Proposed Compensation Plans
- Compensation Comparisons Chart
- Comparative Market Data
- Other data related to health insurance, cost-of-living, travel and cell phone allowances
- Updated Job Descriptions for each Position
- Evaluation Materials and Documents
- MRI/HRS Municipal Position and Classification Rating Manual – Series II, 2019©

II. Job Descriptions

A. Preparing the Job Descriptions

One major aspect of this study involved the development of updated job descriptions. Through the job analysis process, HRS discovered that new job descriptions were needed. HRS' proposed job descriptions are submitted electronically as separate documents to the Needham Public Schools through the HRS sharefile.

In addition to assisting with the development of job analysis and classifications, good descriptions produce many other important benefits. These job descriptions emphasize the purposes of each position and the types of results which each incumbent is expected to produce. Representative examples of the work performed and minimum qualification requirements are listed. These job descriptions are small but important components of more comprehensive personnel, organizational and administrative systems or plans. They can and should be used not only for recruitment and promotion, but as tools to assist in the administration of the Needham Public Schools. They help define initial expectations, provide fundamental building blocks for administering compensation systems, and give additional definition to organizational charts. Because they focus on purposes and results, they can and should be used when developing employee objectives, performance plans and performance appraisals.

The job descriptions presented to the Needham Public Schools are up-to-date, clear, and identify the duties of each position, as well as the education, experience, training, knowledge, ability, and skills, and competency levels required.

B. The Significance of Job Descriptions.

Today, job descriptions have become more important than ever. Although employers are not required by law to have written job descriptions, there are many laws that impact the employer-employee relationship and having job descriptions can help the organization comply with those regulations. There are federal laws such as the Fair Labor Standards Act (FLSA) that impact employees. Other laws, such as federal discrimination statutes, prohibit discrimination against various protected classes. Because job descriptions document the duties and qualifications of a job, they can help support why one applicant was qualified and another was not, why one position pays more than another, or why an employee is terminated for poor performance.

Under the ADA, job descriptions, particularly the lists of duties and responsibilities, take on new significance. The purpose of the ADA is to ensure that individuals *with* disabilities be given the same consideration for employment that individuals *without* disabilities are given. Essential functions are the primary or fundamental job duties intrinsic to a position, that is, the duties that are essential to achieving the objectives of the job. Related to the essential functions or duties are the tools and equipment used to perform the essential job functions, the physical demands of the job duties, and the work environment in which the duties are performed.

The new job descriptions include: (1) prerequisites for each position, including the physical needs, knowledge, ability, and skill, education, training and experience; (2) essential job functions; and, (3) work environment. All job descriptions should be reviewed and updated periodically to ensure accuracy. Positions can change for many reasons: (1) an incumbent starts assuming more responsibilities in addition to the duties in the job descriptions, (2) staff changes, (3) changes in procedures and processes, (4) new technology, tools, or machines, (5) external regulations or legislation, (6) reorganizations, (7) new supervisor or manager.

In short, the process of developing accurate and uniform job descriptions forces the employer to analyze each position and to identify the position's necessary qualifications (the "requisite skill, experience, education, and other job-related requirements"), as well as to determine the position's "essential functions."

III. Classifying and Compensating Positions

A. The Classification Plan

Information about each position studied was obtained through detailed position analysis questionnaires (PAQ), the employee's current job description, and the employee interviews. Employees were asked to describe their positions in detail on the PAQ form. Interviews were conducted to clarify and augment the employees' questionnaire responses.

Job evaluation is the process whereby positions are analyzed, measured and compared against a common set of criteria in a systematic and objective manner. Job evaluation does not produce a rate of pay. The evaluation looks at the job, not the job holder; it assumes that the job is being performed to a fully acceptable standard and that all the identified requirements of a job are being met.

Using a point-factor evaluation system, positions were rated and then ranked and assigned a grade. Ten rating factors were used to rate all of the positions. These factors, detailed in the ©*MRI/HRS Municipal Position and Classification Rating Manual – Series II* which has been used in many public schools, measured the requirements for each position. The manual describes each factor in detail and by degree and was provided as a separate document to Needham Human Resources. HRS also considered heavily input from school officials with regard to proper ranking of jobs based on their organizational structure. Therefore, it was both our initial ranking, and further input from school officials and staff that determined the final outcome of the classifications. The rating points are provided to the human resources department as a separate document, to be used as a guide for future employee placements and reclassifications.

B. Market Survey and Developing the Compensation Plan

Human Resources Services, Inc. conducted a thorough salary survey and market analysis to determine the market competitiveness for positions included in this study. To measure the pay rates among competitors for these positions, HRS distributed custom HRS survey documents to comparable school districts jointly identified by the Needham Schools and HRS. HRS did not receive responses from all school districts, but received substantial information needed for this study. The market data is attached to this report by each school district.

HRS reviewed draft reports and draft market data collected and discussed its meaning. HRS also provided the finance/business department with estimated cost-outs for each employee. An initial analysis of the market data involved reviewing the average and the 75th percentile of market. A comparison was then made to current NPS salaries. HRS utilized the averages as a guide to develop the pay ranges and then calculated to both the 30th percentile for the minimum and then the 75th percentile for the maximum. The controlling factor developing the compensation structure was the average and then a range for minimum and maximum was developed. It was necessary to do it this way, because the School District currently does not have “pay ranges” for these positions, rather they are paid an actual rate of pay. HRS collected both pay ranges and actual salaries from the comparable schools. Some school districts had ranges, and others only had actuals. Certain data may have been annualized for comparison purposes only. This does not denote exempt or non-exempt status, but is presented this way for comparison purposes only.

For each position analyzed, data points were collected from the labor market. The data points indicate the amount of salary information for each position surveyed. In some instances: (1) the School District did not have a comparable position; or (2) the consultants determined that the position was not comparable to the position in NPS. HRS used professional discretionary judgment when comparing positions to

the comparable data. If there was less than two data points of salary information for a position, HRS placed more emphasis on the position rating when placing the position on the compensation/classification plan. While this market analysis and information provides the School District with benchmark salary data to set the parameters for compensation decisions, the School District must also consider the “uniqueness” of certain positions in the District as well as the District’s ability to pay. HRS also provided supplemental statewide data from the Economic Research Institute (ERI) as an additional market data benchmark.

C. Description of Compensation and Classification Plan

The proposed compensation and classification plan is presented in the attachments of this report. Pay ranges with steps were set for groups of positions which the consultants determined should be paid equally. There are sixteen grades and ten steps on the compensation plan. There is 1.5% between each step. The total increase from minimum to maximum within each grade is *approximately 15% percent*. HRS recommends this pay plan in order to provide school officials with more flexibility for recruitment, promotion, and meritorious achievements; and also for ease in managing and projecting compensation for each employee. Most employees have individual contracts; however a pay range can provide more flexibility to administrators and employees in determining pay and negotiating future contracts. It sets parameters to work within, which is directly tied to the market. In general the pay ranges were developed utilizing the salary market data averages and calculating the 75th percentile as the high end of the ranges.

The proposed compensation plan is based on fiscal year 2020 compensation data and is, therefore, a FY-20 salary schedule. This is a base salary plan and does not include compensation for annuities, benefits, or other compensation. It is up to the Needham Public Schools to determine its ability to pay with regards to implementation of this proposed compensation plan. At a minimum, employees

should be placed on the step closes to but just above their current rate of pay. This study did not take into consideration performance, longevity, or special abilities/talents of employees. Therefore, school officials may determine that it is necessary to make further adjustments when placing employees within the proposed pay ranges. The total compensation plan should be adjusted with a cost-of-living for fiscal year 2021. The proposed compensation plan offers to the Needham Public Schools a systematic method of categorizing positions.

Finally, HRS understands that there are sometimes internal compensation inequities among employees when comparing non-union positions to union positions. HRS provided a snapshot comparison of union vs. non-union for select administrative positions. This was provided as a separate analysis for Needham human resources to compare similar positions in a cross-organization review with other employees.

The human resource department should maintain and update the classification and compensation plan for the non-union staff positions. This would include the following tasks:

- Conduct regular position reviews to assure positions have current functional job descriptions that are based on job content.
- Conduct job analysis of new positions to assure these positions are properly assigned to a grade.
- Review positions to ensure internal equity in relationship to other school district classifications.
- Conduct periodic salary surveys to ensure market competitiveness.

NEEDHAM PUBLIC SCHOOLS, MA
PROPOSED CLASSIFICATION PLAN
Non-Union Positions (currently individual contracts)

GRADE/POSITION
A
Van Driver
B
Bus Driver
C
<i>No Positions Assigned</i>
D
Community Education Marketing & Registration Manager *
E
Administrative Coordinator of Student Learning
Administrative Coordinator of Student Support Services
Nutrition Outreach Coordinator *
G
Assistant Athletic Director *
Coordinator of Community Education Programs/Secondary
Coordinator of Community Education Summer/Volunteer
Director of Early Childcare *
H
Assistant Network and Systems Engineer
Human Resources Specialist
I
<i>No Positions Assigned</i>
J
District Data Manager
Executive Assistant for Human Resources
Lead Accountant
Payroll Supervisor
School Business and Operations Coordinator
K
<i>No Positions Assigned</i>
L
Assistant Administrator for IT Services
Assistant Director of Human Resources
Executive Assistant to the Superintendent
Transportation Director
M
<i>No Positions Assigned</i>
N
Assistant Director of Finance
Director of Nutrition Services *
O
Network Engineer
P
<i>No Positions Assigned</i>
Q
Administrator of IT Services

* less than 1,827 hrs/yr

NEEDHAM PUBLIC SCHOOLS - NON-UNION (currently individual contracts)
PAY PLAN FISCAL YEAR 2020

<p>\$49,920.00 Starting Annual Wage 1.5 Percent between STEPS</p>
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% Grades	STEP GRADE	1	2	3	4	5	6	7	8	9	10
	C	\$49,920	\$50,669	\$51,429	\$52,200	\$52,983	\$53,778	\$54,585	\$55,403	\$56,235	\$57,078
20	D	\$59,904	\$60,803	\$61,715	\$62,640	\$63,580	\$64,534	\$65,502	\$66,484	\$67,481	\$68,494
6	E	\$63,498	\$64,451	\$65,417	\$66,399	\$67,395	\$68,406	\$69,432	\$70,473	\$71,530	\$72,603
6	G	\$67,308	\$68,318	\$69,343	\$70,383	\$71,438	\$72,510	\$73,598	\$74,702	\$75,822	\$76,959
7	H	\$72,020	\$73,100	\$74,197	\$75,309	\$76,439	\$77,586	\$78,749	\$79,931	\$81,130	\$82,347
10	I	\$79,222	\$80,410	\$81,616	\$82,840	\$84,083	\$85,344	\$86,624	\$87,924	\$89,243	\$90,581
6	J	\$83,975	\$85,235	\$86,513	\$87,811	\$89,128	\$90,465	\$91,822	\$93,199	\$94,597	\$96,016
6	K	\$89,013	\$90,349	\$91,704	\$93,079	\$94,476	\$95,893	\$97,331	\$98,791	\$100,273	\$101,777
6	L	\$94,354	\$95,770	\$97,206	\$98,664	\$100,144	\$101,646	\$103,171	\$104,719	\$106,289	\$107,884
6	M	\$100,016	\$101,516	\$103,039	\$104,584	\$106,153	\$107,745	\$109,361	\$111,002	\$112,667	\$114,357
6	N	\$106,016	\$107,607	\$109,221	\$110,859	\$112,522	\$114,210	\$115,923	\$117,662	\$119,427	\$121,218
6	O	\$112,377	\$114,063	\$115,774	\$117,511	\$119,273	\$121,062	\$122,878	\$124,722	\$126,592	\$128,491
6	P	\$119,120	\$120,907	\$122,721	\$124,561	\$126,430	\$128,326	\$130,251	\$132,205	\$134,188	\$136,201
6	Q	\$126,267	\$128,161	\$130,084	\$132,035	\$134,016	\$136,026	\$138,066	\$140,137	\$142,239	\$144,373

NEEDHAM PUBLIC SCHOOLS - NON-UNION (currently individual contracts)
PAY PLAN FISCAL YEAR 2020

\$17.52 Starting Hourly Wage 52.20 Work Weeks Per Year	35 Hours Per Week 1.5 Percent between Steps
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% Needham Schools, MA - Van Driver and Bus Driver Positions; Hourly rates controlling.											
Between											
Grades	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step10
30	A	\$17.52	\$17.78	\$18.05	\$18.32	\$18.59	\$18.87	\$19.15	\$19.44	\$19.73	\$20.03
		\$32,009	\$32,484	\$32,977	\$33,471	\$33,964	\$34,475	\$34,987	\$35,517	\$36,047	\$36,595
	B	\$22.78	\$23.12	\$23.47	\$23.82	\$24.18	\$24.54	\$24.91	\$25.28	\$25.66	\$26.04
		\$41,619	\$42,240	\$42,880	\$43,519	\$44,177	\$44,835	\$45,511	\$46,187	\$46,881	\$47,575

COMPENSATION COMPARISONS CHART

survey line	NEEDHAM PUBLIC SCHOOLS	MARKET SURVEY DATA							NPS	
	PROPOSED POSITIONS	30TH PERCENTILE	MARKET AVERAGE	75TH PERCENTILE	Data Points		PROPOSED GRADE	PROPOSED MIN	CURRENT PAY	PROPOSED MAX
24	Van Driver	19.28	19.41	19.56	2		A	17.52	19.46	20.03
23	Bus Driver	28.00	28.00	28.00	1		B	22.78	25.80	26.04
	<i>No Positions Assigned</i>						C	49,920		57,078
18	Community Education Marketing and Registration Manager	30.20	30.20	30.20	1		D	59,904	56,950	68,494
14	Administrative Coordinator of Student Learning	60,699	61,710	64,649	10		E	63,498	70,213	72,603
15	Administrative Coordinator of Student Support Services	56,473	60,593	69,215	6		E	63,498	76,719	72,603
21	Nutrition Outreach Coordinator	29.53	29.53	29.53	1		E	63,498	50,819	72,603
6	Assistant Athletic Director	34.67	37.77	41.63	2		G	67,308	63,266	76,959
10	Coordinator of Community Education Programs/Secondary	80,374	86,123	106,235	3		G	67,308	78,487	76,959
	Coordinator of Community Education Summer/Volunteer	<i>Limited Data</i>					G	67,308	51,683	76,959
25	Director of Early Childcare						G	67,308	54,600	76,959
5	Assistant Network and System Engineer	60,344	71,890	78,402	7		H	72,020	81,516	82,347
12	Human Resources Specialist	64,178	67,597	73,977	7		H	72,020	67,852	82,347
	<i>No Positions Assigned</i>						I	79,222		90,581
2	District Data Manager	79,881	83,691	86,109	10		J	83,975	95,294	96,016
9	Executive Assistant for Human Resources	63,787	65,463	67,577	6		J	83,975	90,322	96,016
7	Lead Accountant	71,198	71,630	75,582	4		J	83,975	82,173	96,016
13	Payroll Supervisor	68,085	73,126	73,774	7		J	83,975	70,720	96,016
8	School Business and Operations Coordinator	60,226	67,242	74,408	3		J	83,975	93,940	96,016
	<i>No Positions Assigned</i>						K	89,013		101,777
3	Assistant Administrator for IT Services	72,825	93,047	111,781	4		L	94,354	102,948	107,884

COMPENSATION COMPARISONS CHART

survey line	NEEDHAM PUBLIC SCHOOLS	MARKET SURVEY DATA							NPS	
	PROPOSED POSITIONS	30TH PERCENTILE	MARKET AVERAGE	75TH PERCENTILE	Data Points		PROPOSED GRADE	PROPOSED MIN	CURRENT PAY	PROPOSED MAX
11	Assistant Director of Human Resources	77,177	89,481	97,000	3		L	94,354	91,936	107,884
17	Executive Assistant to the Superintendent	72,139	76,579	81,293	10		L	94,354	100,472	107,884
9	Transportation Director	83,266	95,691	97,832	6		L	94,354	91,114	107,884
6	Assistant Director of Finance	101,282	109,027	118,000	6		M	100,016	105,737	114,357
20	Director of Nutrition Services	47.03	52.66	59.12	4		N	106,016	111,540	121,218
4	Network Engineer	88,786	90,538	99,809	9		O	112,377	124,229	128,491
	<i>No Positions Assigned</i>						P	119,120		136,201
1	Administrator of IT Services	137,093	139,241	144,973	10		Q	126,267	134,434	144,373

Full-time Reduced Hours Employees based on contract:		contract amount
18	Community Education Marketing and Registration Manager	56,950
21	Nutrition Outreach Coordinator	50,819
22	Assistant Athletic and Club Sports Director	63,266
25	Director/Teacher of Early Childcare	54,600
20	Director of Nutrition Services	111,540

Fiscal Year 2020 Comparative Market Data by Community

	POSITION TITLE	FY20 Needham	Arlington	Dedham	Holliston	Lexington	Medfield	Natick	Newton	Walpole	Wellesley	Westwood	
1	Administrator of IT Services	134,434	149,702	135,482	120,527	154,838	142,745	122,343 137,783	145,000	117,969	119,715 143,472	144,892	
2	District Data Manager	95,294	84,429	85,000	70,005	94,083	68,289	70,659 86,479	86,308 106,967	74,685	68,508 84,862	82,108	
3	Assistant Administrator for IT Services	102,948	110,282				72,828			72,800	116,279		
4	Network Engineer	124,229	62,424	99,809	101,535	99,340		69,578 84,816	81,971 101,578	71,953	87,592 98,642	94,742	
5	Assistant Network and System Engineer	81,516			60,000	74,834		47,591 60,430	66,194 81,970	58,594	89,484 98,514	68,890	
6	Assistant Director of Financial Operations	105,737				92,250		89,301 110,313	81,971 120,000	74,597	112,000	145,000	
7	Lead Accountant	82,173	79,000							74,443	57,054 72,363	60,715	
8	School Business and Operations Coordinator	93,940				83,712	52,909					65,104	
9	Transportation Director	91,114	86,595	stipend \$9,498	stipend \$14,000	83,712			81,971 101,578	74,443	65,943 82,819	145,000	
10	Coordinator of Community Education Programs/Secondary (unique position in NPS)	78,487	45,900			103,356			109,113				
11	Assistant Director of Human Resources	91,936					79,000		115,000	74,443			
12	Human Resources Specialist	67,852	83,000	73,544		63,749 74,409	49,766		56,650 71,070		44,298 54,891	66,500	
13	Payroll Supervisor	70,720	98,000	61,500		66,113		64,598 73,104		74,443	55,291 70,142	68,578	
14	Administrative Secretary (Student Support Services)	70,213	64,705	64,056	56,534	60,814	46,000	47,591 60,430	52,181 69,065	68,286	50,627 62,732	64,480	
15	Administrative Secretary (Student Learning)	76,719	62,000	75,277		69,265	37,003	41,108 50,945	52,181 69,065				
16	Assistant to the Assistant Superintendent of Human Resources	90,322	64,705			67,936		58,344 62,868	52,500		56,313 78,269	66,500	
17	Administrative Assistant to the Superintendent of Schools	100,472	84,198	68,291	63,148	80,373	78,000	72,388 72,388	91,789	74,443	81,600	71,558	

Fiscal Year 2020 Comparative Market Data by Community

	POSITION TITLE	FY20 Needham	Arlington	Dedham	Holliston	Lexington	Medfield	Natick	Newton	Walpole	Wellesley	Westwood	
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Reduced Hours Full-Time and Hourly

18	Community Education Marketing and Registration Manager compensation converted to hourly-----	56,950 36.98				30.20							
19	Community Education Volunteer Coordinator compensation converted to hourly-----	47,590 35.13											
20	Director of Nutrition Services compensation converted to hourly-----	111,540 74.11	104,942 66.63	79,259 56.61			60,000		outsourced	82,218 39.53	outsourced	74,667 47.86	
21	Nutrition Outreach Coordinator	50,819	43,411 29.53						outsourced		outsourced		
22	Assistant Athletic and Club Sports Director compensation converted to hourly-----	63,266 41.08	44,180 30.03	13,493							45.50	\$10,500 stipend	
23	Bus Driver	22.24 25.80	21.43 28.00						outsourced		outsourced	outsourced	
24	Van Driver	17.52 19.46							outsourced	16.73 19.71	15.65 19.10	outsourced	
25	Director/Teacher of Early Childcare for children of faculty & staff	54,600		60,000									

Fiscal Year 2020 Summary Comparative Market Data

	POSITION TITLE	FY20 Needham	Comp Data Points	Comp Average	30th Percentile of Market	75th Percentile of Market	% Needham is Higher/Lower than 75th Percentile
1	Administrator of IT Services	134,434	2 10	121,029 139,241	120,503 137,093	121,686 144,973	-7.8%
2	District Data Manager	95,294	3 10	75,158 83,691	69,799 79,881	78,484 86,109	9.6%
3	Assistant Administrator for IT Services	102,948	0 4	93,047	72,825	111,781	-8.6%
4	Network Engineer	124,229	3 9	79,714 90,538	77,014 88,786	84,782 99,809	19.7%
5	Assistant Network and System Engineer	81,516	3 7	67,756 71,890	58,753 60,344	77,839 78,402	3.8%
6	Assistant Director of Financial Operations	105,737	2 6	85,636 109,027	84,170 101,282	87,469 118,000	-11.6%
7	Lead Accountant	82,173	1 4	57,054 71,630	57,054 71,198	57,054 75,582	8.0%
8	School Business and Operations Coordinator	93,940	0 3	67,242	60,226	74,408	20.8%
9	Transportation Director	91,114	2 6	73,957 95,691	70,751 83,266	77,964 97,832	-7.4%
10	Coordinator of Community Education Programs/Secondary	78,487	0 3	86,123	80,374	106,235	-35.4%
11	Assistant Director of Human Resources	91,936	0 3	89,481	77,177	97,000	-5.5%
12	Human Resources Specialist	67,852	3 7	54,899 67,597	51,709 64,178	60,200 73,977	-9.0%
13	Payroll Supervisor	70,720	2 7	59,945 73,126	58,083 68,085	62,271 73,774	-4.3%
14	Administrative Secretary (Student Support Services)	70,213	3 10	50,133 61,710	49,413 60,699	51,404 64,649	7.9%
15	Administrative Secretary (Student Learning)	76,719	2 6	46,645 60,593	44,430 56,473	49,413 69,215	9.8%
16	Assistant to the Assistant Superintendent of Human Resources	90,322	2 6	57,329 65,463	56,922 63,787	57,836 67,577	25.2%
17	Administrative Assistant to the Superintendent of Schools	100,472	1 10	76,579	72,388 72,139	81,293	19.1%

Fiscal Year 2020 Summary Comparative Market Data

	POSITION TITLE	FY20 Needham	Comp Data Points	Comp Average	30th Percentile of Market	75th Percentile of Market	% Needham is Higher/Lower than 75th Percentile
Reduced Hours Full-Time and Hourly							
18	Community Education Marketing and Registration Manager compensation converted to hourly-----	56,950 36.98	1	30.20	30.20	30.20	18.3%
19	Community Education Volunteer Coordinator -	51,683	0				
20	Director of Nutrition Services compensation converted to hourly-----	111,540 74.11	4	52.66	47.03	59.12	20.2%
21	Nutrition Outreach Coordinator	50,819	1	29.53	29.53	29.53	
22	Assistant Athletic and Club Sports Director compensation converted to hourly-----	63,266 41.08	2	37.77	34.67	41.63	-1.3%
23	Bus Driver	22.24 25.80	1 1	21.43 28.00	21.43 28.00	21.43 28.00	-8.5%
24	Van Driver	17.52 19.46	2 2	16.19 19.41	15.97 19.28	16.46 19.56	-0.5%
25	Director/Teacher of Early Childcare for children of faculty & staff	54,600					

Fiscal Year 2020 Comparative Benefits Data and Information

ADDITIONAL DATA	Health Insurance Employer - Employee Split	FY20 COLA	Positions That Receive Cell Phone Allowance	Positions That Receive Travel Allowance
Arlington	75%-25% hired after 12/1/2011	2%		\$1,450 Director of Nutrition Services, \$1,500 Nutrition Outreach Coordinator
Dedham	80%-20%	2.5%	\$720 Administrator of IT Services, District Data Manager	
Holliston	60%-40%	2.25%		
Lexington	75%-25%	2.5%	\$650 Administrator of IT Services, Network Engineer, Assistant Network & Systems Engineer, Transportation Director	\$1,000 Network Engineer, Assistant Network & Systems Engineer
Medfield	62%-38%	2%		
Natick	50%-50% on PPO plan	2%		
Newton	75%-25% hired after 7/1/2011	2%		
Walpole	60%-40% hired after 7/1/2016	2%		
Wellesley	varies by plan	2%	\$720 Administrator of IT Services, Assistant Administrator for IT Services, Assistant Network & System Engineer, Assistant Director of Financial Operations	\$750 Assistant Athletic & Club Sports Director
Westwood	68%-32%	2%-2.5%		\$1,500 Director of Nutrition Services



SALARY ASSESSOR®

Individual Position Profile

Administrative Assistant

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Average
 Industry: Public Elementary and Secondary Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
 Planning Date: 11/18/2019
 Database as of: 10/1/2019
 eDot: 169167010
 SOC: 436014
 Printout Date: 11/18/2019

Annual Total Cash Graph



(Items in bold affect salary estimates)

Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$51,990

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	51,251	55,032	60,083	64,861	69,767
10	46,379	49,869	54,445	58,704	63,095
5	40,441	43,695	47,915	51,637	55,452
1	35,025	37,772	41,657	45,070	48,505

Human Resources Services, Inc.

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Needham Schools Pay/Class Study

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Patent No. 6,862,596 and 7,647,322

ERI Economic Research Institute



SALARY ASSESSOR®

Individual Position Profile

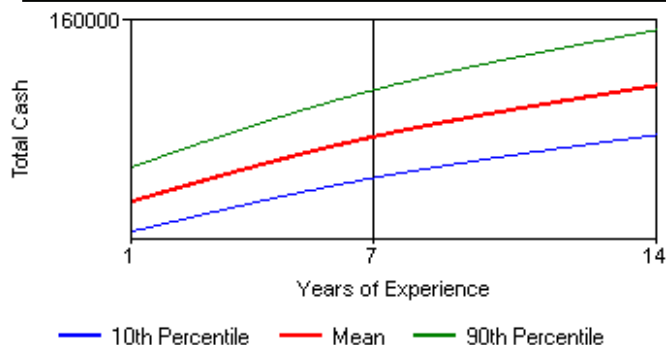
Assistant Director of Finance

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.89%)
Planning Date: 11/18/2019
Database as of: 7/1/2019
eDot: 161237060
SOC: 132051
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$111,764

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	103,034	111,144	121,582	132,110	142,417
5	88,172	94,967	103,783	112,666	121,441
1	72,773	78,158	85,204	92,255	99,297

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Individual Position Profile

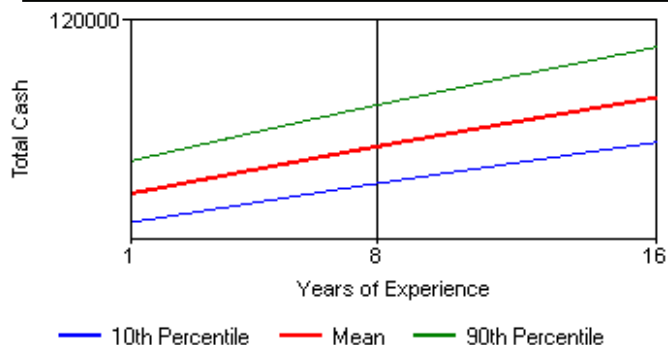
Assistant Director Human Resources

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.22%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 189117330
SOC: 131071
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$79,306

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	79,016	85,139	93,055	100,933	108,720
10	70,836	76,259	83,319	90,305	97,238
5	62,251	66,890	72,999	79,020	85,038
1	55,177	59,119	64,379	69,541	74,760

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Individual Position Profile

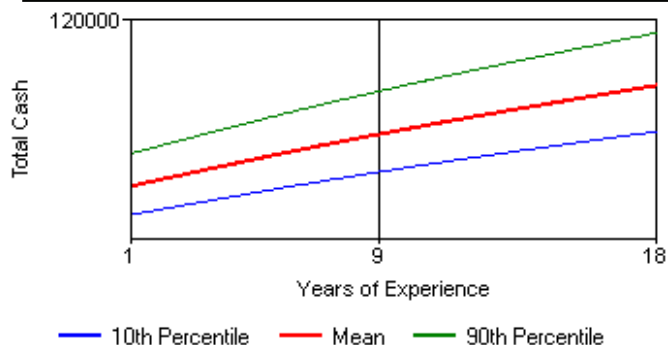
IT Administrator Assistant

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Average
 Industry: Public Elementary and Secondary Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.7% (Adjustment: 0.89%)
 Planning Date: 11/18/2019
 Database as of: 7/1/2019
 eDot: 033162070
 SOC: 151142
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$83,230

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	79,942	85,979	93,846	101,754	109,612
10	72,708	78,081	85,110	92,144	99,168
5	64,615	69,241	75,322	81,359	87,425
1	57,545	61,510	66,756	71,915	77,127

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Individual Position Profile

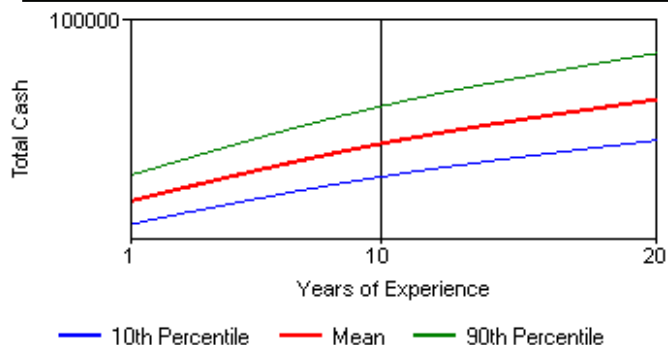
Network Specialist

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.86%)
Planning Date: 11/18/2019
Database as of: 7/1/2019
eDot: 031262001
SOC: 151152
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$65,870

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	62,162	66,564	72,361	78,098	83,873
10	56,805	60,706	65,870	70,942	76,070
5	50,067	53,312	57,657	61,880	66,185
1	43,886	46,706	50,349	53,786	57,338

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Individual Position Profile

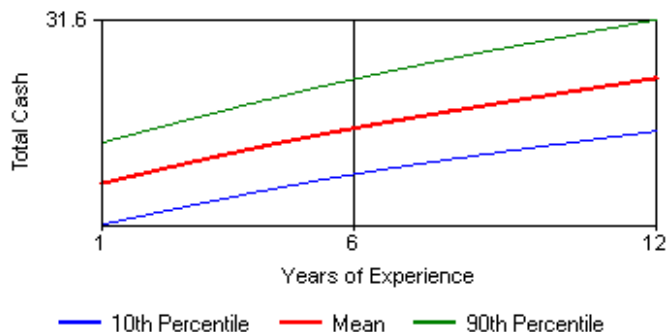
Bus Driver

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 913463010
SOC: 533022
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Hourly Total Cash Graph



Estimated Survey Mean Hourly Total Cash

All Incumbent Average: \$23.94

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	22.78	24.27	26.35	28.24	30.26
5	20.07	21.43	23.25	24.84	26.57
1	17.16	18.36	20.04	21.44	22.91

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Individual Position Profile

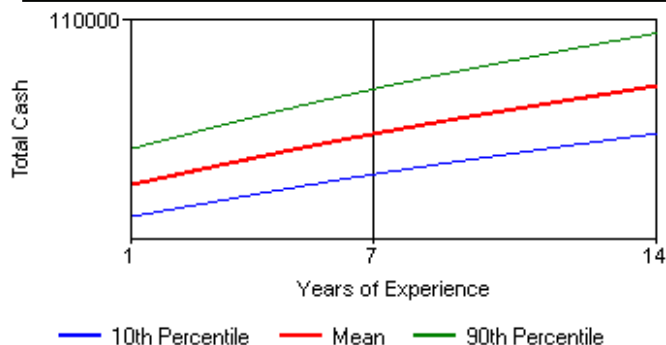
School Business Coordinator

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.22%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 189117278
SOC: 411012
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$78,603

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	72,506	77,694	84,491	91,094	97,694
5	63,857	68,326	74,251	79,984	85,754
1	55,914	59,662	64,705	69,563	74,519

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Individual Position Profile

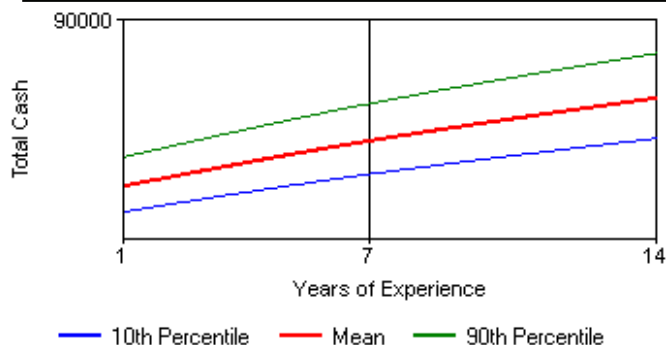
District Data Manager

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Averag
 Industry: Public Elementary and Secondary
 Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC:
 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.6% (Adjustment: 0.86%)
 Planning Date: 11/18/2019
 Database as of: 7/1/2019
 eDot: 299137001
 SOC: 113021
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$62,270

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	58,285	61,833	66,629	71,176	75,860
5	51,959	54,944	59,040	62,894	66,904
1	46,053	48,602	52,023	55,185	58,533

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Individual Position Profile

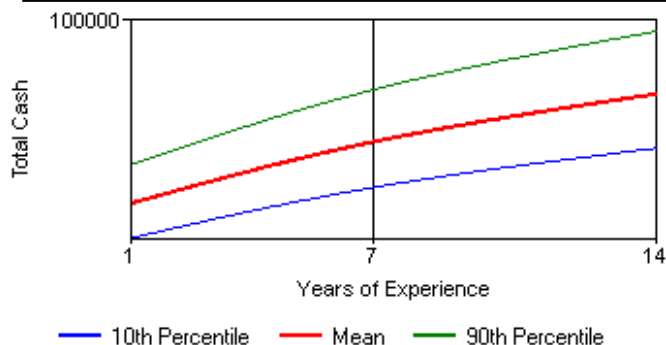
Executive Assistant

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.22%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 169167911
SOC: 436011
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$72,042

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	65,808	70,734	77,155	83,648	90,140
5	58,195	62,385	67,862	73,323	78,801
1	50,112	53,548	58,051	62,458	66,902

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Individual Position Profile

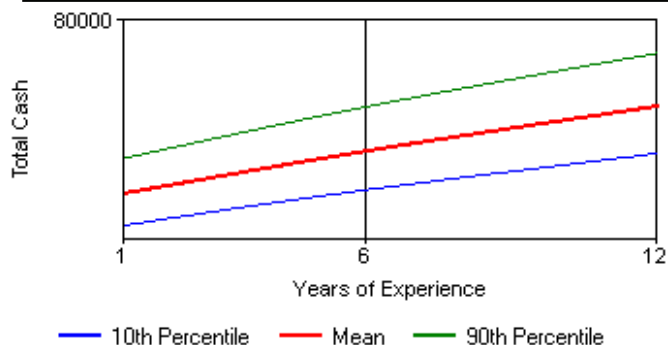
Human Resources Specialist

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Averag
 Industry: Public Elementary and Secondary
 Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC:
 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
 Planning Date: 11/18/2019
 Database as of: 10/1/2019
 eDot: 166267004
 SOC: 131071
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$55,945

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	53,295	56,757	61,446	65,956	70,580
5	47,624	50,513	54,462	58,256	62,203
1	42,350	44,893	48,239	51,330	54,601

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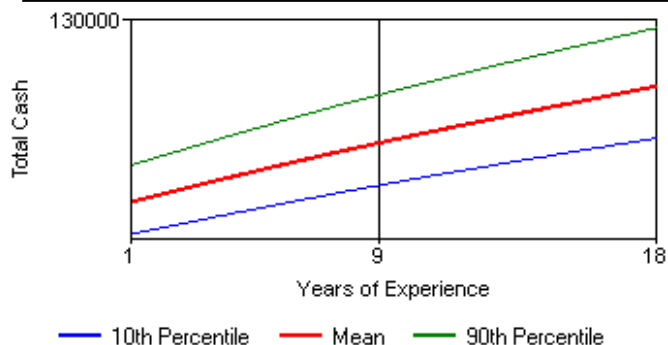
IT Administrator Information Technology

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Averag
Industry: Public Elementary and Secondary
 Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC:
 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.89%)
Planning Date: 11/18/2019
Database as of: 7/1/2019
 eDot: 030162071
 SOC: 113021
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$90,451

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	87,135	93,933	102,733	111,574	120,299
10	78,687	84,740	92,609	100,488	108,302
5	69,398	74,615	81,440	88,232	95,011
1	61,385	65,853	71,746	77,574	83,430

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Individual Position Profile

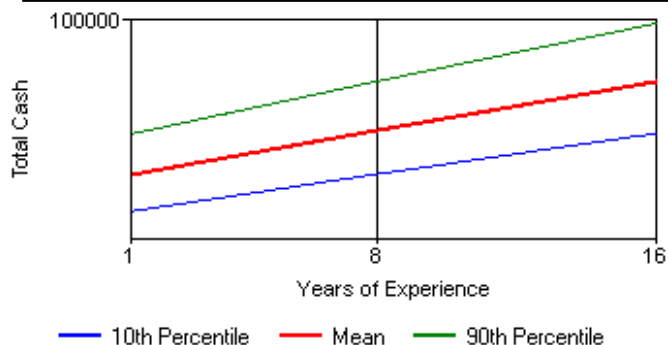
Lead Accountant

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.89%)
Planning Date: 11/18/2019
Database as of: 7/1/2019
eDot: 160162018
SOC: 132011
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$74,602

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	72,771	77,759	84,341	90,813	97,338
10	66,945	71,436	77,383	83,196	89,081
5	60,998	64,980	70,277	75,414	80,638
1	56,200	59,765	64,533	69,122	73,811

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Individual Position Profile

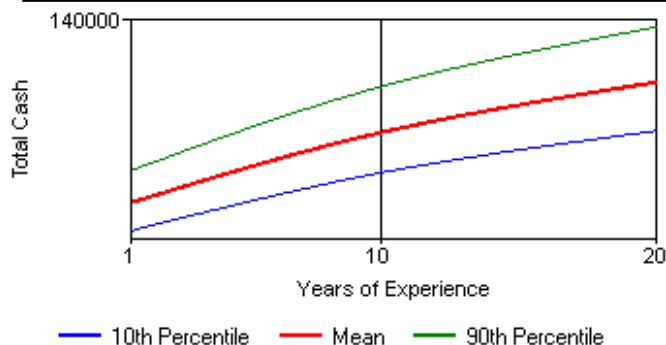
Network Engineer

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.7% (Adjustment: 0.89%)
Planning Date: 11/18/2019
Database as of: 7/1/2019
eDot: 031162038
SOC: 151143
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$98,567

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	92,207	99,356	108,611	117,948	127,150
10	83,855	90,251	98,567	106,938	115,235
5	72,844	78,230	85,274	92,325	99,365
1	62,814	67,274	73,143	78,957	84,807

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Individual Position Profile

Nutrition Director

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Average
 Industry: Industry data breakout not available

Industry Codes:

Organization Size: (Data reported by years of experience)

Annualized Salary Trend: 2.6% (Adjustment: 0.21%)

Planning Date: 11/18/2019

Database as of: 10/1/2019

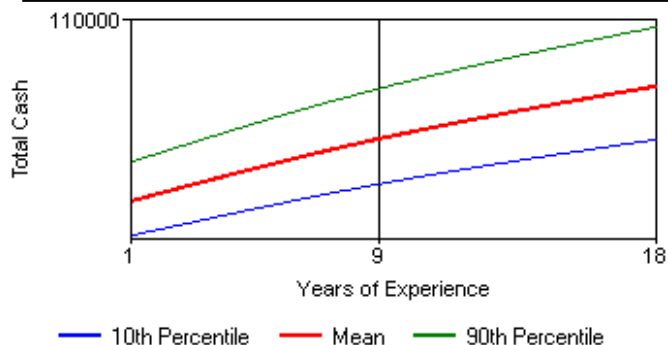
eDot: 077167102

SOC: 291031

Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$77,228

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	73,214	79,231	87,164	94,831	102,547
10	66,354	71,803	79,035	85,993	93,026
5	58,111	62,837	69,182	75,248	81,437
1	50,801	54,821	60,303	65,520	70,904

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Individual Position Profile

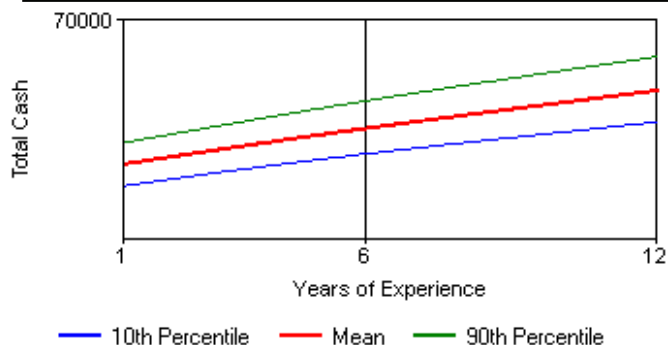
Nutrition Outreach Coordinator

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 195367018
SOC: 211093
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$50,075

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	49,315	51,522	54,720	57,474	60,502
5	44,350	46,191	48,836	51,085	53,619
1	39,572	41,246	43,572	45,411	47,461

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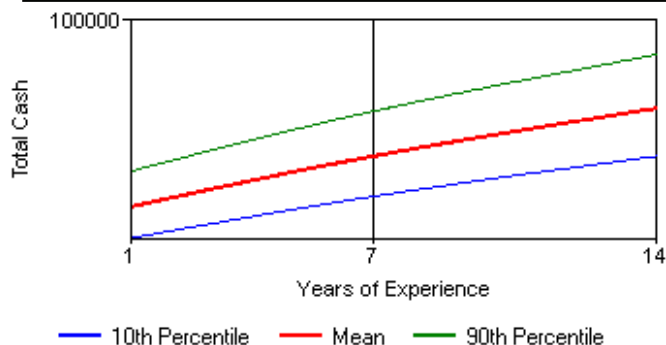
Payroll Supervisor

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Averag
 Industry: Public Elementary and Secondary
 Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC:
 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
 Planning Date: 11/18/2019
 Database as of: 10/1/2019
 eDot: 215137014
 SOC: 431011
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$68,770

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	63,667	67,958	73,651	79,172	84,757
5	56,586	60,255	65,170	69,899	74,723
1	50,086	53,143	57,294	61,258	65,347

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Individual Position Profile

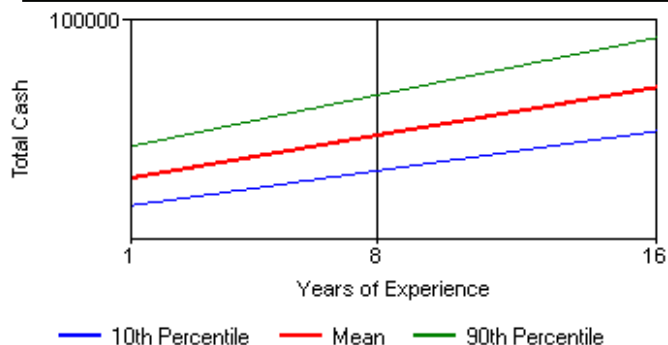
Transportation Director

Specifications

Prepared For: Needham Public Schools
 Area: Massachusetts - Commonwealth Average
 Industry: Public Elementary and Secondary Education (K -12)
 Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
 Organization Size: (Data reported by years of experience)
 Annualized Salary Trend: 2.6% (Adjustment: 0.21%)
 Planning Date: 11/18/2019
 Database as of: 10/1/2019
 eDot: 184167002
 SOC: 113071
 Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Annual Total Cash Graph



Estimated Survey Mean Annual Total Cash

All Incumbent Average: \$68,216

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
15	67,938	73,014	79,662	86,274	92,878
10	61,171	65,618	71,480	77,276	83,098
5	54,376	58,166	63,213	68,165	73,180
1	49,003	52,239	56,604	60,861	65,211

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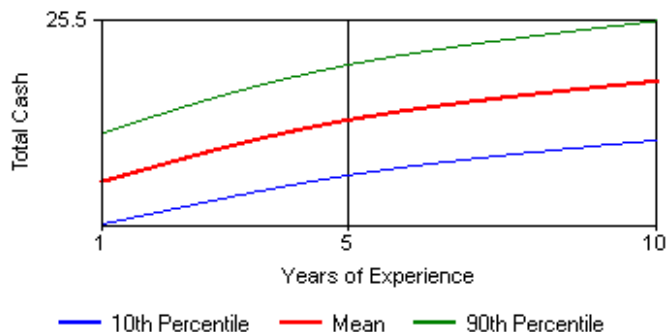
Van Driver

Specifications

Prepared For: Needham Public Schools
Area: Massachusetts - Commonwealth Average
Industry: Public Elementary and Secondary Education (K -12)
Industry Codes: eSIC: 9810, NAICS: 923110, usSEC: 8200
Organization Size: (Data reported by years of experience)
Annualized Salary Trend: 2.5% (Adjustment: 0.21%)
Planning Date: 11/18/2019
Database as of: 10/1/2019
eDot: 906683910
SOC: 533041
Printout Date: 11/18/2019

(Items in bold affect salary estimates)

Hourly Total Cash Graph



Estimated Survey Mean Hourly Total Cash

All Incumbent Average: \$20.23

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	19.17	20.49	22.27	23.79	25.41
5	17.32	18.53	20.23	21.63	23.11
1	14.75	15.63	16.99	18.18	19.51

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Needham Schools Pay/Class Study

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 ERI Economic Research Institute



Needham School Committee

June 16, 2020

Agenda Item: **Action**

Discuss Superintendent's Contract

Action Recommended:

- The School Committee will consider action on the Superintendent's FY21 contract.



Needham School Committee

June 16, 2020

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:

Andrea Longo Carter, Chair

Connie Barr, Vice-Chair

Heidi Black

Michael Greis

Susan Neckes

Aaron Pressman

Matthew Spengler

Aidan Michelow, Student Representative member of School Committee



Needham School Committee

June 16, 2020

Agenda Item: **Information Item**

- Mitchell School Improvement Plan

William Mitchell Elementary School

School Improvement Plan

2020-2024



Mitchell School Council Members:

Gregory Bayse, Principal, Chair
Sara Rosin, Parent Representative, Co-chair
Alexandra Abba, Teacher Representative
Michael d'Hemecourt, Parent Representative
Michael Garko, Parent Representative
Alex Jean-Jacques, Parent Representative
Frederica Lalonde, Parent Representative
Lisa Maira, Parent Representative

Nathan Ramras, Mitchell Alum
Kelsey Rondini, Mitchell Alum
Nuno SáCouto, Parent Representative
Elyssa Schneider, Parent Representative
Deborah Seri, Teacher Representative
Abigail Thress, Mitchell Alum
Dara Warn, Parent Representative
Miriam Weshler, Parent Representative

Collaboratively developed by the faculty, staff, parents, and alumni of Mitchell Elementary School

Mitchell School Improvement Plan 2020-2024

At almost 500 students and close to 75 full and part time staff members, the **Mitchell Elementary School** is the fourth largest of five elementary schools in the Town of Needham, Massachusetts. Originally opened in 1950, and named for Dr. William Mitchell, the school has a well-established legacy of strong community and academic excellence. Many Mitchell parents and several Mitchell teachers attended Mitchell when they were students and our school has countless volunteer hours donated each year by community members with fond memories of their families' time at Mitchell. In the past 67 years our school has had a positive influence that reverberates far outside our immediate four walls. Our school also receives significant support from the members of our School Council, our Parent Teacher Committee (PTC), and the Needham Education Foundation (NEF).

While we continue to build upon the past, as a community we are representative of the future. Mitchell is a METCO partnership school and enrolls students from Boston with the goal of providing Needham and Boston resident students the opportunity to learn together in an integrated public school setting and with increased diversity and reduced racial isolation. We also enroll the children of Town of Needham employees, resulting in a school where many students come from different backgrounds and can learn from each other in meaningful ways. Students who attend Mitchell have backgrounds that are representative of a wide variety of academic abilities and disabilities, countries, religions, and family structures. **At the Mitchell School all are welcomed.** To this end, one of the core values that we teach students at Mitchell is to recognize their own worth and the worth of others. This belief inspires all that we do to create excited learners, inspire excellence, and foster integrity.

The Mitchell School has a strong academic program that stresses differentiated instruction to grow students from their current academic level and move them towards greater excellence. Our faculty of general and special educators work collaboratively to ensure consistent and rigorous comprehensive curriculum and instruction. This goal is supported by our commitment to the Responsive Classroom model for teaching and addressing social development through the lens of Social Thinking and Growth Mindset.

Each day as a community we strive to live out our core values:

Take Care of Yourself - Personal Responsibility

Take Care of Others - Responsibility to and for Others

Take Care of Our Space - Responsibility as a Group

The School Improvement Plan (SIP) that follows sets the goals and action steps for the next four years (2020-2024). It was largely developed in the spring of 2020 during an unprecedented public health crisis that resulted in the entire district shifting to "remote learning." The entire community, students, families, and staff made dramatic shifts in pedagogy and curriculum to meet the needs of students. Many lessons were learned that also influenced the goals of this plan. The plan itself represents many hours of intentional conversation and work by the faculty and staff, the Mitchell Leadership Team, and the Mitchell School Council to evaluate our current program and to develop a roadmap for the future. It is directly tied to the core values of the Portrait of a Needham Graduate and furthers our legacy of academic excellence.





Mitchell Elementary School Vision



All members of the Mitchell School are valued for their diverse range of backgrounds, experiences, and abilities. We are socially and culturally responsive contributors to the community. We respect diversity and act with empathy and courage to promote equity and an anti-racist culture.

Students at Mitchell are expert learners who are curious and engaged in their learning. They are able to adapt to change, persist to overcome challenges, and actively contribute to the community.

Staff at Mitchell demonstrate a commitment to ongoing learning and an understanding of current research and best practices in education. Staff employ a universally designed, inclusive, tiered instructional model that includes a rigorous, comprehensive curriculum.

Families at Mitchell feel welcome and engaged in their children's education. A diverse representation of parent voices work collaboratively with the school to support student academic and social-emotional growth.

Everyone at Mitchell feels a sense of belonging, and the school is a physically and emotionally safe space for all students, staff, and members of the community.



Needham Public Schools

MISSION

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

VISION

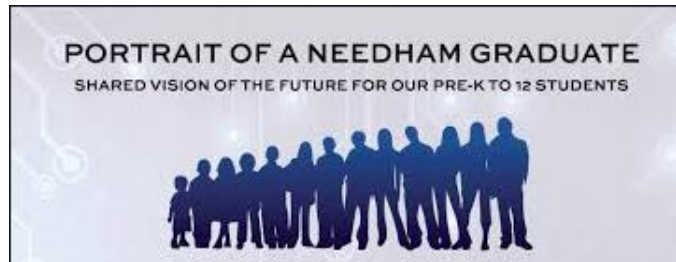
Preparing ALL Needham Public Schools students to be:

- Creative Thinkers and Problem Solvers;
- Communicators and Collaborators;
- Socially and Culturally Responsive Contributors;
- Responsible and Resilient Individuals;
- Empowered Learners

CORE VALUES

- Scholarship
- Community
- Citizenship
- Personal Growth





NEEDHAM STRATEGIC PRIORITIES

1. All Students Are Drivers of Their Own Learning

- a. *Incorporate opportunities for student choice, independent learning, & personalized pathways*
- b. *Provide structures & experiences that enable student efficacy, leadership, and voice*
- c. *Teach students the content & skills necessary for them to grow personally and academically.*

2. All Students Experience Integrative Teaching & Learning

- a. *Extend interdisciplinary teaching and learning practices Pre-K to 12*
- b. *Embed Portrait Competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices*
- c. *Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.*

3. All Students Learn & Grow Within Adaptable Environments

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

4. Infrastructure Supports Needs of All Students

- a. *Provide staffing, facilities, and budget resources aligned to district priorities*
- b. *Implement a recruitment, retention, and development process for staff growth and diversity*
- c. *Establish a professional learning structure supporting equity and the Portrait vision.*

School Goals	SP	Action Steps/ Strategies Employed	Person(s) Responsible	Impact on Students/ Ways to Measure Success	Timeline
Through data meetings and analyzing student work, teachers & administrators will monitor the achievement gap for specific subgroups of students and develop intervention plans to eliminate this gap for: <ul style="list-style-type: none"> Economically disadvantaged students English learners (ELs) Students of color Students with disabilities 	1C 3A 3B 4A 4C	<ol style="list-style-type: none"> Engage in teacher professional development on achievement gap trends and culturally responsive teaching Increase access for all students to receive additional instructional support (within and outside the school day) Participate in weekly grade level collaboration meetings including special education and instructional coaches Participate in quarterly data meetings to analyze Benchmark Assessment (literacy) progress and aMath/STAR Math progress Develop and implement K-5 student learning goals to address achievement gap issues 	Administration Academic Coaches Teachers	<p>Students identified in subgroups will receive targeted intervention that results in increased student achievement</p> <ul style="list-style-type: none"> Responsible and Resilient Individuals Empowered Learners 	2020-2024
Students will receive targeted instruction to support math and literacy growth & achievement	1C 2B 3A 3B 4A	<ol style="list-style-type: none"> Engage in professional development to strengthen tier 1 instruction Engage in student-centered coaching cycles to develop strategic learning goals for students Establish an MTSS tiered system of support for students to receive interventions in literacy, math, and SEL 	Administration IPA Committee Academic Coaches Teachers	<p>All students will receive consistent, targeted intervention that results in increased student achievement</p> <ul style="list-style-type: none"> Responsible and Resilient Individuals Empowered Learners 	2020-2024

Teachers will foster the emotional development and social and emotional skills, attitudes, and behaviors of students (as outlined by CASEL) so they can be successful across a variety of settings.	1A 1B 1C 2B	<ol style="list-style-type: none"> 1. Implement additional organizational strategies that continue to promote SEL as a schoolwide priority, creating a climate and culture conducive to learning. 2. Expand current meeting/collaboration/PD structures to include opportunities for all teachers (specialists, special educators, etc.) to support students in their SEL development 3. Establish an MTSS tiered system of support for student behavior. 4. Evaluate effectiveness of current practices to support students with emotional and sensory regulation (use of sensory motor breaks, energizers, quiet/snack time, etc.). 5. Promote student self-reflection on which strategies support their behavioral, emotional, and sensory needs to increase self-awareness, organization, and independence 6. Support wellness of all school staff by promoting a culture of self-care, mindfulness, and gratitude 7. Expand our Community Service Learning (CSL) model to support SEL development. 8. Further develop interventions for skill development in the remote learning environment, as needed. 	IPA Committee SEL Coordinator CSL Coordinator Student Council Advisor	Students' social and emotional needs will be met by all teachers at the Mitchell School, allowing students to be successful across all areas of the school <ul style="list-style-type: none"> • Socially and Culturally Responsive Contributors; • Responsible and Resilient Individuals 	2020-2024
Students will acknowledge and appreciate the diversity of their world, town, school, and classroom and will learn how to foster positive relationships with others from different races, religions, and cultures	1A 1B 2B 3C	<ol style="list-style-type: none"> 1. Engage in job-embedded professional development on Culturally Responsive Teaching 2. Implement anti-bias/anti-racist curriculum and provide opportunities for parent partnership on this topic. 3. Expand repertoire of curriculum enrichment programs and field trip opportunities to intentionally include authors, performers, & artists from diverse cultures. 4. Develop and implement an annual anti-bias/anti-hate program for students 	Administration SEL Committee Teacher Leaders	Students will understand race, bias, racism, and social justice. In addition, students will learn how to identify racism/bias and proactively work to combat its impact on society <ul style="list-style-type: none"> • Socially and Culturally Responsive Contributors; • Responsible and Resilient Individuals 	2020-2021

		5. Ensure that in-class and in-school cultural celebrations are representative of our diverse community.		<ul style="list-style-type: none"> Empowered Learners 	
Provide necessary support (guidance, special education, ELL, intervention, and wrap around support) to all students	1B 2B 3C	<ol style="list-style-type: none"> Develop a Mentor Program focused on matching adults to students in the Mitchell Community (over 25 partnerships) Examine and revise current school practices to ensure access to all students regardless of race, income, language proficiency, or town of residence. (Ex. reading intervention, summer academic support, and enrichment opportunities) 	Administration Teacher Leaders Guidance Staff All Staff	<p>Students will be able to identify at least one Mitchell adult who is a support to them</p> <p>Students and families will have access to all school/district programs despite economic, special education or English language status</p> <ul style="list-style-type: none"> Socially and Culturally Responsive Contributors Responsible and Resilient Individuals Empowered Learners 	2020-2022
Foster increased collaboration with families	3C	<ol style="list-style-type: none"> Examine and expand current family engagement practices. Develop and implement a comprehensive school communication vision. Explore options for supporting enrichment within and outside of the school day that is accessible to all students & families. 	Administration Teacher Leaders	<p>School and families will work together to support the needs of students in a collaborative manner</p> <ul style="list-style-type: none"> Creative Thinkers and Problem Solvers Communicators and Collaborators Socially and Culturally Responsive Contributors Responsible and Resilient Individuals Empowered Learners 	2020-2024

Glossary of Terms



ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

Training to prepare individuals to handle the threat of an armed intruder. ALICE teaches individuals to participate in their own survival, while leading others to safety.

Benchmark Assessments

Benchmark assessments are short tests administered throughout the school year that give teachers immediate feedback on how students are meeting academic standards.

CASEL

[Collaborative for Academic and Social/ Emotional Learning](#). SEL learning standards and benchmarks articulate what students should know and be able to do in SEL from PreK to grade 12 and allow districts to outline intersections of SEL with standards in academic content areas, including the Common Core State Standards.

Collaboration Time

Weekly time devoted to grade level and department teams to consult, collaborate, and discuss problems of practice and possible instructional implications.

Common Core State Standards

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn in each grade level and in every content area.

Community Meetings

Monthly school assemblies that follow a Responsive Classroom meeting format, which invite the school community to greet one another, share their accomplishments, participate in an activity and hear about class/school news and announcements.

Cultural Proficiency (CP)

A paradigm shift from viewing cultural difference as problematic to learning how to interact effectively with other cultures.

Enrichment/Extension

Learning that is extended beyond mastery of grade level standards. Enrichment opportunities can be provided in all content areas as needed based on student achievement.

Flexible Grouping

A method of splitting students into groups for instruction based on specific goals, interests, and learning needs, rather than grouping the students by ability alone. Assessment data is used to determine which group students should participate in, and these groups are fluid, as student needs change.

Formative Assessment

Formative assessment including diagnostic testing is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student learning.

Elementary Leadership Team

Stipend positions at the elementary level that allow classroom grade level representatives to meet with school administration and one another monthly to collaborate on school related issues.

Growth Mindset

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment (Courtesy of C.Dweck).

Guided Reading

Small group reading instruction with a targeted purpose; used as a best practice approach in a Reader's Workshop instructional model.

High Needs

For purposes of state assessment and accountability this category refers to all students in a school or district belonging to at least one of the following individual subgroups: students with disabilities, English language learners (ELL) and former ELL students, or low income students.

IDEAS

[Initiatives for Developing Equity and Achievement for Students](#). IDEAS will extend the professional learning opportunities available to school districts as they work to enhance the culturally proficient practices identified in Standards II and III of the MA Department of Elementary and Secondary Education Model Teacher Rubric.

MLT

The Mitchell Leadership Team brings together our building administration and representatives from each grade level and special-area teachers to problem-solve and address critical issues in our school. MLT members coordinate collaboration at their grade level.

MTSS

A Multi-Tiered Systems of Support (MTSS) is a framework for how school districts can build the necessary systems to ensure that each and every student receives a high quality educational experience.



Professional Development (PD)

Education for teachers and other school staff regarding school and district based initiatives. Currently, PD time is provided during staff meetings, early release and delayed opening days, as well as during the school day as needed.

Professional Learning Community (PLC)

Grade level teams that collaborate to develop strategic goals aimed towards increasing student achievement.

Responsive Classroom (RC)

Responsive Classroom is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate.

Response to Intervention (RTI)

A framework to provide early interventions to students based on data in order to reduce referrals to special education.

Social-Emotional Learning (SEL)

Social-Emotional Learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Social and Emotional Learning (SEL) SEL Representative

The Social and Emotional Learning Representative is a stipend position in each school in the Needham Public Schools. The role of the SEL Representative is to support and promote social and emotional learning within the school community.

STEAM (Science, Technology, Engineering, Arts, Math)

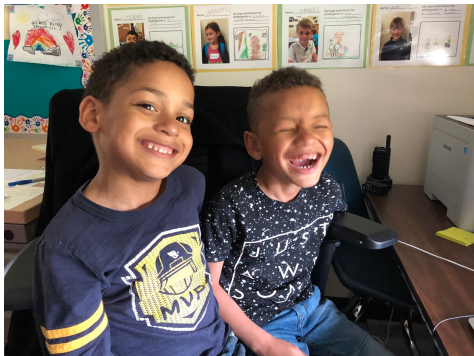
Area of new programming implemented in FY15 school year for grades 1-3.

TAT—Teacher Assisting Teachers Team

A group of Mitchell classroom teachers, special educators, guidance counselors, literacy specialists, and administrators that meets weekly to discuss individual and small groups of students and provide strategies and/or targeted interventions that can be implemented to support student growth. Data is collected based on student progress to determine if interventions have been successful.

Tiered Interventions (Tier 1, Tier 2, Tier 3)

Tiered intervention refers to levels of support offered to individual students who struggle academically. Tier 1 refers to in-class supports provided by the teacher. Tier 2 refers to supports offered by a specialist teacher (i.e., a literacy coach). Tier 3 refers to a very high level of support such as the modified curriculum of special education.



Units of Study (UOS)

Lucy Calkins is the author of the popular classroom materials Units of Study for Teaching Reading series and the Units of Study for Teaching Writing series. The Units of Study for reading and writing offer grade-specific support for teachers to develop instruction that helps students meet and exceed the Common Core State Standards.